

## Customer Information

### On submitting a public safety licence request for persons employed in the field of nuclear energy application)

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

Case group: Other procedures of law enforcement

Identifier	Title of form
RO-0002	Közbiztonsági engedély iránti kérelem atomenergia alkalmazása körében foglalkoztatott személy vonatkozásában
	Public safety licence application for persons employed in the field of nuclear energy application

**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 CXVI. of 1996 on nuclear energy (hereinafter referred to as Nuclear act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=27331.340012](http://njt.hu/cgi_bin/njt_doc.cgi?docid=27331.340012)
3. Act XCIII of 1990 on duties (hereinafter referred to as D. Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=13511.338389](http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511.338389)
4. 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)
5. Government decree 66 of 2012. (IV.2.) on activities involving drugs and psychotropic substances and new psychoactive substances and on the listing of these substances (hereinafter referred to as Gov. dec.)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=139881.317510](http://njt.hu/cgi_bin/njt_doc.cgi?docid=139881.317510)
6. 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)

#### Submitting an application

An application for a public security licence shall be submitted to the county (metropolitan) police headquarters relevant to the location of the head office, by the head of the company intending to employ a natural person.

## **Costs and expenses of the procedure**

If the person concerned has already been employed by the applicant, a standard fee of HUF 3,000 (three thousand) forints shall be paid into the account of the determining authority contained in Annex 1 in advance or subsequently. On the basis of the Act on duties, the procedural fee shall be paid per application (per person)!

1. Advance payment: In the section of reference, the words "eljárási illeték" shall be indicated.
2. Subsequent payment: At the latest on the day following the date on which the proceeding authority's registry number is known. In the reference section of the transfer, the filing number of the case shall be indicated. (Filing number: RZSEIR registration number indicated by the police records system and then notified in the Customer's Gateway storage space).

In the event that the public security licence contribution is requested for persons newly employed in the application of nuclear energy, i.e. the authorization procedure is for creating employment, in compliance with the Act on duties, the the procedure is by its object free of charge.

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

1. Original official character reference (in case of foreigners its official translation)

During the licensing process, in accordance with the provisions laid down in the Constitution, the natural person shall certify that he complies with the public safety precautionary conditions. The method of certification is the official character reference issued by the Ministry of Interior, Criminal records authority, which must be requested before the application is filed.

The character reference obtained will have to certify that the employee does not have the exclusionary grounds set out in the Constitution; he is currently not subject to criminal proceedings; nor has he been banned from involvement with nuclear energy.

As defined in the Constitution, the police shall check annually the existence of requirements for employees of nuclear energy to ensure the protection of public security. In the case of foreign citizens, in the absence of a statutory mandate, this check is not possible and for this reason the public security licence can be issued for one year and the procedure shall be repeated every year until the end of the employment.

A foreign employee shall provide a valid character reference issued by the country of his citizenship and a certified translation of the National Translation and Translation Certification Agency (hereinafter: OFFI) for verifying the fact that the employee has no criminal record, is not in the process of prosecution or is not been banned from involvement with nuclear energy.

A public document issued in a non-Hungarian language, unless otherwise stipulated in the law of the type of case, can only be accepted with an authenticated Hungarian translation.

The public security licence once issued is valid for Hungarian employees until the date of revocation.

The applicant shall be liable for notification of a change of data concerning the public security clearance.

## **Processing an application**

If, during the processing of the application, it is established that an eligible customer has submitted the application in full to the competent authority or has fulfilled the request for rectification and complies with the relevant legal requirements, the Police shall license the employment in the field of nuclear energy application by issuing a public security licence (decision). The electronically generated and authenticated licence (decision) is sent by the Police to the requesting customer.

In the case of an inadequate request, the determining authority is responsible for issuing a rectification order, which arrives at the customer's storage space. A separate form shall be used to submit the documents to be enclosed to the request for rectification.

If the requested documents are not submitted or the required fee is not paid, the Police will terminate the administrative procedure.

If the applicant does not comply with the relevant legal provisions, the authority shall refuse the application.

During the process, a personal appearance is also required.