

Customer Information

On submitting an application by a person performing law enforcement tasks for the change or replacement of an ID pass or badge

inNOVA and ÁNYK (General Form Completion Program) form included in the Information

Case group: Procedures concerning persons who perform law enforcement tasks

Identifier	Title of form
RI-0701	Rendészeti feladatokat ellátó személyek részére igazolvány és/vagy jelvény csere vagy pótlás
	ID Pass and/or badge change or replacement for persons performing law enforcement tasks

This Information is effective as of 11 February, 2019.

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 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
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
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
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

Submitting an application

An application for change and / or replacement of an ID pass and / or badge can be submitted by a representative of the employer who has the right to make a statement to the county (metropolitan) police headquarters.

An attachment shall be added to the application in the cases specified in this notice.

The procedure is subject to administrative fees.

Administrative service fee:

The administrative service fee payable to the police

- in the case of an ID pass change, replacement HUF 3,250 - (three thousand two hundred and fifty forints)
- in the case of a badge change, replacement HUF 4,350 - (four thousand three hundred and fifty forints)
- in the case of joint change, replacement HUF 7,600 - (seven thousand and six hundred forints)

The administrative service fee shall be paid to the appropriate allocation fund account of the relevant county (metropolitan) police headquarters which is competent to issue the ID pass and the badge indicated in the application.

Account numbers: included in 69/2012. (XII. 14.) BM Decree Annex No. 2.

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. pr.)

Attachments to be added

In the case of an application for replacement of a certificate and / or badge, the reason for the replacement (e.g. police record in the case of theft, and employer's declaration of loss).

If a claim is made for the change of an ID pass and / or badge, an employer's statement specifying the reason for the exchange

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 service badge by the authority, the authority shall notify the customer of the receipt.

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