

Customer Information

On applications 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

inNOVA forms included in information:

Case group: Procedure concerning private security and private investigation (security procedure)

Identifier	Title of form
RI-0201	Kérelem más EGT tagállam polgára által Magyarországon letett vizsga esetén személy- és vagyonőri, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő, illetve vagyonvédelmi rendszert szerelő igazolvány kiadásához, meghosszabbításához
RI-0201	Applications 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

This information is effective as of 30 June, 2020.

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 CXXXIII of 2005 on the rules of private security and private investigation (hereinafter: PSI Act)
http://njt.hu/cgi_bin/njt_doc.cgi?docid=95492.338607
3. Act CXX of 2012 on the activities of persons performing certain law enforcement tasks and on the amendments to certain acts to fight truancy (hereinafter: Law Enforcement Act)
http://njt.hu/cgi_bin/njt_doc.cgi?docid=152650.337597
4. Act CCXXII of 2015 on the general rules of electronic administration and trust services (hereinafter: "E-Administration Act")
http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173.338642
5. Act XCIII of 1990 on Duties (hereinafter: D. Act)
http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511.338389
6. Government decree 329/2007 on the organs of the police and on the responsibilities and powers of the organs of the police (hereinafter: Gov. D.)
http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988

7. Decree of the Minister of Justice and Law Enforcement 67/2007. (XII. 28.) on the Territorial Jurisdiction of the Organs of the Police
http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679

Procedure

Persons having the right of free movement and residence, who have acquired their professional qualification or have had it recognised in Hungary, are eligible to submit an application for a licence to personally conduct the activity.

Submitting the application

The application is to be submitted to the city (district) police headquarters whose jurisdiction covers the applicant's place of residence, place of stay or address for notices in Hungary or in the absence of such, the place of business.

Costs and expenses of the procedure

1. An administrative service fee of HUF 6,900 (six thousand nine hundred), to be paid into the appropriation allocation fund account of the county (municipal) police headquarters in charge of the case, in advance or retrospectively.
2. Account numbers Account numbers listed in table 1. of information contained on next link: [az űrlapbenyűjtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)
3. Advance payment: "SZV. ig. szolg. díj" (Private Security administrative service fee) to be indicated in the reference field.
4. Retrospective payment: to be made at the latest within one day after knowledge of the registration number of the authority in charge of the case (Registration number: the "RZSEIR" registration number indicated on the notification sent by the document management system of the Police to the applicant's Client Gateway storage space).

Attachments to be added to the application

1. A notarised copy of a qualification (diploma, degree, certificate) acquired in Hungary or recognised by the Educational Authority (not required when extending the validity of a still valid licence)
2. In the case of a private investigator, a notarised copy of a certificate of at least secondary education (not required when extending the validity of a still valid licence).
3. A public document certifying the applicant's legal capacity and its certified Hungarian translation.
4. A public document issued by the relevant authority of the applicant's country of residence, not older than 3 months, certifying compliance with the requirements concerning the applicant's background (the applicant has no criminal record and is not subject to the restrictions specified in paragraphs (3) and (4) of section 6, of the PSI Act or in the case of a private security guard licence, those specified in paragraphs (2) and (3) of section 5.) A document issued in another country is of probative value – unless otherwise suggested by an international treaty or the practice of international reciprocity- if it has been certified as diplomatically authentic by the Hungarian foreign representation operating in the country where the document was issued.
For documents issued in a language other than Hungarian, a certified Hungarian translation has to be attached to the application too.

5. In the case of an upfront payment of the administrative service fee to the Police, a proof of the payment.

Processing the application

The Police shall establish the existence of the requirements for issuing the licence (legal capacity, background, conditions of employment, professional qualification).

If during the processing of the application it is established that an eligible customer has submitted a fully completed application to the relevant authority or has complied with the request for correction and conforms to the applicable requirements set out in legislation, the Police shall authorise the activity by issuing a licence, which shall be valid for 5 years.

The licence shall be sent by post at the applicant's request, or may be received in person at the authority in charge. (In the case of an extension, the previous, still valid licence has to be returned to the authority in charge upon receiving the new licence.)

In the case of an incomplete application, the authority in charge shall order the issue of a request for the supply of missing items, which shall be sent to the applicant's Client Gateway storage space. The missing documents requested can be attached to a separate form.

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

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

The procedure requires personal appearance.