

## Customer Information

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

#### ÁNYK (General Form Completion Program) 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 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 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=152650.337597](http://njt.hu/cgi_bin/njt_doc.cgi?docid=152650.337597)
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=112629.326988](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988)
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=110516.316679](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679)
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=157409.233487](http://njt.hu/cgi_bin/njt_doc.cgi?docid=157409.233487)

#### 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 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.

## **The procedure is subject to administrative fees.**

### Administrative service fee:

The administrative service fee payable to the police

- in the case of issuing an ID pass HUF 4,000 (four thousand forints)
- in the case of issuing a badge HUF 2,100 (two thousand and one hundred forints)
- in case of joint application HUF 6,100 (six thousand and one hundred forints)

The administrative service fee shall be paid in advance or subsequently 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: included in 69/2012. (XII.14.) BM decree Appendix No. 2.
- Advance payment: in the reference field, the word "rfesz" and the name of the organization / company should be indicated.
- Subsequent payment: no later than the day after the date when the registration number of the determining authority becomes known. In the reference field the number of the case shall be indicated. Registration number: the "RZSEIR" registration number indicated on the notification sent by the document management system of the Police to the applicant's Customer Gateway storage space)

## **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.