



HUNGARIAN NATIONAL POLICE HEADQUARTERS  
OFFICE

**RULES AND REGULATIONS OF SERVICE OF THE POLICE ON ELECTRONIC  
ADMINISTRATION BY THE PROVISION OF ELECTRONIC FORMS**

Version number of the Rules and Regulations: 6.0.4

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### Change management

| Version | Description of change   | Applicable        | Issued by                                      |
|---------|---|-------------------|--|
| 1.0     | First draft version.  | November 30, 2017 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 2.0     | The transfer of experience resulting from the application of the act on the general Rules and Regulations for e-administration, and the results of the developments in this regard.<br>Annex is the recording of the list of the currently available forms.   | October 3, 2018   | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0     | Changes related to the introduction of the new e-administration inNOVA Portal (initiating cases online, preparing applications, completing forms)   | January 7, 2019   | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0.1   | 8 new inNOVA forms go live and annex is updated   | January 21, 2019  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0.2   | 19 new inNOVA forms go live and annex is updated  | February 11, 2019 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0.3   | 51 new inNOVA forms go live and annex is updated  | April 30, 2019    | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0.4   | introduction of inNOVA forms for procedures concerning civilian firearms and annex is updated   | June 13, 2019     | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0.5   | 35 new inNOVA forms go live and annex is updated  | July 1, 2019      | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0.6   | introduction of electronic invoice submission form and annex is updated   | December 1, 2019  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0.7   | removing e-Papír form and removing 36 ÁNYK form and annex is updated  | February 1, 2020  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.0.8   | introduction of two ÁNYK forms for customers with official customer space availability and annex is updated   | March 1, 2020     | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.0   | introduction of two more ÁNYK forms for customers with official customer space availability, introduction of 2 inNOVA forms related to coronavirus, introduction of a new inNOVA form for appealing against decisions taken by the administrative police department, updating and supplementing the annex with form identifiers | June 1, 2020      | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.1   | Introduction of 2 new inNOVA forms related to the epidemiological preparedness period, and  | June 19, 2020     | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |

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|---------|---|-------------------|--|
|         | supplementing the annex with form identifiers   |                   |  |
| 3.1.2   | Removing 85 ÁNYK form, and merge 42 case type on inNOVA form, and annex is updated  | June 30, 2020     | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.3   | Introduction of 1 new inNOVA forms related to the Application by an organization for permission to keep another firearm/ piece of firearm acquired on the basis of a permit, and supplementing the annex with form identifiers  | August 3, 2020    | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.4   | Modification of authorities that can be addressed with forms 1 to 9 of the KKLO inNOVA, and updating the annex  | October 5, 2020   | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.5   | Introduction of 3 new inNOVA forms related to the Application by Submissions related to the epidemic control measures, and supplementing the annex with form identifiers  | October 28, 2020  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.6   | Modification of the names of the forms RI-0631, RI-0612, RI-0646 inNOVA belonging to the The Administrative Police Department belongs to the Civil Firearms Administration case group, and updating of the annex  | November 19, 2020 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.7   | Introduction of 1 new inNOVA forms related to the Notification of the need to expand the code dictionary, modification of the names of the BNYO-01 and RI-0613 inNOVA forms belongs to the Economic Affairs belongs Records of payments case group, and the Administrative Police Department belongs to the Civil Firearms Administration case group, and updating of the annex | December 1, 2020  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.8   | Standardization of the names of the forms IN-100010, RI-0637, RI-0205, RI-0207 inNOVA and updating of the annex   | December 18, 2020 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.1.9   | Introduction of 1 new inNOVA forms related to the Notification of a conversion of a firearm resulting in a change of category or subcategory to the Administrative Police Department belongs to the firearm distribution administration case group, and updating of the annex   | January 18, 2021  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |

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|---------|---|--------------------|--|
| 3.2.0   | Standardization of the name of the RI-0203 inNOVA form on the police.hu and ugyintezes.police.hu interfaces, and annex is updated   | February 3, 2021   | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.1   | Introduction of 1 new inNOVA form for the notification of possession of a firearm belonging to category “C” for a case type, updating of the name of the form RI-0637 inNOVA and updating of the annex              | February 26, 2021  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.2   | Modification of authorities that can be addressed with forms 1 to 9 of the LKLO inNOVA, the RI-0606, RI-0619, RI-0627, and RI-0646 inNOVA forms names modification, and updating the annex                          | March 23, 2021     | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.3   | Introduction of 1 new inNOVA forms related to the Response to a police request to an economic organization, and removing of RI-0700, RI-0701, RI-0702 and RI-0800 and RI-0801 ÁNYK forms, and updating of the annex | April 28, 2021     | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.4   | Standardization of the name of the form RI-0629 inNOVA and updating of the annex  | June 17, 2021      | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.5   | Modification of the name of the form RH-0104 inNOVA belonging to the Border control administration case group, and updating of the annex  | July 1, 2021       | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.6   | Standardization of the name of the form LKKU1 inNOVA and updating of the annex  | August 23, 2021    | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.7   | Introduction of 1 new inNOVA form for the Cancellation an application for assembly, governed by the act on the right of assembly, held in public places for a case type, and updating of the annex                  | September 7, 2021  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.8   | Update the name of the form IN-100143 inNOVA belonging to the Armed Security Guard Service Procedure case group, and updating of the annex  | September 15, 2021 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 3.2.9   | Removing of RI-0217 ÁNYK forms, and updating of the annex   | November 3, 2021   | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |

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|---------|--|-------------------|--|
| 4.0.0   | Introduction of the NOVA.PACK service, which enables the submission of electronic submissions to customers with a machine interface, as well as the inNOVA form NP-0001, and the update of the annex   | December 1, 2021  | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 5.0.0   | Introduction of the inNOVA version of the EGYEB-02, EGYEB-03, EGYEB-04 and EGYEB-05 forms provided to cooperating organs and the PSZO-0001 ÁNYK forms available for the submission of the Electronic Invoice, and the updating of the annex  | December 15, 2021 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 5.0.1   | Introduction of 3 new inNOVA forms in the administration of persons seconded in proceedings case group with the identifiers KIREND-01, KIREND-02 and KIREND-03, and update of the annex  | December 27, 2021 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 6.0.0   | Removal of 21 ÁNYK and related updating of the provisions of the regulations, as well as modification of the names of the forms RI-0610, RI-0622 and RI-0623 inNOVA belonging to the Civil Firearms Administration case group, and updating of the annex   | January 1, 2022   | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 6.0.1   | Addition of the list of authorities that can be addressed using form BE-0001 inNOVA and update the annex   | February 18, 2022 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 6.0.2   | Introduction of 1 new form in the Procedures concerning civilian firearms case group with the identifier RI-0652, and removing the Equity request for entry at the state border case group and the COVID-01 COVID-10 forms, and update of the annex  | March 11, 2022    | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |
| 6.0.3   | Update of the names of the forms LKLO-07 belonging to the case group Administrative Procedures related to Aviation, KKLO-07 belonging to the case group Administrative Procedures Related to Road Transport and OBJEKTIV-10 belonging to the case group related to Public Administration procedures concerning no-fault liabilities and updating the annex | March 18, 2022    | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |

| Version | Description of change   | Applicable    | Issued by                                      |
|---------|---|---------------|--|
| 6.0.4   | Introduction of 2 new form, related to Civil Enforcement case group with the identifier EGYEB-0006, and Records of payments case group with BNYO-02 identifier, and update of the annex | April 4, 2022 | dr. Sándor Gömbös,<br>Brigadier General (Pol.) |

## **I. Introduction**

1. The organization established to carry out general law enforcement tasks (hereinafter referred to as the Police) ensures the rights of Customers stipulated in Act CCXXII of 2015 on the General Rules and Regulations for Electronic Administration and Trust Services (hereinafter referred to as Act) and in accordance with its implementation regulations via an information system providing electronic administration..
2. The Rules and Regulations of service of the Police on electronic administration by the provision of electronic forms (hereinafter referred to as Rules and Regulations) is publicly available on the official website of the Police.

