

## Customer Information

### On submitting applications for requests, deficiencies, revocations of applications, and corrections of decisions relating to border management

#### ÁNYK forms related to the applications in Customer Information

Case group: border control administration

Identifier	Title of form
RH-0100	Ideiglenes határátkelőhely megnyitása iránti kérelem
RH-0100	Application to open a temporary border crossing point
RH-0101	Korlátozott forgalmú határátkelőhely forgalmi jellegtől eltérő eseti igénybevétele iránt
RH-0101	Application for the occasional use of a border crossing point with restricted traffic for use other than its original use.
RH-0103	Korlátozott nyitva tartású határátkelőhely nyitvatartási időn kívüli igénybevétele iránti kérelme
RH-0103	Application for the use of a border crossing point with limited operating hours for use outside the operating hours
RH-0104	Határátkelőhelyre nem határátlépés céljából történő belépés és tartózkodás céljából
RH-0104	Application to enter and stay at a border crossing point with a purpose other than border crossing
RH-0105	Application for border control in transit (coaches, trains, watercraft)
RH-0105	Menet közbeni ellenőrzés iránti kérelem (autóbuszon, vasúton, vízi járművön)
RH-0107	Határátkelőhelyen kívüli munkavégzés céljából történő határátlépés iránti kérelem
RH-0107	Application for border crossing for the purpose of work at locations other than the border crossing point
RH-0108	Határvízi közlekedés iránti kérelem
RH-0108	Application for trans-boundary waterway traffic

## **e-Papír included in the Customer Information**

Case group: Border Control Administration

<b>Identifier</b>	<b>Title of form</b>
82	<b>Hiánypótlás (Határrendészeti szakterületen belüli engedélyügyi beadványokhoz)</b>
82	<b>Deficiencies (in the field of border control for petitions for permits)</b>
83	<b>Kérelem visszavonása</b>
83	<b>Revoking applications</b>
84	<b>Hatósági döntés kijavítására irányuló kérelem</b>
84	<b>Application for corrections of decisions by authorities</b>

**This information is effective as of 1 January 2018.**

## **Information**

### **Regarding the petitions listed in the above table:**

Requests in the field of border control are subject to fees with the exception of submitting a separate statement/certificate certifying the exemption from fees.

Fees must be paid not later than the day following the identifier (case reference number) having noted in accordance with the rules and regulations on fee payment contained in Government Decree No. 193/2005. (IX.22.). In the description of the payment of the bank transfer or in the „memo” section of the payment by money order, please indicate the case reference number issued by the relevant authorities.

Annexes (digital copies):

- Authorization of representatives (if any)
- proof of payment of fee or statement/certificate certifying the exemption from fees

To assess the application in the subject matter, it may be necessary to contact the relevant administration, which can be carried out in accordance with the relevant legislation.

### **Application to open a temporary border crossing point**

Identifier of form to be submitted: RH-0100

*Relevant legislation:*

- Act CL of 2016 on General Public Administration Rules
- Government Decree No 332/2007. (XII. 13.) on establishment and operation of the border crossing

*Where to submit the application:*

To the concerned County Police Headquarters

To assess an application, approval by the relevant border control agencies of the neighbouring countries is necessary, which approval shall be obtained by the addressed county police headquarters.

To assess an application, it may be necessary to contact the relevant administration.

*Administration deadline:*

The application shall be submitted at least 30 days prior to its opening.

*Attachments (digital copies):*

- Area layout of the area under application with landmark indication

### **Application for the occasional use of a border crossing point with restricted traffic for use other than its original use.**

Identifier of form to be submitted: RH-0101

*Relevant legislation:*

- Act CL of 2016 on General Public Administration Rules
- Government Decree No 332/2007. (XII. 13.) on establishment and operation of the border crossing

*Where to submit the application:*

To the concerned County Police Headquarters

To assess an application, approval by the relevant border control agencies of the neighbouring countries is necessary, which approval shall be obtained by the addressed county police headquarters.

*Administration deadline:*

The application shall be submitted at least 30 days prior to the planned use.

### **Application for the use of a border crossing point with limited operating hours for use outside the operating hours**

Identifier of form to be submitted: RH-0103

*Relevant legislation:*

- Act CL of 2016 on General Public Administration Rules
- Government Decree No 332/2007. (XII. 13.) on establishment and operation of the border crossing

*Where to submit the application:*

To the concerned County Police Headquarters

To assess an application, approval by the relevant border control agencies of the neighbouring countries is necessary, which approval shall be obtained by the addressed county police headquarters.

*Administration deadline:*

The application shall be submitted at least 30 days prior to the planned use.

## **Application to enter and stay at a border crossing point with a purpose other than border crossing**

Identifier of form to be submitted: RH-0104

### *Relevant legislation:*

- Act CL of 2016 on General Public Administration Rules
- Government Decree No 330/2007. (XII. 13.) on the border area and rules of entering and staying in a border area not with the purpose of border crossing.

