

## Customer Information

### On the submission of applications for a shooting instructor licence

#### inNOVA form included in the Information

Case group: Procedures concerning civilian firearms

Identifier	Title of form
RI-0608	Kérelem lövészvezetői engedélyhez
	Application for a shooting instructor licence

**This information is effective as of 30 June, 2020.**

#### 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 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)

## **Procedure**

### **Submitting the application**

Applications for a shooting instructor licence are to be submitted to the police headquarters whose jurisdiction covers the applicant's place of residence; in Budapest, to the Budapest Police Headquarters.

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

An administrative service fee of HUF 6,000, to be paid in advance or ex-prior into the appropriation allocation fund account of the county police headquarters governing the local police headquarters proceeding at 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. „ applications for a shooting instructor licence” 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.)

**Account numbers:** Account numbers listed in table 1. of information contained on next link: [az űrlapbenyűjtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)

### **Attachments to be added to the application in pdf format**

- shooting instructor examination or
- class A qualification or
- shooting coach or
- specialized shooting coach or
- range officer qualification
- an examination certificate of the acquisition of the theoretical knowledge and practical skills required for holding firearms

The applicant is obliged to present the original of the document attached in the above format at the request of the authority.

### **Processing the application**

If during the processing of the application it is established that an eligible customer has submitted a fully completed application to the relevant and competent authority and the requirements for the licensing as set out in legislation are met; or the applicant has complied with the request for supplying missing items, the Police shall send the electronically generated and authenticated decision to the applicant. During the procedure, no personal appearance is required for the receipt of the licence.