## **II. The scope of the Rules and Regulations**

3. The personal scope of the Rules and Regulations shall be extended to the police authority providing electronic administration, and the customer entering into a relation with the authority when using the electronic forms.
4. The Rules and Regulations contain the general provisions related to the use of electronic forms during electronic administration, as well as the rights and liabilities between the Police and the customers arising out of the use of forms.
5. Irrespective of their location, the Customer could use the electronic administration service from anywhere in the world via Internet connection.

## **III. General provisions**

### **1. Definitions and acronyms**

6. The terms used in the Rules and Regulations are used in the generic meaning of the words, with the exception of the definitions listed under this present heading, which definitions are considered to have the meanings as described below.
7. *Customer*: a natural or legal person or a person authorized to represent, using electronic administration provided by the Police under the terms as described in the Rules and Regulations.
8. *Party/Parties*: as regards the application of the Rules and Regulations, they are either exclusively the Client or the Police, separately or in combination.
9. *Down time*: the time-period during which the possibility of the use of electronic administration falling within the scope of the Rules and Regulations is not provided. Down time excludes the planned maintenance of the information system ensuring electronic administration.
10. *Central Authentication Agent (KAŰ)*: a central electronic administration service (hereinafter referred to as: KEÜSZ), in the course of which the KEÜSZ service provider ensures the Police to allow the customer to freely choose their means of identification, and also ensures the implementation of the specific identification as required with the identification service provider selected by the individual to be identified.
11. *e-Papír*: a KEÜSZ service, in the course of which the service provider ensures that the Customer, upon being identified in accordance with paragraph 2 of section 18 of Act, can submit to the Police a free text application, if the legislation does not prevent the application being submitted in an electronic format, nor does the legislation establish any further formalism regarding the application being submitted in an electronic format.

12. *Police Administration Portal (Portal)*: an e-administration interface provided by the Police, which offers the Customers and the user's opportunities to fill in forms, submit applications, and follow up the processing status of applications online.
13. *Form*: a form that can be completed and submitted via the online interface available on the Portal interface.
14. *Secure Delivery Service (BKSZ)*: a KEÜSZ service that, regarding the delivery of the electronic message, ensures as follows:
  - a) the confirmation of the delivery of the message if the delivery system has received the message from the sender,
  - b) the integrity of the messages,
  - c) the authentication of the recipient (the recipient of the message can only be the addressed person or the authorized substitute recipient),
  - d) the confirmation of failed delivery.
15. *Disposition Register (RNY)*: a system that registers the customers' directions/orders/provisions as regards their electronic administration (including those related to contact and communication, as well as the legal acts on representation), and enables the entitled persons for query and search.
16. *Identification-Based Document Authentication (AVDH)*: a KEÜSZ service, in the course of which the service provider specified in the legislation assigns to the person authenticated by the service provider the declaration provided by the customer, then it credibly confirms the assignment to the person. By the help of AVDH, citizens not having a qualified electronic signature can also authenticate documents, thus they can fully participate in electronic administration.
17. *Malfunction*: the temporary or permanent failure or breakdown of the information system used by the Police as the tool for electronic administration, as a result of which the information systems are unable to properly ensure electronic communications and administration.
18. *NOVA.PACK service*: Provides the production of electronic forms systematized by the Police in an encrypted KRX container for those communicating via a machine interface.
19. *Machine interface*: system-to-system interface supported by authorization management.

## **2. Data of the organization providing electronic administration**

20. The data of the police bodies providing the electronic administration of each type of case can be found on the official website of the Police, available at <http://www.police.hu>, in the menu item Administration / Organizational units.

## **3. Contact information of customer service in relation to electronic administration**

21. As regards technical queries arising during electronic administration, the contact information of the customer service (hereinafter referred to as: Level 1 customer service) are as follows:

|                   |   |
|-------------------|---|
| Telephone number: | 1818  |
| International:    | +36 (1) 550-1859  |
| E-mail address:   | <a href="mailto:ekozig@1818.hu">ekozig@1818.hu</a>  |
| Chat:             | <a href="https://webchat.opennet.hu/ugyfelvonal/?ref=ekozig">https://webchat.opennet.hu/ugyfelvonal/?ref=ekozig</a> |

22. As regards queries requiring special expertise, the specialty experts at the National Police Headquarters provide Level 1 customer service specialist support (hereinafter referred to



as: Level 2 customer service), which support is available during the business hours of the Police.

23. Official business hours: from Mondays to Thursdays: 0730-1600 hours; on Fridays: 0730-1330 hours.

#### **4. Audio recording of telephone calls between customer service and Customer**

24. An audio recording is made on the telephone communication between Customer and Level 1, and Level 2 customer service. The audio recordings are kept by the Police for 5 years.
25. Upon Customer's request, the Police shall, within 30 days upon being informed of Customer's such request, provide free of charge the customer an opportunity to listen to the audio recording, and additionally, it shall provide a one-time electronic copy of the audio recording on each audio recording.

### **IV. Detailed provisions**

26. In respect of the case groups published on the website, the Police, unless the legislation provides otherwise, shall ensure electronic administration in accordance with the official work schedule, whose exhaustive list at the times of the Rules and Regulations being published can be found in annex 1.
27. Concurrently with using the electronic administration, the Customer shall accept and agree to be bound by the provisions of the Rules and Regulations, and shall acknowledge that, upon accepting the Rules and Regulations and upon the use of the system, he/she shall have incumbent obligations related to the use of electronic administration without concluding an individual contract on such use.
28. The Police provides electronic administration in accordance with the provisions of Government Decree 451/2016. (XII. 19.) on the detailed Rules and Regulations of electronic administration (hereinafter referred to as: Vhr.) and in accordance with the content of the Act.
29. If the legislation stipulates that, as an annex to be attached, a certified copy, either an original one or a properly certified duplicate, must be submitted by the Customer to the electronic administration, the customer must attach a document certified in accordance with the stipulations of document authentication in accordance with the Rules and Regulations established by the Act and Vhr.
30. The Police considers authentication service providers issuing certificates acceptable to the Police those authentication service providers issuing certificates that are listed on the websites <http://webpub-ext.nmhh.hu/esign/index.jsp>, as well as <https://ec.europa.eu/digital-single-market/en/eu-trusted-lists-trust-service-providers>.
31. The customer maintains electronic communication with the Police by using the access points (client gateway, corporate gateway, government gateway) serving as access to securing electronic communication.
32. During communications in relation to electronic administration, the occurrence of the presumption of delivery shall be governed by the laws in force.
- If in a certain case group the electronic administration is not mandatory, the natural person Customer's administrative provision excluding electronic administration fully or in relation to any procedural step therein shall also exclude the occurrence of the presumption of delivery in relation to the electronic declaration, unless the law provides otherwise.
33. As regards cases, for which forms have been established (Annex 1), unless the legislations provides otherwise, submitting the application in e-Papír format is considered "not

submitted” by the Police. The customer will be informed within 8 days as regards the application being 'not submitted' and on the possible solutions of submitting the application.

