

## Customer Information

### On the submission of applications for the replacement or exchange of operating licences authorising private security activities

#### inNOVA forms included in the Information

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

Identifier	Title of form
RI-0213	Kérelem egyéni vállalkozó, Magyarországon bejegyzett gazdasági társaság, egyéni cég részére személy- és vagyonvédelmi működési engedély pótlásához, cseréjéhez (névváltozás, székhely, telephely, fióktelep változásának bejelentése)
	Application for sole traders or companies and single-member companies registered in Hungary for the replacement or exchange of operating licences authorising private security activities (reporting change of name / registered office/ establishment/ branch)

**This information is effective as of 3 February, 2021.**

#### 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 referred to as 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 referred to as 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 referred to as E-Adm. 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 (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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629)
9. 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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516)

## **Procedure**

Submitting an application is justified if there has been a change to the data (name of enterprise, registered office, establishment, branch, etc.) included in the existing, effective operating licence (exchange) or the operating licence has been lost, stolen, destroyed or damaged (replacement).

Enterprises are obliged to report changes to registered data by the fifth day of the month following the month in question to the police headquarters authorised to issue operating licences.

## **Submitting the application**

The report has to be submitted to the city (district) police headquarters whose jurisdiction covers the registered office/ establishment/ branch in Hungary.

## **Costs and expenses of procedure in the case of private security activity**

1. In the case of an exchange: an administrative service fee of HUF 7,600 (seven thousand six hundred)
2. In the case of a replacement: an administrative service fee of HUF 23,000 (twenty-three thousand), to be paid into the appropriation allocation fund account of the county (or Budapest) police headquarters in charge of the case in advance or retrospectively.
3. Account numbers: Account numbers listed in table 1. of information contained on next link: [az űrlapbenyűjtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)
4. Advance payment: "SZV. díj" (Private Security fee) to be indicated in the reference field
5. Retrospective payment: to be made at the latest on the 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. (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**

1. In the case of an exchange of an operating licence, documents stating the grounds for the exchange (e.g. a certificate of name change).
2. In the case of a replacement, a declaration describing the circumstances of the loss of the operating licence and of the perception of the loss, and if the incident has already been reported, an incident report taken by the police authority.
3. In the case of a self-employed person or a senior official with the right of free movement or residence, an authentic instrument issued by the competent authority of the country of residence not older than three months certifying the existence of preconditions (the

person concerned has no criminal record). A document issued abroad is of probative value, unless it follows from an international treaty or international reciprocity practice, if the Hungarian foreign mission authority operating in the country of issue has provided diplomatic over-authentication. A document issued in a language other than Hungarian must be attached to the application together with an authentic Hungarian translation. Proof of payment in case of advance payment of the administrative service fee to be paid to the Police.

4. In the case of an advance payment of the administrative service fee to the Police, a proof of the payment.

### **Processing the application**

When processing the case, the Police shall examine the existence of the requirements concerning the background of the executive officer applying for the exchange or replacement of the operating licence and, furthermore, the requirements for keeping the operating licence in effect.

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 the supply of missing items and conforms to the applicable requirements set out in legislation, the Police shall exchange or replace the licence. The effective period of the certificate – both in the case of exchange and in the case of replacement – shall be the same as the original effective period. In the case of a replacement, the new operating licence shall be sent by post at the applicant's request, and in the case of an exchange it may be received in person at the authority in charge, while in the case of an exchange the original operating licence has to be returned to the authority in charge at the same time as receiving the new one.

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 submitted as attachments to a separate form.

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

If the applicant fails to conform to the applicable legal requirements, the application shall be rejected.

The Police shall issue and send the electronically authenticated official documents to the customer submitting the application.

In the case of the replacement of a licence or when a document issued in another EEA member state and its certified Hungarian translation need to be presented, a personal appearance is required during the procedure; in other cases it is not required.