

## Customer Information

### Submitting an application to request a licence to manufacture and distribution weapons, ammunition (cartridge) and ammunition components and a licence to carry out repairer's activities

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

Case group: Civilian firearms administration

Identifier	Title of form
RI-0637	Engedélykérelem fegyverjavítói tevékenység végzéséhez
RI-0637	Application for a licence to carry out repairer's activities
RI-0638	Engedélykérelem fegyver, lőszer (töltény), lőszerem gyártásához
RI-0638	Requesting a licence to manufacture weapons, ammunition (cartridge) and ammunition components
RI-0639	Engedélykérelem fegyver, lőszer (töltény), lőszerem forgalmazásához
RI-0639	Requesting licence to distribute weapons, ammunition (cartridge) and ammunition elements
RI-0637 (inNOVA)	Engedélykérelem fegyver, lőszer (töltény), lőszerem gyártásához, forgalmazásához, valamint fegyverjavítói tevékenység végzéséhez
RI-0637 (inNOVA)	Requesting a licence to manufacture and distribution weapons, ammunition (cartridge) and ammunition components and a licence to carry out repairer's activities

**This information is effective as of 31 October, 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 XXIV of 2004 on firearms and ammunition (hereinafter referred to as 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  
[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 of 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 of 329/2007. (XII.13.) on the bodies of the Police and on the tasks and powers of the Police  
[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 fee 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)

## **Procedure**

### **Submitting the application**

Applications to request a licence to manufacture and distribution weapons, ammunition (cartridge) and ammunition components must be submitted to the relevant county police department of the place of activity of the organisation or enterprise; in Budapest, the Budapest Police Headquarters, to request a licence to carry out repairer's activities must be submitted to the relevant police department of the place of the repair activity; in Budapest, the Budapest Police Headquarters.

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

The administrative service fee for the application for a licence to manufacture and distribution weapons, ammunition (cartridge) and ammunition components shall be HUF 150,000.

The administrative service fee for the application for a licence to carry out repairer's activities shall be HUF 80,000.

The administrative service fee for the necessary permits to employ personnel shall be HUF 2,000 and the administrative service fee for permits for storage of firearms, ammunition, ammunition components storage shall be as follows:

- HUF 15,000 for up to 25 firearms and/or ammunition up to 5000 pcs;
- HUF 35,000 for between 26–50 firearms and/or 10,000 pcs. of ammunition;
- HUF 45,000 for 50+ firearms and/or 10,000 pcs. of ammunition;
- ammunition components storage: HUF 35,000.

The administrative fee for a storage site need not be deducted separately if the storage site is assessed at the same time as the activity is authorized, provided that the storage site is in direct physical contact with the site of the activity.

The administrative service fee is payable in advance or ex-prior to the appropriation allocation bank account held by the relevant county police department in charge of the police department in the first instance; in Budapest, the Budapest Police Headquarters.

The administrative Service Fee can be paid by bank transfer or via the Electronic Payment and Settlement System (EFER) via online bank card payment (VPOS).

In the case bank transfer, the information field must contain the purpose of the payment e.g. ,, manufacture and distribution weapons, ammunition (cartridge) and ammunition components

and carry out repairer's activities" and the registration number returned after the automatic registration, which is a case number consisting of the following positions:

X X X X X - X X X /X X X/ X X X X. F. (e.g.: 29000-821/111/2019. F.)

The account numbers are included in Attachment 2 of the D.

### **Attachments to be added to the application submitted in pdf files**

- 1) for manufacturing, distribution and repairer's activities
  - the to-scale layout of the building;
  - the method of separating the premises for repair from the premises for storage;
  - the details and the technical approvals of the security system (steel security bars, impact resistant security foils, alarm system, etc.) if its size justifies attachment;
  - a test certificate evidencing the employees' or sole trader's theoretical knowledge and practical skills;
  - the number and size of premises used for repair and storage;
  - proof of right to use if the location of the activity or the storage site are not the property of the applicant

In the case of an application for manufacturing in addition to point 1:

- A) Where available, the expert opinion of the (designated) body authorized to examine firearms and ammunition, including:
  - the findings of safe operation on the basis of tests carried out in accordance with the test method and procedure for civilian small arms and ammunition, as specified in MSZ 15765 and for the certification of cartridges, MSZ 15764; whether the weapon, ammunition and ammunition complies with the requirements of this Regulation;
  - other findings relevant to the safe and legal use of the weapons, ammunition (cartridge) and ammunition elements;
- B) in the case of a weapon, ammunition (ammunition) and ammunition component subject to a type-approval test, the manufacturing documentation (design, manufacturing process, technology);
- C) details (type, characteristics), quantity and size of stock of the weapons, ammunition (cartridge) and ammunition elements to be manufactured;
- D) the start of manufacturing

In the case of an application for distribution in addition to point 1:

- the name of the weapon, ammunition (cartridge) and ammunition elements to be distributed and the size of the stock.

In the case of an application for a repair license in addition to point 1:

- the number and size of the repair and storage facilities;
- a precise description of the repair activity (firearm repair, gas and alarm weapons repair, binoculars, etc.)

The applicant, if called upon by the authority, must produce the original copy of the attached documents.

**Processing the application**

If during processing the application it is established that the entitled applicant has submitted the complete application to the authority having appropriate jurisdiction, or the applicant has complied with the request for correction or amendment, the premises for storage, upon the inspection carried out on site, meet the requirements set in G. d., furthermore there are no reasons set out in the Arms Act that may exclude the applicant from being granted the licence, the authority shall make a decision of granting a licence to carry out repair activities. The Police shall then send the applicant the electronically certified copy of the decision on the permit. The permit (document in a card-format) shall be received, in accordance with the declaration made by the customer, either by mail or in person during business hours.