## **5. The procedure of electronic administration**

34. The electronic administration of case groups listed in Annex 1 shall be carried out using the forms defined therein.
35. Submitting the forms by electronic means to the police authorities specified in the form shall be carried out using Portal services or e-Papír service via the government gateway of the Police in accordance with the following:
  - a) the current form is available and can be completed via the website of the Police Administration Portal (<https://ugyintezes.police.hu>),
  - b) The e-Papír can be filled in directly on the central e-Papír service interface: <https://epapir.gov.hu/> website. The form inNOVA can be filled in directly on the Portal;
  - c) the e-Papír via the e-Papír service [the service provider is NISZ National Infocommunications Service Company Ltd. (hereinafter referred to as: NISZ Zrt.), contact information: [www.nisz.hu](http://www.nisz.hu)], and the form can be submitted by the Customer authenticated by the KAÜ application using the Portal to the repository of the Police.
36. The completed form and its annexes will be forwarded to the repository of the Police via BKSZ, the reception of which will automatically be confirmed by sending confirmation to Customer's secure electronic communications repository:
  - a) in case of e-Papír, NISZ Zrt. will send an automatic confirmation (confirmation of receipt and download) which confirms that the e-Papír has been successfully submitted to and it has been downloaded by NISZ Zrt. NISZ Zrt. will forward the e-Papír to the government portal of the addressee selected by the Customer. Being the intermediate organization, NISZ Zrt. is indicated as the addressee in the automatic confirmations. The e-Papír filled in by the Customer can be downloaded from the address displayed during submission, which address contains the addressee selected by the Customer;
  - b) in case of submitting the forms directly from the government gateway of the Police. The electronic signature of the application is necessary to submit the inNOVA forms, and the Portal will use the AVDH service. The Portal forwards the authenticated application to the Customer's official repository, from where it will be forwarded to the official repository of the Police by using the BKSZ service. The Customer can monitor the status of the actual administration on the Portal.
37. The Police shall process the submitted form for administration in a format, whose data content can directly be displayed by widespread office or browser programs for human readable interpretation, and which contains the data content of the form in a structured way suitable for automated processing.
38. If the annexes to the submitted form cannot be identified (file format mismatch), the Customer will receive an automatic error message. The submitted electronic form will be processed, and the resubmission of the non-identifiable attached documents will be determined in accordance with the Rules and Regulations of administration.
39. Items sent to the official repository of the Police will be automatically be registered by the document management system of the Police and an automatic notification will then be sent to the Customer's official repository on the receipt of the form, its date of receipt, and the receipt identifier, of which the Customer will be served notice via the official communication channels.

- 40. In case of forms, if the Customer does not submit his/her application on the current form available on the website of the Police, but on an earlier repealed or invalid version, the Police will then send a notice on the refusal of admission via the official communication channel to the Customer's repository.
- 41. The administration is carried out in accordance with the laws in force, irrespective of the way of submission of the underlying application or request.
- 42. If the natural person submitting the form acts for the Customer as his/her proxy, he/she has the obligation to attach his/her authorization to the application in accordance with the sectoral legislation, or record it in the Official Register.

## **6. Technical requirements, information**

- 43. The definition of the documents to be attached to the individual forms, and their requirements are available in the information section of the individual forms on the Portal.
- 44. The attachable file formats are specified in Annex 1 to Vhr., which formats can also be uploaded in the authenticated „asice” format. Additionally, the Police also accepts .doc and .xls file formats.
- 45. The parameters of the attachable files, in particular the resolution in cases of images or the sampling frequency in case of audio materials, must be selected in accordance with the intended use.
- 46. The technical conditions that can be used when filling in the forms are contained in the [Portal user manual](#).
- 47. Notifications and confirmations as regards electronic administration shall be stored for a limited time on Customer's repository in accordance with the service conditions of the service provider of the repository.
- 48. In case of e-Papír, the respective size limit regarding the attachments to be uploaded is available on the e-Papír website during completing the application.
- 49. Technical and administrative details of using the NOVA.PACK service are available in the [KKSZB Service Catalog](#).

## **7. General obligation of cooperation**

- 50. Upon using electronic administration, the Police and the Customer consent and accept that, in order to complete the tasks contained in the Rules and Regulations, they shall cooperate with particular attention, and on the basis of the applicable legislation. In the course of the above, the Parties undertake to work actively to avoid and prevent any and all behavior, circumstances or conditions which are contrary to these present Rules and Regulations or which may hinder or thwart the content therein.
- 51. During the use of electronic administration, the Police and the Customer must act in constructive interaction taking into account each other's interests.

## **8. Modification of the Rules and Regulations**

- 52. The Police reserves its right to unilaterally modify the Rules and Regulations in accordance with the requirements resulting from the principle of good faith and fair dealing, and in accordance with the principle of proper exercise of rights. The Police shall publish the

modification on its website at least 3 (three) days prior to the modification entering into force.

## **9. Availability**

53. The availability of the use of the electronic administration of the Police shall be 7 days a week, and 24 hours a day, with the derogations set out in this chapter.
54. NISZ Zrt. is the operator of the e-Papír service. The availability of the e-Papír service is set out by the operator in the general terms and conditions ([e-Papír ÁSZF](#)) of the general purpose electronic request form (e-Papír).
55. The AVDH service, the KAÜ service and the BKSZ service are provided by NISZ Zrt. The availability of the services is set out by the general terms and conditions ([AVDH ÁSZF](#); [KAÜ ÁSZF](#); [BKSZ ÁSZF](#)).

## **10. Changes resulting from force majeure**

56. Any and all fortuitous events that may temporarily prevent or restrict either Party or both Parties in respect of the fulfillment of the contract constitute a special situation. The events that constitute a special situation include, in particular, the malfunction or breakdown directly unavoidable by the Police in relation to the services set out in the Rules and Regulations, the shutdown of the support system for security reasons, the network failures, any and all technical errors falling outside the authority of the Police, or natural disasters preventing or restricting the operations of the services.
57. In case of extraordinary situations, the Police shall immediately take the necessary measures in order to provide the uninterrupted functioning of the electronic administration, and shall also immediately inform the public on the website of the Police on the extraordinary situation, and its effects caused in the availability of the electronic administration, as well as it shall communicate when the Police will be able to fulfill any and all obligations arising from the Rules and Regulations.
58. The events falling outside the authority of the Police are as follows:
  - a) any and all damages caused by force majeure, including in particular the damages caused by the shortfall of the SZEÜSZ and KEÜSZ services,
  - b) any and all damages caused by the shortfall of the services during the period of time of the announced suspension ,
  - c) any and all damages caused by the Customer's failure to cooperate.

## **11. The suspension of the service, maintenance**

59. The Police, subject to prior notification of the Customer, may suspend the electronic administration for the purpose of carrying out maintenance, renovation, software change and enhancement, or any related activities in its network (hereinafter referred to as: maintenance works).
60. On its website, the Police informs the Customer on the planned maintenance works and the date and time period set out for it at least five days prior to its commencement. The Police shall carry out the planned maintenance works so that they restrict the availability of the electronic administration to the least extent possible or not at all.
61. The necessary downtime periods during the planned maintenance works, if maintenance is carried out in the maintenance window, will not reduce the time of availability.

## **12. Reporting and complaint handling procedures**

62. Reports or complaints in relation to the electronic administration regulated by the Rules and Regulations are subject to a limitation period of 6 months from the date on which the conditions leading to such circumstances occurred, and they can be done via e-mail sent to [panasz.orfk@ork.police.hu](mailto:panasz.orfk@ork.police.hu). This limitation period shall not affect the Customer's right, provided by procedural law concerning the electronically administered case, to exercise his/her right to appeal provided in relation to the administration, which is governed by the underlying procedural law.
63. Conducting an investigation in relation to a complaint has a deadline 30 days following the submission of the complaint.
64. The Customer may initiate supervisory examinations with EÜF in case of the infringement of his/her rights provided for in the Act, or in cases when the authority providing the electronic administration fails to comply with its obligation that may affect the Customer's rights or legitimate interests.

