

Customer Information

Submitting an application for a licence to possess short firearms for personal and property protection (exchange, replacement, extension)

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

Case group: Civilian firearms administration

Identifier	Title of form
RI-0625	Kérelem személy- és vagyonvédelmi célú rövid (marok) lőfegyver tartásához (csere, pótlás, meghosszabbítás)
	Application for a licence to possess short firearms for personal and property protection (exchange, replacement, extension)

This information is effective as of 3 April, 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 XXIV of 2004 on firearms and ammunition (hereinafter referred to as Arms Act)
http://njt.hu/cgi_bin/njt_doc.cgi?docid=83823.323256
3. Act CCXXII of 2015 on the general rules of electronic administration and trust services
http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173.338642
4. Government decree 253/2004. (VIII. 31.) on weapons and ammunition (hereinafter referred to as G.d.) http://njt.hu/cgi_bin/njt_doc.cgi?docid=86434.329877
5. Government decree 329/2007 (XII.13.) on the bodies of the Police and on the tasks and powers of the Police http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988
6. Decree of the Ministry of Interior 49/2004 (VIII. 31.) on shooting ranges, the storage of firearms and ammunition by the authorities and the theoretical and practical requirements of the possession of firearms http://njt.hu/cgi_bin/njt_doc.cgi?docid=84517.328286
7. Decree of the Ministry of Interior 50/2004. (VIII. 31.) on the administrative service fees for examinations on the knowledge of weapons, examinations on the distribution of weapons, the storage of firearms and ammunition by the authorities and authorising activities relating to weapons and ammunition (hereinafter referred to as D.) http://njt.hu/cgi_bin/njt_doc.cgi?docid=84536.328287
8. 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
9. Decree of the Ministry for National Economy 22/1991 (XI. 15.) on the medical requirements and examination for the acquisition and possession of firearms, ammunition, gas and alarm weapons http://njt.hu/cgi_bin/njt_doc.cgi?docid=15256.338362

Procedure

Organisations whose main tasks include private security activities including the protection of the employing party's or their own assets, physical safety and integrity may be approved to hold a licence to possess firearms, if they can prove that the execution of their tasks necessitates the possession of short firearms.

Submitting the application

The application for the licence to possess firearms for personal and property protection must be submitted to the relevant police department of the location of the activity (storage); in Budapest, the Budapest Police Headquarters.

Costs and expenses of the procedure

The administrative service fee payable for the licence to possess the firearm shall be:

- licence to possess firearms in case of organisations HUF 3,000 for each weapon
- contribution to employ personnel possessing firearms and ammunition, and licence issued for personnel HUF 2,000 for each person
- permits for storage of firearms, ammunition, ammunition component storage:
- HUF 15,000 for up to 25 firearms and/or up to 5000 pcs. of ammunition;
- HUF 35,000 for between 26 and 50 firearms and/or 10,000 pcs. of ammunition;
- HUF 45,000 for 50+ firearms and/or 10,000 pcs. of ammunition;
- ammunition component storage: HUF 35,000.

The administrative service fee payable for extension:

- HUF 2,500 for up to 10 firearms.
- HUF 4,500 for between 11 to 25 firearms
- HUF 7,000 for 25+ firearms
- HUF 2,000 for each employee

The administrative service for the exchange and replacement of licences to possess firearms (by each of card documents) is HUF 4,000.

The administrative service fee is payable to the appropriation allocation bank account held by the relevant county police department initially involved; in Budapest, the Budapest Police Headquarters.

The administrative Service Fee can be paid by bank transfer or via the Electronic Payment and Settlement System (EFER) via online bank card payment (VPOS).

In the case bank transfer, the information field must contain the purpose of the payment e.g. „application for a licence to possess short firearms for personal and property protection” and the registration number returned after the automatic registration, which is a case number consisting of the following positions:

X X X X X - X X X /X X X/ X X X X. F. (e.g.: 29000-821/111/2019. F.)

Account numbers: Account numbers listed in table 1. of information contained on next link: [az űrlapbenyűjtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)

Attachments to be added to the application submitted in pdf files

- document proving that the firearms are necessary to execute their tasks (for instance: in case of own assets, invoices proving cash flow; in case of protection of the employing party's assets, the contract proving work executed by carrying firearms);
- in case of employees test certificate evidencing the applicant's theoretical knowledge and practical skills required to possess firearms (firearms safety certificate;
- health attestation (issued by the body competent for occupational health examination);
- a sketch drawing of the firearm storage compartment, as appropriate;
- where its size justifies attachment by attachment to the storage site and its security description

In the case of an application for an extension of the firearms license:

- a document demonstrating that the firearm is necessary for the performance of its tasks;
- evidence of theoretical and practical competence in the possession of a firearm required by law (weapon proficiency examination certificate) and a health attestation of new employee (issued by the body competent for occupational health examination);
- for certified staff, if the period of validity of the medical certificate expires during the procedure, the health attestation (issued by the body competent for occupational health examination);
- where its scope justifies attachment, the storage location and its security description;
- valid technical certificate (for firearms which technical validity expires during the procedure).

Processing the application

If during processing the application it is established that the entitled applicant has submitted the complete application to the authority having appropriate jurisdiction, or the applicant has complied with the request for correction or amendment, the storage facility, upon the inspection carried out on site, meets the requirements set in G. d., and that furthermore, there are no reasons set in Arms Act that may exclude granting the licence, the authority shall grant, in a form of a decision, a licence to possess firearms. The authority shall issue a licence to possess firearms (licence), which is valid for 5 years. Upon application, the validity of the licence can be prolonged for additional 5 years if the licence holder submits his/her application 30 days prior to expiry.

The licence to possess firearms for personal and property protection and the official card evidencing the licence (document/card) can be collected by the licence holder in person via their authorised trade representative from the licensing police authority during business hours.

In the case of exchange or replacement of the license, the new license may also be received personally by the licensee through its commercial agent. At the same time as the new license is received, the license to be replaced must be submitted to the authority.

For more information on business hours, please visit www.police.hu.