



METHODS OF PAYMENT

DO YOU ALREADY HOLD A LICENCE?

Here are the payment methods available for you to pay your annual fees:



Online

Visit the “**My account**” section of the **BSPQUEBEC.CA** website in order to pay by credit card, prepaid credit card or Visa Debit.



At a financial institution

Make your payment either at an Automated Teller Machine (ATM), at the teller or online. Notice: Please allow a minimum of **3 to 5 business days** to allow your payment to be reflected on your BSP file.



By check, bank or postal money order.

Make your payment by check, bank or postal money order **with your file number written on the back** and send it by mail. Please allow **a minimum of 7 working days** for receipt by the Bureau. (No post-dated cheques are accepted.)



By *Interac* e-Transfer

Make your payment by *Interac* e-Transfer following the instructions below:

- 1 Recipient:** Bureau de la sécurité privée
- 2 Email:** comptabilite@bspquebec.ca
- 3 Security Question:** reason for payment
- 4 Security Answer:** permis
- 5 Reason:** Your BSP file number

Please allow **a minimum of 7 working days** for receipt by the Bureau.



By telephone

Contact the Information Department at 514 748-7480 or our toll-free number at 1 877 748-7483 and **dial 1** to speak to an agent. You will be able to pay your annual fees by credit card, prepaid credit card or Visa Debit.

Please note that the waiting time to speak to an agent may be longer due to high call volume.



METHODS OF PAYMENT

SUBMITTING A NEW LICENCE APPLICATION?

Here are the payment methods available to you:



Credit card, prepaid credit card, Visa Debit.

Before proceeding with a payment, you must download and complete the form related to your new licence application. You can find this form online at BSPQUEBEC.ca in the “Apply online” section. It will allow you to make a payment by credit card, prepaid credit card or by Visa Debit.



By check, bank or postal money order.

Make your payment by check, bank or postal money order **with your file number written on the back**, if the application is sent by mail. (No post-date cheques are accepted.)



By *Interac* e-Transfer

Make your payment by *Interac* e-Transfer following the instructions below:

- 1 Recipient:** Bureau de la sécurité privée
- 2 Email:** comptabilite@bspquebec.ca
- 3 Security Question:** reason for payment
- 4 Security Answer:** permis
- 5 Reason:** Name, First Name
Date of Birth (DAY/MONTH/YEAR)
Email and Phone

Any questions? Please contact our Information Department by phone at 514 748-7480 or our toll-free number at 1 877 748-7483 or by email at info@bspquebec.ca.

Information Department

Bureau de la sécurité privée