## **13. Data protection and confidentiality**

65. The Parties undertake that, during the activities carried out in relation to the provision of services, they shall treat and keep as confidential any and all data, facts and pieces of information that one Party has become aware of, or has come into its possession in regard to the other Party to the contract, furthermore neither Party shall disclose such information to the public or unauthorized third parties without the other Party's prior written consent and approval. The management of data relevant to the matter serving as the basis of electronic administration shall be governed by the law relevant to the specific procedure.
66. As a data management authority falling within the scope of Act L of 2013 on Electronic Security of State and Local Government Organizations (hereinafter referred to as: Ibtv.), the Police shall provide for the confidentiality, integrity and availability of the data it manages in accordance with the provisions of Ibtv.
67. Confidentiality has been concluded between the Parties for an indefinite period.
68. If any of the Parties breaches its obligation of confidentiality, it shall then be held liable to pay the other Party for the cost of the resulting damage.
69. The following do not constitute the breach of data protection and confidentiality:
  - a) disclosing data, facts and pieces of information that are public, those whose being public is required by the law, or those that have already been made public by the consent and approval of the other Party,
  - b) forwarding or transmitting data, facts and pieces of information on the basis of the obligation of law, decision or court ruling by simultaneously informing the other Party,
  - c) forwarding or transmitting data, facts and pieces of information to authorities authorized to obtain information on the basis of the existence of statutory conditions and with a request to that effect,
  - d) fulfilling reporting and disclosure requirements and obligations as imposed by law on the Police or the customer.
70. The obligations specified herein are imposed on the proxies of the Customer and the Police identically with those of the Parties.

**14. Data processing requirements**

71. The personnel authorized to process personal data shall be the Police personnel with defined responsibilities in relation to the administration of the cases.
72. In case of any and all complaints relating to the processing of personal data the Customer can contact the National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/c, e-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)).
73. The information relating to the audio recording of the telephone conversation between the customer service and the Customer is contained in the case group 'Audio Recordings Related to Electronic Administration' in the menu item 'About the Police/Data Protection and Data Controller/General Case Groups' on the official website of the Police.

**15. Final provisions**

74. The Rules and Regulations enter into effect on April 4, 2022, and the Police must make it continuously available for the Clients of the Police on the official website of the Police.

## List of case types and related information

| Case group                                      | Title of case  | Addressable police bodies                                    | Form ID   |
|---|--|--|-----------|
| Requesting data                                 | Application to access personal data with national classification (Access licence)                          | ORFK Hivatal, MRFK, BRFK, RK, RRI, KR, HRK, NEBEK, ROKK, NOK | IN-100011 |
| Requesting data                                 | Application for information/rectification concerning the processing of personal data                       | ORFK Hivatal, MRFK, BRFK, RK, RRI, KR, HRK, NEBEK, ROKK, NOK | IN-100141 |
| Requesting data                                 | Application for access to data of public interest and data public on grounds of public interest            | ORFK Hivatal, MRFK, BRFK, RK, RRI, KR, HRK, NEBEK, ROKK, NOK | IN-100142 |
| General law enforcement administration          | Deficiencies concerning applications submitted in the area of administrative policing                      | ORFK, MRFK, BRFK, RK, RRI                                    | RHIP-001  |
| General law enforcement administration          | Request for withdrawal of applications lodged in matters of law enforcement administration                 | ORFK, MRFK, BRFK, RK, RRI                                    | RI-0800   |
| General law enforcement administration          | Application to rectify a public administration decision in the field of law enforcement administration     | ORFK, MRFK, BRFK, RK, RRI                                    | RI-0801   |
| General law enforcement administration          | Appeals against decisions made by the administration law enforcement                                       | MRFK, BRFK, RK   | RI-0802   |
| Records of payments                             | Proof of payment or submission of a request for reimbursement in case of incorrect payment / overpayment   | ORFK   | BNYO-01   |
| Records of payments                             | Information form concerning the carrying out of picking up by the police                                   | MRFK, BRFK, KR, RRI  | BNYO-02   |
| Criminal administration                         | Providing data on criminal data request  | ORFK, MRFK, BRFK, KR, RK, RRI                                | BE-0001   |
| Criminal procedure concerning criminal offences | Submissions related to criminal offences (criminal complaint, motion, complaint, announcement, submission) | ORFK BF, MRFK, BRFK, RK, RRI, KR                             | IN-100016 |
| Criminal procedure concerning criminal offences | Declaration of consent to electronic communication in the course of the criminal procedure                 | ORFK BF, MRFK, BRFK, RK, RRI, KR                             | IN-893    |
| Other law enforcement authority procedures      | Application for a public safety permit for the use of nuclear energy                                       | MRFK, BRFK   | RO-0002   |
| Other law enforcement authority procedures      | Application for revocation of a public security license  | MRFK, BRFK   | RO-0003   |
| Other law enforcement authority procedures      | Reporting an activity involving drugs and psychotropic substances  | ORFK   | RO-0006   |

| Case group  | Title of case  | Addressable police bodies                             | Form ID   |
|---|--|---|-----------|
| Other law enforcement authority procedures                                      | Report on the distribution and use of narcotic drugs and psychotropic substances to the retailer of veterinary medicinal products, the veterinary institution, the veterinary establishment, the zoo, the game park and the private veterinarian | MRFK, BRFK  | RO-0007   |
| Submission of electronic invoice  | Submission of electronic invoice   | MRFK, BRFK, KR, NEBEK, NOK, ORFK, ROKK, RRI           | PSZO-0001 |
| Notification of disappearance / Notification of whereabouts of a missing person | Notification of the disappearance  | MRFK, BRFK, RK  | BU-0001   |
| Notification of disappearance / Notification of whereabouts of a missing person | Reporting a missing person's location  | MRFK, BRFK, RK  | BU-0002   |
| Armed Security Guard Service Procedure  | Initiating the establishment, termination or modification of the operation of an armed security guard, and the approval of the armed security guard's service documents  | ORFK RF, MRFK, BRFK                                   | IN-100143 |
| Reporting and administration related to assembly                                | Application for a reduction or unlimited reduction of a fine imposed by an assembly authority  | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | IN-1233   |
| Reporting and administration related to assembly                                | Submitting an application for assembly, governed by the act on the right of assembly, held in public places  | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | RK-0102   |
| Reporting and administration related to assembly                                | Submitting a notification of change of the organizer of the assembly, governed by the act on the right of assembly, held in public places  | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | RK-0102-A |
| Reporting and administration related to assembly                                | Submitting a report on security conditions endangering the assembly, governed by the act on the right of assembly, to be held in public places   | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | RK-0102-B |
| Reporting and administration related to assembly                                | Submitting a notification on the new date and time of the assembly previously banned by authorities on the basis of judicial decision  | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | RK-0102-C |
| Reporting and administration related to assembly                                | Review of decisions on assemblies  | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | RK-0102-D |
| Reporting and administration related to assembly                                | Completing the application for assembly, governed by the act on the right of assembly, held in public places   | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | RK-0102-E |



