

## Customer Information

### On the application to register private investigation activities or activities concerning the design/installation of security systems performed by a sole trader or a company or single member company

#### inNOVA forms included in information

Case group: Procedures concerning private security and private investigation (security procedures)

Identifier	Title of form
RI-0207	Gazdasági társaság, egyéni cég, egyéni vállalkozó bejelentése magánnyomozói, illetve vagyónvédelmi rendszert tervező, szerelő tevékenység végzésére
RI-0207	Applications for the registration of private investigation activities or activities concerning the design/installation of security systems performed by sole traders or a company or single member company

**This information is effective as of 18 December, 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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=199170)
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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=95492)
3. Implementing BM Decree of Act XCIII of 1990 on duties  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=102416](http://njt.hu/cgi_bin/njt_doc.cgi?docid=102416)
4. Government decree 487/2017. (XII. 29.) on the different and complementary rules of administrative and administrative procedures in respect of the activities of persons and property guards, private investigators, individual law enforcement personnel and armed security guards  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=206344](http://njt.hu/cgi_bin/njt_doc.cgi?docid=206344)
5. 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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=152650)
6. 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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173)
7. Act XCIII of 1990 on duties (hereinafter: D. Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=13511](http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511)
8. 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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629)

9. 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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516)

## **Procedure**

The form is used to register private investigation activities or activities concerning the design/installation of security systems performed by a sole trader or a company or single member company, that have a registered office, establishment or branch in Hungary.

## **Submitting the application for registration**

The application for the registration has to be submitted to the city (district) police headquarters whose jurisdiction covers the registered office/ establishment/ branch of enterprise in Hungary.

## **Costs and expenses of procedure**

1. A general procedure fee of HUF 3,000 (three thousand) to be transferred to the account of the authority in charge of the case, in advance or retrospectively.
2. Account numbers listed in table 2. and 4. of information contained on next link: [az űrlapbenyújtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)
3. Advance payment: "eljárási illeték" ("procedure fee") to be indicated in the reference field of the transfer
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. The registration number of the case is to be indicated in the reference field of the transfer. (Registration number: the "RZSEIR" registration number indicated on the notification sent by the document management system of the Police to the applicant's Client Gate storage space).

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

For company or single member company

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 enterprises 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.

For sole trader

1. Sole traders without Hungarian citizenship have to certify the fact that they have no criminal record and that they 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 also has to be attached to the application.
2. For sole traders without Hungarian citizenship, a public document certifying their 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.

### **Processing the registration application**

When processing the case, the Police shall examine the registration application and its attachments. If during the processing of the application it is established that an eligible customer has submitted a fully completed application to the relevant authority and conforms to the applicable requirements set out in legislation, the Police shall acknowledge the activity by issuing an official certificate, which shall be valid until further notice. The certificate shall be sent by post at the Customer's request, or may be received in person at the authority in charge.

If the application does not comply with the requirements set forth in the relevant legislation or the procedure fee has not been paid and the service provider has not been granted exemption from costs, at the same time as stating the omissions, the Police shall warn the service provider of the legal consequences of conducting its activity without registration.

The procedure requires personal appearance.