

Customer Information

On submitting a licence application by persons performing law enforcement tasks for the issue of service ID passes and service badges

inNOVA form

Case group: Procedures concerning persons performing law enforcement tasks

Identifier	Title of form
RI-0700	Engedélykérelem a rendészeti feladatokat ellátó személy szolgálati igazolvány és szolgálati jelvény kiadásához
	Licence application by persons carrying out law enforcement tasks for the issue of service ID passes and service badges

This Information is effective as of 23 July, 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
2. 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
3. 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
4. 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
5. Ministry of Interior decree 69/2012. (XII. 14.) on the administrative service fee related to the issuance of service card and service badge of persons performing law enforcement duties http://njt.hu/cgi_bin/njt_doc.cgi?docid=157409

Submitting an application

An application for the issuance of an ID pass and badge shall be filed by a person authorized to represent the employer of the person performing the activity, to the relevant county (metropolitan) police headquarters.

Attachments to be added to the application

The Rfesz.tv. Article 6 § (1), and 8 § (1) (a) and (b).

- a) the employer declares that the person concerned has justified the conditions of employment laid down in Paragraph 5 (1) to (3), or
- b) in the absence of an employer, the applicant shall certify that the conditions of employment specified in Article 5 (1) to (3) are met,
- c) a document certifying the existence of legal capacity, not older than 1 year.

The procedure is subject to administrative fees.

Administrative service fee:

The administrative service fee payable to the police is HUF 6,100 (six thousand and one hundred forints)

The administrative service fee shall be paid to the appropriation allocation fund account of the relevant county (metropolitan) police headquarters who have jurisdiction and competence to issue the ID pass and the badge indicated in the application.

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

Referring the case number, 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 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. pr. (e.g.: 19000-140/111/2019. rfesz.)

Processing an application

The request received and its attachment shall be examined by the authority. If, during the processing of the application it is established that the application has been submitted by the employer (organization, company) with the appropriate data content and attachment, the authority arranges for the issuance of the ID pass and badge. In order to prepare the pass, the authority informs the customer of the decision and also informs that the person included in the application shall appear before the authority for the taking of photographs.

After the receipt of the pass and the badge by the authority, the authority shall notify the customer of the delivery.

The ID pass and service badge shall be handed over in person or sent by post to the employer's authorized representative or authorized person.