| Case group                                       | Title of case   | Addressable police bodies                             | Form ID   |
|--|---|---|-----------|
| Reporting and administration related to assembly | Submitting an application for an urgent assembly, governed by the act on the right of assembly, to be held in public places | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | RK-0102-F |
| Reporting and administration related to assembly | Cancellation an application for assembly, governed by the act on the right of assembly, held in public places               | BRFK, RK (BRFK kerületi kapitányságainak kivételével) | RK-0102-G |
| Investigating the circumstances of death         | Relinquishing the right of appeal   | ORFK BF, MRFK, BRFK, RK                               | IN-63     |
| Investigating the circumstances of death         | Application for appeal  | ORFK BF, MRFK, BRFK, RK                               | IN-64     |
| Investigating the circumstances of death         | Withdrawal of appeal application  | ORFK BF, MRFK, BRFK, RK                               | IN-74     |
| Investigating the circumstances of death         | Application for a form to justify reasons for failure to lodge an appeal  | ORFK BF, MRFK, BRFK, RK                               | IN-77     |
| Investigating the circumstances of death         | Application for termination of seizure  | ORFK BF, MRFK, BRFK, RK                               | IN-78     |
| Investigating the circumstances of death         | Notification for investigation of unusual death   | ORFK BF, MRFK, BRFK, RK                               | IN-79     |
| Border Control Administration                    | Deficiencies (in the field of border control for petitions for permits)   | MRFK, RK, HRK, RRI                                    | IN-82     |
| Border Control Administration                    | Revoking applications   | MRFK, RK, HRK, RRI                                    | IN-83     |
| Border Control Administration                    | Application for corrections of decisions by authorities   | ORFK RF, MRFK, RK, RRI                                | IN-84     |
| border control administration                    | Application to open a temporary border crossing point   | MRFK, RRI   | RH-0100   |
| border control administration                    | Application for the occasional use of a border crossing point with restricted traffic for use other than its original use.  | MRFK  | RH-0101   |
| border control administration                    | Application for the use of a border crossing point with limited operating hours for use outside the operating hours         | MRFK  | RH-0103   |
| border control administration                    | Application for a permit to enter and stay in the territory of a border crossing point for non-border crossing purposes     | MRFK, RK, HRK, RRI                                    | RH-0104   |
| border control administration                    | Application for border control in transit (coaches, trains, watercraft)   | MRFK  | RH-0105   |
| border control administration                    | Application for border crossing for the purpose of work at locations other than the border crossing point                   | MRFK  | RH-0107   |
| border control administration                    | Application for trans-boundary waterway traffic   | MRFK  | RH-0108   |

| <b>Case group</b>  | <b>Title of case</b>   | <b>Addressable police bodies</b> | <b>Form ID</b> |
|--|--|----------------------------------|----------------|
| Personnel matters of call centres                          | Requests for information by former employees of the Call Centres   | ORFK RF HKSZ, ORFK RF HKM        | IN-81          |
| Personnel matters of call centres                          | Job applications to Call Centres or requests for information   | ORFK RF HKSZ, ORFK RF HKM        | IN-88          |
| Administrative proceedings (judicial review)               | Application for judicial review / bringing administrative proceedings regarding fin(s) imposed by administrative decisions / orders or with information notes  | ORFK, MRFK, BRFK, RK, HRK        | TK-120101      |
| Procedures concerning transport management                 | Authorising the installation of a warning device   | RK                               | RI-0300        |
| Procedures concerning transport management                 | Authorising the installation of devices displaying distinguishing signs  | ORFK, MRFK, BRFK                 | RI-0301        |
| Procedures concerning transport management                 | Notification of termination of authorization conditions for a distinguishing or warning signalling device, notification of a change in the details of the authorization or notification of any other change related to the authorization | ORFK, MRFK, BRFK, RK             | RI-0302        |
| Public administration procedures related to road transport | Application for a probate in an authority administrative matter  | MRFK, BRFK, RK, HRK, RRI         | KKLO-01        |
| Public administration procedures related to road transport | Application for access to the file in an administrative authority case   | MRFK, BRFK, RK, HRK, RRI         | KKLO-02        |
| Public administration procedures related to road transport | Certificate of delay of default in an administrative authority case  | MRFK, BRFK, RK, HRK, RRI         | KKLO-03        |
| Public administration procedures related to road transport | Appeal in an administrative authority case   | MRFK, BRFK, RK, HRK, RRI         | KKLO-04        |
| Public administration procedures related to road transport | Application for a discount in an administrative authority case   | MRFK, BRFK, RK, HRK, RRI         | KKLO-05        |
| Public administration procedures related to road transport | Application for reconsideration in an administrative authority case  | MRFK, BRFK, RK, HRK, RRI         | KKLO-06        |
| Public administration procedures related to road transport | Objection to service in an administrative case   | MRFK, BRFK, RK, HRK, RRI         | KKLO-07        |

| Case group   | Title of case  | Addressable police bodies                                    | Form ID   |
|--|--|--|-----------|
| Public administration procedures related to road transport | Application for exemption from costs in an administrative authority case   | MRFK, BRFK, RK, HRK, RRI                                     | KKLO-08   |
| Public administration procedures related to road transport | Compliance with the obligation to pay costs which are liable due to an administrative authority case                       | MRFK, BRFK, RK, HRK, RRI                                     | KKLO-09   |
| Research application                                       | Application to conduct research in the archives of the Police  | ORFK Hivatal, MRFK, BRFK, RK, RRI, KR, HRK, NEBEK, ROKK, NOK | IN-100010 |
| Training of the air aviation personnel                     | Notification of persons participating in type rating training (training flight) for flying complex motor-powered aircraft. | MRFK, BRFK   | LKKU1     |
| Administrative procedures related to aviation              | Application for a probate in an authority administrative matter  | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-01   |
| Administrative procedures related to aviation              | Application for access to the file in an administrative authority case   | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-02   |
| Administrative procedures related to aviation              | Certificate of delay of default in an administrative authority case  | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-03   |
| Administrative procedures related to aviation              | Appeal in an administrative authority case   | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-04   |
| Administrative procedures related to aviation              | Application for a discount in an administrative authority case   | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-05   |
| Administrative procedures related to aviation              | Application for reconsideration in an administrative authority case  | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-06   |
| Administrative procedures related to aviation              | Objection to service in an administrative case   | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-07   |
| Administrative procedures related to aviation              | Application for exemption from costs in an administrative authority case   | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-08   |
| Administrative procedures related to aviation              | Compliance with the obligation to pay costs which are liable due to an administrative authority case                       | MRFK, BRFK, RK, HRK, RRI                                     | LKLO-09   |

| Case group   | Title of case   | Addressable police bodies     | Form ID     |
|--|---|-------------------------------|-------------|
| firearm distribution administration                              | Firearm distributor's Registration report form  | ORFK GF                       | RI-0100     |
| firearm distribution administration                              | Firearm manufacturer's sale report form   | ORFK GF                       | RI-0101     |
| firearm distribution administration                              | firearm distributor's/repairer's reporting form   | ORFK GF                       | RI-0102     |
| firearm distribution administration                              | firearm distributor's/repairer's sale reporting form  | ORFK GF                       | RI-0103     |
| firearm distribution administration                              | Notification of a conversion of a firearm resulting in a change of category or subcategory                                | ORFK                          | RI-0104     |
| firearm distribution administration                              | Notification of the need to expand the code dictionary  | ORFK                          | RI-010T     |
| public administration procedures concerning no-fault liabilities | Offer of evidence relating to public administration procedures concerning no-fault liabilities                            | Vas MRFK, Szabolcs MRFK       | OBJEKTIV-01 |
| public administration procedures concerning no-fault liabilities | Request for access to the file relating to public administration procedures concerning no-fault liabilities               | Vas MRFK, Szabolcs MRFK       | OBJEKTIV-02 |
| public administration procedures concerning no-fault liabilities | Verification of failure to meet the deadline relating to public administration procedures concerning no-fault liabilities | BRFK, Vas MRFK, Szabolcs MRFK | OBJEKTIV-03 |
| public administration procedures concerning no-fault liabilities | Request to be excused relating to public administration procedures concerning no-fault liabilities                        | Vas MRFK, Szabolcs MRFK       | OBJEKTIV-04 |
| public administration procedures concerning no-fault liabilities | Lodging an appeal relating to public administration procedures concerning no-fault liabilities                            | BRFK, Vas MRFK, Szabolcs MRFK | OBJEKTIV-05 |
| public administration procedures concerning no-fault liabilities | Waiver of payment relating to public administration procedures concerning no-fault liabilities                            | BRFK, Vas MRFK, Szabolcs MRFK | OBJEKTIV-06 |
| public administration procedures concerning no-fault liabilities | Application for review relating to public administration procedures concerning no-fault liabilities                       | BRFK, Vas MRFK, Szabolcs MRFK | OBJEKTIV-07 |

