

Customer Information

on applications by Hungarian citizens for the issue/extension of a licence to perform private security/ private investigation/ security system design and installation/ security system design activities

ÁNYK (General Form Completion program) form included in information

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

Identifier	Title of form
RI-0200	Kérelem magyar állampolgárok részére személy- és vagyonőri, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő, illetve vagyonvédelmi rendszert szerelő igazolvány kiadásához, meghosszabbításához (Magyarországon szerzett vagy honosított szakképesítés esetén)
RI-0200	Applications by Hungarian citizens for the issue/extension of a licence to perform private security/ private investigation/ security system design and installation/ security system design activities (in the case of a professional qualification acquired or recognised in Hungary)

This information is effective as of 1 January, 2018.

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
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=95492.338607
3. 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=152650.337597
4. 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=193173.338642
5. Act XCIII of 1990 on duties (hereinafter: D. Act) http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511.338389
6. 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=112629.326988

7. 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=110516.316679

Procedure

Hungarian citizens, who have acquired their professional qualification in Hungary or have had it recognized in Hungary, are eligible to submit an application for a licence to personally conduct the activity.

Submitting the application

The application is to be submitted to the city (district) police headquarters whose jurisdiction covers the applicant's place of residence, place of stay, or in the absence of such, their address for notices in Hungary.

Costs and expenses of the procedure

1. An administrative service fee of HUF 6,900 (six thousand nine hundred), to be paid into the appropriation allocation fund account of the county (municipal) police headquarters in charge of the case, in advance or retrospectively.
2. Account numbers: see Attachment 1 of MoI (Minister of Interior) Decree.
3. Advance payment: "SZV. ig. szolg. díj" (Private Security administrative service fee) to be indicated in the reference field.
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 (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. A notarised copy of a qualification (diploma, degree or certificate) acquired in Hungary or recognised by the Educational Authority (not required when extending the validity of a still valid licence).
2. In the case of a private investigator, a notarised copy of a certificate of at least secondary education (not required when extending the validity of a still valid licence).
3. In the case of persons affected by the provision of paragraph (2) of section 3 of the PSI Act (those in the service of or under contract with the police or civil national security services), a copy of the document containing the permission of the commanding officer in charge, which also specifies the place, time and duration of the authorised work.
4. In the case of a law enforcement officer qualification, a certificate of performing law enforcement activities (not required when extending the validity of a still valid licence).
5. In the case of an advance payment of the administrative service fee to the Police, a proof of the payment.

Processing the application

The Police shall establish the existence of the requirements for issuing the licence (legal capacity, background, conditions of employment, professional qualification).

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 supplying missing items and conforms to the applicable requirements set out in legislation, the Police shall authorise the activity by issuing a licence, which shall be valid for 5 years.

The licence shall be sent by post at the applicant's request, or may be received in person at the authority in charge. (In the case of an extension, the previous, still valid licence has to be returned to the authority in charge upon receiving the new licence.)

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 items can be supplied using the RHIP-001 form.

If the applicant does not comply with the provisions of the relevant legislation, the application shall be rejected.

The procedure requires personal appearance.