

## Customer Information

### Application for an organization to permission to keep another asset acquired under a license

#### inNOVA form included in the Information

Case Group: Procedures concerning civilian firearms

Identifier	Title of form
RI-0629	Szervezet kérelme engedély alapján megszerzett újabb eszköz tartásának engedélyezésére
RI-0629	Application for an organization to permission to keep another asset acquired under a license

**This information is effective as of 17 June 2021.**

#### 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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=199170)
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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=83823)
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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173)
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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=86434)
5. Government decree 329/2007 (XII.13.) on the bodies of the Police and on the tasks and powers of the Police (hereinafter referred to as Gov. Dec.)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629)
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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=84517)
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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=84536)
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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516)

## Procedure

### **Submitting the application**

The application must be forwarded to the police authority that issued the permit (decision) authorizing the acquisition of another firearm / piece of firearm / silencer.

### **Costs and expenses of procedure — administrative service fee:**

- firearm: HUF 3.000/piece (in the case of firearms for personal and property protection, payment must be made upon submission of the RI-0625 application form for prior authorization).
- piece of firearm: 3.000 HUF/piece
- theatrical firearm (including theatrical firearms of category A): 2.000 HUF/piece
- firearms for film production: 2.000 HUF/piece
- flober firearm: 2.000 HUF/piece
- silencer: free

The administrative service fee is paid by the county police headquarters managing the case at the first instance and the county police headquarters acting at the first instance, in Budapest the Budapest Police Headquarters, shall be paid into the on appropriation allocation bank account numbers with advance or post-payment.

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. „request to keep an additional firearm for work purposes” and the case registration number. The registration number consist 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 úrlapbenyújtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)

### **Attachments to be added to the application in pdf format:**

- **a valid technical certificate of the firearm, the firearm piece or the silencer**
- **proof of legal acquisition** (in the case of acquisition from a distributor, an acknowledgment of receipt, otherwise an authentic instrument or a private instrument of full probative value),
- **in the case of imports from a Member State of the European Union, an export (transfer) license issued by the competent authority of dispatch,**
- **in the case of imports from a non-EU country, a certificate from the lower competent customs office of the National Tax and Customs Administration,**  
**in case of payment of the administrative service fee by bank transfer, a document certifying the executed transaction** (no original bank certificate is required).

**The attached annexes will only be accepted by the authority if the full content of the original document is legible.**

The document formats set out in Annex No. 1. of the Government Decree 451/2016 (XII. 19.) on the detailed rules of electronic administration.

**Receipt of the request:**

The application submitted electronically via a customer gateway and its annexes shall be forwarded via the Central System to the file management system of the police authority designated as the addressee by the applicant, of which the Central System shall notify the applicant. The records management system of the police authority automatically receives the application and its attachments, and then automatically sends a notification of the receipt to the Notification Repository of the client gate submitting the application. In the event that the file management system of the designated police authority does not send an automatic notification, the application and the annex(es) attached to it will not be received by the receiving authority. In this case, we recommend that you contact the receiving authority in another way, in person at reception or by telephone.

**Processing the application:**

If the person submitting the application has submitted the application in full to the authority competent for the authorization, the authority shall issue a card document (license) to the licensee.

The licensee may collect the card document (license) from the licensing police authority in person at the time of customer reception through his / her commercial agent.