| Case group   | Title of case   | Addressable police bodies          | Form ID     |
|--|---|------------------------------------|-------------|
| public administration procedures concerning no-fault liabilities | Application by the customer relating to public administration procedures concerning no-fault liabilities  | BRFK, Vas MRFK, Szabolcs MRFK      | OBJEKTIV-08 |
| public administration procedures concerning no-fault liabilities | Application for administrative proceedings relating to public administration procedures concerning no-fault liabilities   | BRFK, Vas MRFK, Szabolcs MRFK      | OBJEKTIV-09 |
| public administration procedures concerning no-fault liabilities | Objection to service in an administrative matter relating to strict liability   | BRFK, Vas MRFK, Szabolcs MRFK      | OBJEKTIV-10 |
| public administration procedures concerning no-fault liabilities | Application for legal aid relating to public administration procedures concerning no-fault liabilities  | BRFK, Vas MRFK, Szabolcs MRFK      | OBJEKTIV-11 |
| public administration procedures concerning no-fault liabilities | Deficiencies relating to public administration procedures concerning no-fault liabilities   | BRFK, Vas MRFK, Szabolcs MRFK      | OBJEKTIV-12 |
| complaint handling   | Complaints regarding public safety, reports to the police   | ORFK, MRFK, BRFK, RK, RRI, KR      | IN-1248     |
| complaint handling   | Complaints against measures taken by the police (form)  | ORFK, MRFK, BRFK, RK, HRK, KR, RRI | RK-0101     |
| Complaints/ public interest disclosures                          | Application for complaint regarding the use of coercive measures by a person performing law enforcement tasks   | RK                                 | IN-85       |
| Complaints/ public interest disclosures                          | Application for complaint regarding measures and/or coercive measures used by an armed security guard   | RK, RRI                            | IN-86       |
| Complaints / public service announcements                        | Complaints or public interest disclosure regarding handling of emergency calls  | ORFK RF                            | IN-87       |
| Administration of pyrotechnic-related activities                 | License application concerning manufacturing pyrotechnic articles   | MRFK, BRFK                         | RI-0106     |
| Administration of pyrotechnic-related activities                 | Licence application regarding the autonomous inspection of pyrotechnic articles   | MRFK, BRFK                         | RI-0107     |
| Administration of pyrotechnic-related activities                 | Licence application of distribution of pyrotechnic articles or storage of pyrotechnic articles in permanent or retail and distribution centre storage facilities (storage unit), respectively | MRFK, BRFK                         | RI-0108     |

| Case group   | Title of case  | Addressable police bodies | Form ID |
|--|--|---------------------------|---------|
| Administration of pyrotechnic-related activities                   | Submitting an application for sale of pyrotechnic articles   | RK                        | RI-0109 |
| Administration of pyrotechnic-related activities                   | Submitting an application for displaying and exhibiting pyrotechnic articles   | MRFK, BRFK                | RI-0110 |
| Management of pyrotechnics-related activities                      | Licence application for pyrotechnic product storage  | MRFK, BRFK                | RI-0111 |
| Administration of pyrotechnic-related activities                   | License application for the use of pyrotechnical article   | MRFK, BRFK                | RI-0112 |
| Administration of pyrotechnic-related activities                   | Notification for the use of pyrotechnic articles   | RK                        | RI-0113 |
| Management of pyrotechnics-related activities                      | License application for pyrotechnic product destruction  | MRFK, BRFK                | RI-0114 |
| Management of pyrotechnics-related activities                      | Informing the authority of the implementation of approved or notified fireworks  | MRFK, BRFK, RK            | RI-0116 |
| Management of pyrotechnics-related activities                      | application for a permit for the end of year marketing of pyrotechnical articles and the operation of a temporary storage facility for distribution  | MRFK, BRFK                | RI-0117 |
| Management of pyrotechnics-related activities                      | authorization application for the year-end marketing of pyrotechnic articles   | MRFK, BRFK                | RI-0118 |
| Administration of pyrotechnic-related activities                   | Notification of the change of data (business and responsible pyrotechnic data) that does not affect the technical data of a pyrotechnic license / certificate as well as the start /suspension of production / distribution / destruction / storage activities and of the termination of a licensed or previously declared activity (with the exception of use). | MRFK, BRFK, RK            | RI-0119 |
| Procedure concerning activities relating to pyrotechnical articles | Submitting a statement to the authority on pyrotechnical articles manufactured or distributed on the basis of an 'authorisation to manufacture or distribute pyrotechnical articles', in the year preceding the subject year   | MRFK, BRFK                | RI-0120 |

| Case group   | Title of case  | Addressable police bodies | Form ID |
|--|--|---------------------------|---------|
| Procedure concerning activities relating to pyrotechnical articles | Application for replacing a lost or damaged licence or certificate authorising pyrotechnic activities  | MRFK, BRFK, RK            | RI-0121 |
| Procedure concerning activities relating to pyrotechnical articles | Application for a licence to export pyrotechnic articles to a non-EEA state or import such articles from a non-EEA state   | MRFK, BRFK                | RI-0122 |
| Procedures concerning civilian firearms                            | License for physical persons to obtain, hold, wear and use firearms (excluding self-defence firearms)  | RK, BRFK                  | RI-0600 |
| Procedures concerning civilian firearms                            | Application for a licence for handloading and reloading ammunition   | RK, BRFK                  | RI-0605 |
| Procedures concerning civilian firearms                            | Application for a permit for natural persons to keep a silencer, to keep a firearm for self-defense purposes and to extend the validity of a firearms permit for self-defense purposes   | MRFK, BRFK                | RI-0606 |
| Procedures concerning civilian firearms                            | Application for a shooting instructor licence  | RK, BRFK                  | RI-0608 |
| Procedures concerning civilian firearms                            | Application for a permit for the deactivation of a firearm, cartridge (ammunition), surrender of a weapon without value, destruction   | MRFK, BRFK                | RI-0610 |
| Procedures concerning civilian firearms                            | Submission of a weapon test certificate (except for firearms for self-defense)   | RK, BRFK                  | RI-0612 |
| Procedures concerning civilian firearms                            | Submission of a weapon inspection certificate and a certificate of the person's firing practice (in the case of a firearm for self-defense)  | MRFK, BRFK                | RI-0613 |
| Procedures concerning civilian firearms                            | Report by sport shooters on the transfer of firearms for sport shooting and their ammunition to and back from sports associations for the purpose of storage   | RK, BRFK                  | RI-0615 |
| Procedures concerning civilian firearms                            | Licence application for associations for possession a firearm - for work, education, sports and film production (publishing, replacement, replacement)   | RK, BRFK                  | RI-0617 |
| Procedures concerning civilian firearms                            | Application for requesting a licence for associations to possess a theater weapon (excluding firearms in category „A” and to keep a firearm with a pendulum energy of 7,5 joules or less for target practice (exchange, replacement) | RK, BRFK                  | RI-0619 |
| Procedures concerning civilian firearms                            | Application for requesting a licence to possess museum firearms for sport shooting (in the case of person or organization)   | RK, BRFK                  | RI-0622 |
| Procedures concerning civilian firearms                            | Application for the operation of a shooting range for civil purposes, for the amendment of the shooting range regulations  | RK, BRFK                  | RI-0623 |
| Procedures concerning civilian firearms                            | Application for a licence to kill wild game causing damage   | RK, BRFK, RRI             | RI-0624 |

