

## Batch verification

Checking the validity of the licence of all your employees in just a few clicks!

### Verification Register by batch

An easy-to-use tool is made available by the Bureau de la sécurité privée to agencies and employers in order to enable them to verify the validity of the licences of all their employees without having to carry out individual searches within the Register of licence holders.

A simple and effective audit!

Follow these steps to use the Verification Register by batch.

### FOLLOW THE DIRECTIVE IN CARRYING OUT EACH STEP.

**Log In to “My account” on the BSPQUEBEC.CA website** having at hand your (or at least one of your) licence(s) number(s) and your password. Do not forget to include a space between the letters and the numbers of the permit number to check. **Example: GAR 2222222**

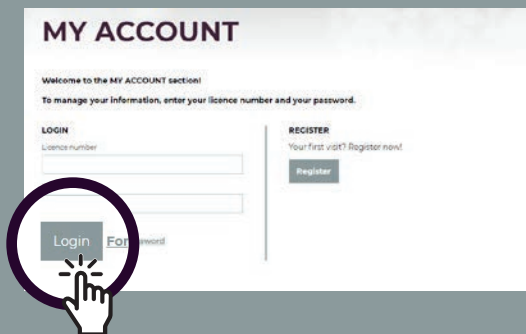
Lost your password? Simply press the “Forgot Password” button or contact the Information Department to reactivate your access.

**Open a new Excel document and enter from the very first line in the first column of the file all the licence numbers to be audited.**

Insert the correct licence number as it appears on the printed licence (including spaces).

**For example: INV 11111111**

1



2

