

## Customer Information

### On the submission of applications for the exchange or replacement of a licence authorising private security/ private investigation/ security system design and installation/ security system installation activities by citizens of Hungary or other EEA member states

#### 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-0202	Kérelem Magyarország és más EGT tagállam polgárának a személy- és vagyonőri, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő, illetve vagyonvédelmi rendszert szerelő tevékenység végzésére feljogosító igazolvány cseréjéhez, pótlásához
RI-0202	Application for the exchange or replacement of a licence authorising private security/ private investigation/ security system design and installation/ security system installation activities by citizens of Hungary or other EEA member states

**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](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](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](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](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](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](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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679)

## **Procedure**

The submission of an application is justified if the data included in the existing, valid licence have changed (exchange of licence) or the licence has been lost or stolen (replacement of licence).

## **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, address for notices in Hungary or in the absence of such, of the place of business.

## **Costs and expenses of procedure**

1. In the case of an exchange: an administrative service fee of HUF 2,300 (two thousand three hundred).
2. In the case of a replacement: an administrative service fee of HUF 6,900 (six thousand nine hundred), 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: see Attachment 1 of MoI (Minister of Interior) Decree.
4. Advance payment: "SZV. ig. szolg. díj" (Private Security administrative service fee) to be indicated in the reference field.
5. 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 Gate storage space).

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

1. In the case of an exchange of the licence, documents stating the grounds for the exchange (e.g. a certificate of name change).
2. In the case of a replacement of the licence, an incident report taken by a police authority, specifying the circumstances of the disappearance of the licence
3. In the case of a person having the freedom of movement and residence, a public document certifying his legal capacity and its certified Hungarian translation, furthermore, a public document issued by the relevant authority of the applicant's country of residence, not older than 3 months, certifying compliance with the requirements concerning the applicant's background (the applicant has no criminal record and is not subject to the restrictions specified in paragraphs (3) and (4) of section 6, of the PSI Act or in the case of a private security guard licence, those specified in paragraphs (2) and (3) of section 5. 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.
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 for exchanging or replacing the licence (legal capacity, background, conditions of employment).

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 take measures to exchange or replace the licence.

The validity of the certificate – both in the case of exchange and in the case of replacement – shall be the same as the original validity. The new 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 exchange, 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 Gate storage space. The missing documents requested can be submitted as attachments to a separate form.

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

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

The procedure requires personal appearance.