| Case group                              | Title of case  | Addressable police bodies | Form ID |
|---|--|---------------------------|---------|
| Procedures concerning civilian firearms | Application for a licence to possess short firearms for personal and property protection (exchange, replacement, extension)  | MRFK, BRFK                | RI-0625 |
| Procedures concerning civilian firearms | Application for displaying firearms  | MRFK, BRFK                | RI-0626 |
| Procedures concerning civilian firearms | License submission by organizations for a possession of firearm, ammunition as well as suppressor falling under to category „A” (issue, exchange, replacement)                   | MRFK, BRFK                | RI-0627 |
| Procedures concerning civilian firearms | Application for an organization to permission to keep another asset acquired under a license   | MRFK, BRFK, RK            | RI-0629 |
| Procedures concerning civilian firearms | Requesting a licence to operate a storage area for ammunition and ammunition components  | MRFK, BRFK                | RI-0630 |
| Procedures concerning civilian firearms | Application for the authorisation required for employee approval and employee change notification  | MRFK, BRFK, RK            | RI-0631 |
| Procedures concerning civilian firearms | Application for a European licence to possess firearms   | MRFK, BRFK, RK            | RI-0634 |
| Procedures concerning civilian firearms | Report of change (in the person of an senior official / manager responsible for the activity)  | MRFK, BRFK, RK            | RI-0636 |
| Procedures concerning civilian firearms | Requesting a licence to manufacture and distribution weapons, ammunition (cartridge) and ammunition components and a licence to carry out repairer's activities                  | MRFK, BRFK, RK            | RI-0637 |
| Procedures concerning civilian firearms | Notification by manufacturer, distributor of changes to the stock (change in the recorded data of the licence)   | MRFK, BRFK                | RI-0641 |
| Procedures concerning civilian firearms | Notification by repairer, manufacturer or distributor (regarding changes of data, suspension or termination of an activity or on the resumption of an activity after suspension) | MRFK, BRFK                | RI-0642 |
| Procedures concerning civilian firearms | Certification of shooting training (in case of organizations, regular training of staff authorized to use a firearm, but at least four times a year)                             | MRFK, BRFK                | RI-0643 |
| Procedures concerning civilian firearms | Organization's request for withdrawal of a licence   | MRFK, BRFK, RK            | RI-0644 |



| Case group   | Title of case  | Addressable police bodies | Form ID |
|--|--|---------------------------|---------|
| Procedures concerning civilian firearms                  | Notification of the loss or theft of a permit or an official card certifying the existence of a permit and a weapon and silencer   | RK, BRFK                  | RI-0646 |
| Procedures concerning civilian firearms                  | Regulations concerning firearms, weapons, ammunition and cartridges held in storage  | MRFK, BRFK, RK            | RI-0647 |
| Procedures concerning civilian firearms                  | Reporting change in the company data   | MRFK, BRFK                | RI-0648 |
| Procedures concerning civilian firearms                  | Request for import, export, transfer of firearms, ammunition, ammunition elements and theatrical weapons   | MRFK, BRFK, RK            | RI-0649 |
| Procedures concerning civilian firearms                  | Notification of possession of a firearm classified in category „C”   | BRFK, RK                  | RI-0650 |
| Procedures concerning civilian firearms                  | Notification of alienation (sale, gift) of a weapon to natural persons and organizations   | MRFK, BRFK, RK            | RI-0652 |
| Procedures concerning civilian firearms                  | Notification by shooting range operator of target practice (in the case of a course necessary for obtaining a firearm, or a shotgun traineeship included in a professional training) | RK, BRFK                  | RI-0653 |
| Procedures concerning civilian firearms                  | Notification by persons entitled to hunt of group hunting schedules and changes in the schedule  | RK, BRFK                  | RI-0654 |
| Procedures concerning civilian firearms                  | For candidates for weapons knowledge, arms distribution, home ammunition assembly and refilling  | MRFK, BRFK                | RI-0655 |
| Procedures concerning persons performing law enforcement | Licence application by persons carrying out law enforcement tasks for the issue of service ID passes and service badges  | MRFK, BRFK                | RI-0700 |
| Procedures concerning persons performing law enforcement | ID Pass and/or badge change or replacement for persons performing law enforcement tasks  | MRFK, BRFK                | RI-0701 |
| Procedures concerning persons performing law enforcement | Withdrawal of service ID pass and service badge from a person performing law enforcement tasks   | MRFK, BRFK                | RI-0702 |
| Proceedings related to sporting events                   | Notification on organising sporting events   | RK                        | RK-0104 |
| Proceedings related to sporting events                   | Notification on conducting site inspection (safety inspection) related to the sports event to be held  | RK                        | RK-0106 |

| Case group  | Title of case  | Addressable police bodies                               | Form ID   |
|---|--|---|-----------|
| Procedure concerning transportation of explosives | Authorization of intra-community transportation of explosives for civilian use   | ORFK  | RI-0400   |
| Procedure concerning transportation of explosives | Authorization of domestic delivery of explosives for civil use   | MRFK, BRFK  | RI-0401   |
| Procedure concerning transportation of explosives | Notification of transportation of explosives   | ORFK  | RI-0402   |
| Procedure concerning transportation of explosives | Modification to or withdrawal of an application regarding the delivery/domestic transfer of explosives for civil use prior to a final decision | ORFK, MRFK, BRFK  | RI-0403   |
| Proceedings related to sporting events            | Request for data from the registration database on policing sporting events  | RK  | RK-0105   |
| Infringement                                      | Withdrawal of a civil claim needed to initiate proceeding regarding a breach of the law.   | RK, RRI, BRFK KP SZEO                                   | IN-100    |
| Infringement                                      | Response to a police request to an economic organization   | RK SZABS, RRI SZABS                                     | IN-100103 |
| Infringement                                      | Declaration concerning a mediation procedure   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZEO              | IN-100104 |
| Infringement                                      | Application for restitutio in integrum   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEO | IN-100105 |
| Infringement                                      | Application to rebut a service presumption   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEO | IN-100106 |
| Infringement                                      | Application for exemption of payment of costs and expenses due to a infringement   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB               | IN-100107 |
| Infringement                                      | Application for the amendment or correction of a decision  | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEO | IN-100108 |
| Infringement                                      | Complaints   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEO | IN-100109 |
| Infringement                                      | Complaints submitted regarding coercive measures   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEO | IN-100110 |
| Infringement                                      | Application for the review of an on-the-spot fine  | RK SZABS, RRI SZABS                                     | IN-100111 |
| Infringement                                      | Application for organising a hearing   | RK SZABS, RRI SZABS, BRFK KP SZB                        | IN-100112 |
| Infringement                                      | Withdrawing an application for organising a hearing  | RK SZABS, RRI SZABS, BRFK KP SZB                        | IN-100113 |
| Infringement                                      | Objection  | RK SZABS, RRI SZABS, BRFK KP SZB                        | IN-100114 |

| Case group   | Title of case   | Addressable police bodies  | Form ID   |
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| Infringement | Renewed objection   | RK SZABS, RRI SZABS, BRFK KP SZB   | IN-100115 |
| Infringement | Withdrawing an objection  | RK SZABS, RRI SZABS, BRFK KP SZB   | IN-100116 |
| Infringement | Claim for damages   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEÓ  | IN-100117 |
| Infringement | Application for instalment payment  | RK SZABS, RRI SZABS, BRFK KP SZB   | IN-100118 |
| Infringement | Application for postponed payment   | RK SZABS, RRI SZABS, BRFK KP SZB   | IN-100119 |
| Infringement | Application for the postponement of the performance of community service imposed as a penalty | RK SZABS, RRI SZABS, BRFK KP SZB   | IN-100120 |
| Infringement | Application for the suspension of the performance of community service imposed as a penalty   | RK SZABS, RRI SZABS, BRFK KP SZB   | IN-100121 |
| Infringement | Application for reconsideration of court decision due to mitigating circumstances             | RK SZABS, RRI SZABS, BRFK KP SZB   | IN-100122 |
| Infringement | Notification of the recording of a lasting power of attorney in the official register.        | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEÓ  | IN-156    |
| Infringement | Request for the exclusion of an acting authority or person                                    | ORFK SZABS, MRFK SZABS, BRFK SZABS, RK SZABS (BRFK KP SZB, BRFK KP SZEÓ), RRI SZABS, MRFK, BRFK, RRI, RK | IN-89     |
| Infringement | Application for redress by the defendant and his representative                               | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEÓ  | IN-90     |
| Infringement | Application for redress by the plaintiff and his representative                               | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEÓ  | IN-91     |
| Infringement | Plaintiff's claim for damage compensation   | RK SZABS, RRI SZABS, BRFK KP SZB, BRFK KP SZEÓ   | IN-92     |
| Infringement | Testimony in writing  | RK SZABS, RRI SZABS, BRFK KP SZB, BRFK KP SZEÓ   | IN-93     |
| Infringement | Request for the secondment of an expert   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEÓ  | IN-94     |
| Infringement | Request for the secondment of an expert to determine the value of damage caused by a breach   | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEÓ  | IN-95     |
| Infringement | Request for the secondment of another expert  | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEÓ  | IN-96     |
| Infringement | Application for exemption from payment of costs and expenses following arrest                 | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEÓ  | IN-97     |