### *Conditions:*

A person having a valid licence to carry out commercial, banking and other service activities related to passenger and freight traffic at the border crossing, or a person in an employment relationship with the entity engaged in such activities, may be given a permit to enter and stay in the border area.

### *Where to submit an application:*

To the concerned County Police Headquarters, police station, border police

The permit shall be issued to the person who is obliged by legislation or by authority decision to perform their functions at the border crossing.

### *Administration deadline:*

The application shall be submitted at least 8 days prior to the planned use.

### *Other mandatory annexes (digital copies):*

- Employment contract or existing permit (or lease agreement) on employment
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## **Application for border control in transit ( coaches, trains, watercraft)**

Identifier of form to be submitted: RH-0105

### *Relevant legislation:*

- Act CL of 2016 on General Public Administration Rules
- Decree 68/2007. (XII. 28.) of the Ministry of Justice and Law Enforcement on the control of the exit and entry of military units and transportation through the state boundary, at custom aerodromes, harbours and railway stations, as well as on the rail and water ways designated for border control on the movement and control of aircraft by border guards on the aerodromes temporarily opened for international traffic.

### *Conditions:*

Border control in transit can only be authorized if, prior to control, the order of border control in transit has been set, together with setting applicant's commitment to transfer the extra costs of the border control in transit, within 8 days following the border control, to the bank account set in the agreement held by the police and (certain border sections) to the customs authorities.

### *Where to submit the application:*

To the concerned County Police Headquarters,

### *Administration deadline:*

The application shall be submitted at least 15 business days prior to the scheduled border control in transit.

## **Application for border crossing for the purpose of work at locations other than the border crossing point**

Identifier of form to be submitted: RH-0107

### *Relevant legislation:*

- Act CL of 2016 on General Public Administration Rules
- Decree 68/2007. (XII. 28.) of the Ministry of Justice and Law Enforcement on the control of the exit and entry of military units and transportation through the state boundary, at custom aerodromes, harbours and railway stations, as well as on the rail and water ways designated for border control on move and control of aircraft by border guard on the aerodromes temporarily opened for international traffic

### *Place of submitting application:*

To the concerned County Police Headquarters

On the basis of specific international agreements, a person having documents authorizing border crossing shall not fill out an application.

To assess an application, approval by the relevant border control agencies of the neighbouring countries is necessary, which approval shall be obtained by the addressed county police headquarters.

### *Administration deadline:*

The application shall be submitted at least 30 days prior to the scheduled start of work.

### *Other attachments (digital copies):*

- Work/employment agreement/contract (if any)

## **Application for trans-boundary waterway traffic**

Identifier of form to be submitted: RH-0108

### *Relevant legislation*

- Act CL of 2016 on General Public Administration Rules
- Act LXXXIX of 2007 on the borders of the state
- Decree 18/2011 (VI.I.) of the Ministry of the Interior on authorization of trans-boundary waterway traffic,

### *Where to submit the application:*

To the concerned County Police Headquarters,

In case of trans-boundary waterway traffic on rivers affecting several counties, the application can be submitted in any affected county.

Trans-boundary waterway traffic must only be authorized in cases of traffic on Rivers Dráva and Mura.

To assess an application, approval by the relevant border control agencies of the neighbouring countries is necessary, which approval shall be obtained by the addressed county police headquarters.

### *Administration deadline:*

The application shall be submitted at least 30 days prior to the scheduled trans-boundary watercourse traffic.

### **Deficiencies (in the field of border control for petitions for permits)**

The relevant authority shall communicate the deficiencies to the applicant via the portal of information.

Compliance with the request in the deficiency letter shall be submitted either by filling out the requested data in the form of an e-document or by attaching the missing annexes.

The proceedings are exempt from fees.

*Administration deadline*

3 days

*Legal remedies*

None

### **Revoking applications**

Applicants may revoke their applications informally in writing by indicating their application case numbers.

*Who is entitled to the proceedings?*

Applicant in person or by their authorized representatives.

The proceedings are exempt from fees.

*Administration deadline*

At least 3 days prior to the applied measures.

Legal remedies: none

*Where shall it be addressed?*

To the address the application was submitted to.

### **Application for corrections of decisions by authorities**

By indicating the case number of the application, an applicant may request corrections of data in the decisions by authorities:

1. in cases of incorrect data, or changes of data regarding the applicant (other/new entitled person/s, changed travel document numbers, another vehicle, etc.) it can be requested informally anytime and free of duties;
2. applications regarding substantive amendment/s to decisions (new date, new location, etc.) shall be considered new applications, therefore they can only be submitted in a new form (ÁNYT). In such cases, prior applications shall be considered revoked, their procedural fines, however, shall not be paid again if the administration deadline is provided;
3. in cases of rejected decisions, there shall be no corrections of decisions, but they can be challenged if relevant legislation does not explicitly exclude such challenges.

*Who is entitled to the proceedings?*

Applicant in person or by their authorized representatives.

The proceedings are exempt from fees.

*Where shall it be addressed?*

To the address of the authority issuing the decision.