

## Customer Information

### for sole traders and for companies or single member companies registered in Hungary submitting an application for the issue/ extension of an operating licence for conducting private security activities

#### ÁNYK and inNOVA forms included in information:

Case group: Procedure concerning private security and private investigation (security procedure)

Identifier	Title of form
RI-0203	Kérelem egyéni vállalkozók részére a személy- és vagyonvédelmi tevékenység végzéséhez szükséges működési engedély kiadásához, meghosszabbításához
RI-0203	Application for sole traders for the issue/ extension of an operating licence for conducting private security activities
RI-0204	Kérelem Magyarországon bejegyzett gazdasági társaság, vagy egyéni cég részére a személy- és vagyonvédelmi tevékenység végzéséhez szükséges működési engedély kiadásához, meghosszabbításához
RI-0204	Application for companies or single member companies registered in Hungary for the issue/ extension of an operating licence for conducting private security activities
RI-0203 (inNOVA)	Kérelem egyéni vállalkozó, Magyarországon bejegyzett gazdasági társaság, vagy egyéni cég részére a személy- és vagyonvédelmi tevékenység végzéséhez szükséges működési engedély kiadásához, meghosszabbításához
RI-0203 (inNOVA)	Application for sole traders and for companies or single member companies registered in Hungary for the issue/ extension of an operating licence for conducting private security activities

**This information is effective as of 30 April, 2019.**

#### 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 CXXXIII of 2005 on the rules of private security and private investigation (hereinafter: PSI Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=95492.338607](http://njt.hu/cgi_bin/njt_doc.cgi?docid=95492.338607)
3. Act CXX of 2012 on the activities of persons performing certain law enforcement tasks and on the amendments to certain acts to fight truancy (hereinafter: Law Enforcement Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=152650.337597](http://njt.hu/cgi_bin/njt_doc.cgi?docid=152650.337597)

4. Act CCXXII of 2015 on the general rules of electronic administration and trust services (hereinafter: "E-Administration Act")  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=193173.338642](http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173.338642)
5. Act XCIII of 1990 on duties (hereinafter: D. Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=13511.338389](http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511.338389)
6. Government decree 329/2007 on the organs of the police and on the responsibilities and powers of the organs of the police (hereinafter: Gov. D.)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629.326988](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988)
7. Decree of the Minister of Justice and Law Enforcement 67/2007. (XII. 28.) on the territorial jurisdiction of the organs 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)

## **Procedure**

The form can be used to submit an application for an operating licence for conducting private security activities by:

- Hungarian citizens or persons having the right of free movement and residence, who pursue the activity of sole traders
- by companies or single member companies that have a registered office/place of business/ branch in Hungary.

## **Submitting the application**

The application has to be submitted to the city (district) police headquarters whose jurisdiction covers the registered office/ place of business/ branch of sole trader or enterprise in Hungary.

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

1. An administrative service fee of HUF 23,000 (twenty-three thousand), to be paid into the appropriation allocation fund account of the county (municipal) police headquarters in charge of the case, in advance or retrospectively.
2. Account numbers: see Attachment 1 of MoI (Minister of Interior) Decree.
3. Advance payment: "SZV. ig. szolg. díj" (Private Security administrative service fee) to be indicated in the reference field.
4. Retrospective payment: to be made at the latest within one day after knowledge of the registration number of the authority in charge of the case (Registration number: the "RZSEIR" registration number indicated on the notification sent by the document management system of the Police to the applicant's Client Gateway storage space).

## **Attachments to be added to the application**

### For sole trader

1. Sole traders without Hungarian citizenship have to certify the facts that they have no criminal record and are not subject to the restrictions specified in paragraphs (3) and (4) of section 6, of the PSI Act with a public document issued by the relevant authority of the applicant's country of residence, not older than 3 months. A document issued in another country is of probative value – unless otherwise suggested by an international treaty or the practice of international reciprocity- if it has been certified as diplomatically authentic by the Hungarian foreign representation operating in the country where the document was issued.  
For documents issued in a language other than Hungarian, a certified Hungarian translation has to be attached to the application too.
2. In the case of a sole trader without Hungarian citizenship, a public document certifying his legal capacity and its certified Hungarian translation
3. A liability insurance covering the activity to be conducted, and a certificate issued by the insurance company attesting that the insurance contract has been continuously in effect due to payments of the insurance fee.
4. In the case of an advance payment of the administrative service fee to the Police, a proof of the payment.

### For companies or single member companies registered in Hungary

1. For certifying authorised signatures, the signature samples or signature registration cards of all executive officers of the enterprise are required (not required in the case of an extension of the operating licence).
2. An executive officer of an enterprise founded in Hungary, who has no Hungarian citizenship, has to certify the fact that he has no criminal record and that he is not subject to the restrictions specified in paragraphs (3) and (4) of section 6, of the PSI Act with a public document issued by the relevant authority of the applicant's country of residence, not older than 3 months. A document issued in another country is of probative value – unless otherwise suggested by an international treaty or the practice of international reciprocity- if it has been certified as diplomatically authentic by the Hungarian foreign representation operating in the country where the document was issued. For documents issued in a language other than Hungarian, a certified Hungarian translation also has to be attached to the application.
3. For an executive officer of an enterprise founded in Hungary, who has no Hungarian citizenship, a public document certifying his legal capacity and its certified Hungarian translation
4. A liability insurance covering the activity to be conducted, and a certificate issued by the insurance company attesting that the insurance contract has been continuously in effect due to payments of the insurance fee.
5. In the case of an advance payment of the administrative service fee to the Police, a proof of the payment.

## **Processing the application**

The Police shall establish the existence of the requirements for issuing the operating licence.

If during the processing of the application it is established that an eligible customer has submitted a fully completed application to the relevant authority or has complied with the request for supplying missing items and conforms to the applicable requirements set out in legislation, the Police shall authorise the activity by issuing an operating licence, which shall be valid for 5 years.

The licence shall be sent by post at the applicant's request, or may be received in person at the authority in charge. (In the case of an extension, the previous, still valid licence has to be returned to the authority in charge upon receiving the new licence.)

The private security activities may only be commenced if the authority in charge has authenticated the records of the sole trader's contracts.

In the case of an incomplete application, the authority in charge shall order the issue of a request for the supply of missing items, which shall be sent to the applicant's Client Gateway storage space. The missing documents requested can be attached to a separate form.

If the requested documents are not supplied or the administrative service fee defined is not paid, the Police shall or may terminate the public administration procedure.

If the applicant does not comply with the provisions of the relevant legislation, the application shall be rejected.

The procedure requires personal appearance.