

## Customer Information

### On submitting a licence application necessary for approval of employees (arms manufacturer, distributor, repairer)

#### ÁNYK (General Form Completion Program) form included in the Information

Case group: Civilian firearms administration

Identifier	Title of form
RI-0640	Engedélykérelem alkalmazotti hozzájáruláshoz (fegyvergyártó, forgalmazó, javító)
	License application for approval of employees (arms manufacturer, distributor, repairer)

**This Information is effective as of 1 January, 2018.**

#### Legislation relating to the procedure

1. Act CL of 2016 on the general rules of administrative proceedings and services  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=199170.331240](http://njt.hu/cgi_bin/njt_doc.cgi?docid=199170.331240)
2. Act XXIV of 2004 on firearms and ammunition (hereinafter: Arms Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=83823.323256](http://njt.hu/cgi_bin/njt_doc.cgi?docid=83823.323256)
3. Act CCXXII of 2015 on the general rules of electronic administration and trust services (hereinafter referred to as “E-Adm. Act”)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=193173.338642](http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173.338642)
4. Government decree 253/2004. (VIII. 31.) on weapons and ammunition (hereinafter referred to as G.d.)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=86434.329877](http://njt.hu/cgi_bin/njt_doc.cgi?docid=86434.329877)
5. Government decree 329/2007 (XII.13.) on the bodies of the Police and on the tasks and powers of the Police (hereinafter referred to as Gov. Dec.)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629.326988](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988)
6. Decree of the Ministry of Interior 49/2004. (VIII.31.) on shooting ranges, the storage of firearms and ammunition by the authorities and the theoretical and practical requirements of the possession of firearms  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=84517.328286](http://njt.hu/cgi_bin/njt_doc.cgi?docid=84517.328286)
7. Decree of the Ministry of Interior 50/2004. (VIII. 31.) on the administrative service fees for examinations on the knowledge of weapons, examinations on the distribution of weapons, the storage of firearms and ammunition by the authorities and authorising activities relating to weapons and ammunition (hereinafter referred to as D.)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=84536.328287](http://njt.hu/cgi_bin/njt_doc.cgi?docid=84536.328287)
8. Decree of the Ministry of Justice and Law Enforcement 67/2007. (XII. 28.) on the establishment of the jurisdictions of the Police  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=110516.316679](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679)

## **Procedural order**

### **Submission of an application**

An application for a worker's or a repairer's employee's approval (manufacturer, distributor, repairer) shall be submitted to the police headquarters whose jurisdiction covers the organization's or the individual enterprise's workplace, the Budapest Police Headquarters in Budapest.

If the same organization or individual enterprise has two or even three different authorizations for activities, the employee applications shall be submitted separately for each activity.

### **Costs and expenses of the procedure**

The administrative service fee for the employee approval application is HUF 2000 per person. In the case of a repair employee the administrative service fee shall be paid to the appropriation allocation fund account of the county police headquarter in charge of the case initially; in Budapest, to the Metropolitan Police Headquarters. In the case of a manufacturer or distributor, in the first instance to the county Police headquarters; in Budapest, to the appropriation allocation fund account of the Budapest Police Headquarters. The payment must be made no later than the day following the date of receipt of the registration number of the competent authority. The notice should indicate the reason for the payment for "alkalmazotti kérelem gyártáshoz, forgalmazáshoz, javításhoz" ("employee application for production, distribution, repair") and the case number. (Registration number: RZSEIR registration number indicated on the notification sent by the document management system of the police to the applicant's Customer Gateway storage space).

The account numbers are listed in Appendix 2 of the R.

### **PDF file attachment(s) to be added to the application**

- a certificate attesting the qualification of production, distribution or repair.

The applicant shall present the original document(s) enclosed at the request of the authority.

### **Processing an application**

If the application is submitted in full to the competent authority or the applicant has fulfilled the authority's request for correction and the application complies with the legal requirements, the authority shall issue an authorizing decision. The electronically authenticated decision will be issued and sent by the police to the applicant. The authority issues a card to an employee authorized to carry out a manufacturing, distribution or repair activity, which, according to the client's declaration, is delivered by post or handed over in person during customer reception hours.

The opening hours of the customer reception can be found on the police official website.