| Case group   | Title of case  | Addressable police bodies                               | Form ID |
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| Infringement   | Complaints against a decision imposing a civil fine  | RK SZABS, RRI SZABS, RK, RRI, BRFK KP SZB, BRFK KP SZEO | IN-98   |
| Infringement   | Civil claim needed to initiate proceeding regarding a breach of the law.   | RK, RRI, BRFK KP SZEO                                   | IN-99   |
| Procedures concerning private security and private investigation (security procedures) | Applications by Hungarian citizens for the issue/extension of a licence to perform private security/ private investigation/ security system design and installation/ security system design activities (in the case of a professional qualification acquired or recognised in Hungary)                     | RK  | RI-0200 |
| Procedures concerning private security and private investigation (security procedures) | Application for the issue/extension of a licence to perform private security/ private investigation/ security system design and installation/ security system design activities in the case of citizens of other EEA member states who have passed their examination in Hungary                            | RK  | RI-0201 |
| Procedures concerning private security and private investigation (security procedures) | 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   | RK  | RI-0202 |
| Procedures concerning private security and private investigation (security procedures) | License application for the issuance and extension of a personal and property protection operating license for a sole proprietor and a business company registered in Hungary  | RK  | RI-0203 |
| Procedures concerning private security and private investigation (security procedures) | Application for a permit for the issuance and extension of an operating license for a personal and property protection activity to be carried out in Hungary for a sole proprietor of another EEA Member State   | RK  | RI-0205 |
| Procedures concerning private security and private investigation (security procedures) | Applications for private security corporate enterprises founded and holding operating licences in other EEA member states for authorising activities performed on the basis of residence in Hungary in the case of an activity which the undertaking in question wishes to have recognized in the decision | RK  | RI-0206 |

| Case group   | Title of case   | Addressable police bodies  | Form ID    |
|--|---|----------------------------|------------|
| Procedures concerning private security and private investigation (security procedures) | Applications for the registration of private investigation activities or activities concerning the design/installation of security systems performed by sole traders or a company or single member company  | RK                         | RI-0207    |
| Procedures concerning private security and private investigation (security procedures) | Declaration of the termination of private security activities, private investigation activities or activities concerning the installation or the design/installation of security systems  | RK                         | RI-0209    |
| Procedures concerning private security and private investigation (security procedures) | Application for the recognition of a document (licence, permit) issued in another EEA member state, equivalent to the licence authorising private security activities and the design/installation of security systems or the installation of security systems             | RK                         | RI-0210    |
| Procedures concerning private security and private investigation (security procedures) | Application for sole traders or companies and single-member companies registered in Hungary for the replacement or exchange of operating licences authorising private security activities (reporting change of name / registered office/ establishment/ branch)           | RK                         | RI-0213    |
| Procedures concerning private security and private investigation (security procedures) | Application for sole traders for the replacement or exchange of operating licences authorising private security activities (reporting change of name / registered office/ establishment/ branch)  | RK                         | RI-0215    |
| Procedures concerning private security and private investigation (security procedures) | Reporting changes in the data of executive officers/employees regarding sole traders, single-member companies and companies performing private security activities, private investigation activities or activities concerning the design/installation of security systems | RK                         | RI-0217    |
| Forms for the public space surveillances   | Sending a report on a road traffic offence committed by an unknown person   | RK SZABS, BRFK KP SZB, HRK | EGYEB-0002 |
| Forms for the public space surveillances   | Sending a final on-the-spot imposed fine for an offence for enforcement purposes  | RK SZABS, HRK              | EGYEB-0003 |
| Forms for the public space surveillances   | Infringement report against a known person  | RK SZABS                   | EGYEB-0004 |
| Forms for the public space surveillances   | Infringement report against an unknown person for a non traffic offense   | RK SZABS                   | EGYEB-0005 |

| Case group  | Title of case   | Addressable police bodies          | Form ID    |
|---|---|------------------------------------|------------|
| Forms for the public space surveillances          | Initiation of administrative procedure  | BRFK, RK                           | EGYEB-0006 |
| NOVA.PACK service                                 | Requesting a data owner's certificate in order to use the NOVA.PACK service   | ORFK Hivatal                       | NP-0001    |
| Application for authorizing events on water       | Application for authorizing events on water   | RK, HRK                            | VIZI-01    |
| Administration of persons seconded in proceedings | Producing and lodging the fee catalogue of the expert, interpreter, professional translator and the seconded defence lawyer or lodging the document corresponding the reason of secondment (expert's opinion, translation etc.) | ORFK, MRFK, BRFK, KR, RRI, HRK, RK | KIREND-01  |
| Administration of persons seconded in proceedings | Lodging a complaint against the decision determining the fee (expert, interpreter, translator and seconded defence lawyer)  | ORFK, MRFK, BRFK, KR, RRI, HRK, RK | KIREND-02  |
| Administration of persons seconded in proceedings | Lodging a receipt connected to the secondment (expert, interpreter, translator and seconded defence lawyer)   | ORFK, MRFK, BRFK, KR, RRI, HRK, RK | KIREND-03  |

#### List of abbreviations of addressable police bodies

|              |   |
|--------------|---|
| BRFK         | Budapest Police Headquarters  |
| BRFK SZABS   | Budapest Police Headquarters, Infringement Authority                        |
| HRK          | Border Police Office  |
| KR           | Rapid Response and Special Police Services                                  |
| MRFK         | County Police Headquarters  |
| MRFK SZABS   | County Police Headquarters, Infringement Authority                          |
| NEBEK        | International Criminal Cooperation Center                                   |
| NOK          | International Training Center   |
| ORFK         | National Police Headquarters  |
| ORFK BF      | National Police Headquarters, DG for Criminal Investigation                 |
| ORFK GF      | National Police Headquarters, DG for Economic Affairs                       |
| ORFK Hivatal | National Police Headquarters, Office  |
| ORFK RF      | National Police Headquarters, DG for Law Enforcement                        |
| ORFK RF HKM  | National Police Headquarters DG for Law Enforcement Call Centre Miskolc     |
| ORFK RF HKSZ | National Police Headquarters DG for Law Enforcement Call Centre Szombathely |
| ORFK SZABS   | National Police Headquarters Infringement Authority                         |
| RK           | Police Stations   |
| RK SZABS     | Police Stations, Infringement Authority                                     |
| ROKK         | Police Education and Training Centre  |
| RRI          | Airport Police Directorate  |

|               |  |
|---------------|--|
| RRI SZABS     | Airport Police Directorate, Infringement Authority   |
| Szabolcs MRFK | Szabolcs-Szatmár-Bereg County Police Headquarters  |
| Vas MRFK      | Vas County Police Headquarters   |
| BRFK KP SZB   | Budapest Police Headquarters, VIII. District Police Headquarters<br>Central Transport Infringement Division    |
| BRFK KP SZEO  | Budapest Police Headquarters VIII. District Police Headquarters<br>Central Infringement Preparatory Department |

ZÁRADÉK

A dokumentum elektronikus aláírással hitelesített