

Customer Information

On reporting personnel changes regarding sole traders, single member companies and companies performing private security activities, private investigation activities or activities concerning the design/installation of security systems

inNOVA forms included in information

Case group: Procedures concerning private security and private investigation (security procedures)

Identifier	Title of form
RI-0217	Bejelentés személyi változásról (foglalkoztatott, tevékenységet szakmailag szervező irányító, vezető tisztségviselő, természetes személy tag, természetes személy tulajdonos) személy- és vagyonvédelmi, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő tevékenységet végző gazdasági társaság, egyéni cég, egyéni vállalkozó részére
RI-0217	Reporting personnel changes (concerning employees, managers technically coordinating activities, executive officers, natural persons as owners, natural persons as members) for companies, single member companies and sole traders performing private security activities, private investigation activities or activities concerning the design/installation of security systems

This information is effective as of 3 November, 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
2. Act CXXXIII of 2005 on the rules of private security and private investigation (hereinafter referred to as PSI Act) http://njt.hu/cgi_bin/njt_doc.cgi?docid=95492
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 referred to as Law Enforcement Act) http://njt.hu/cgi_bin/njt_doc.cgi?docid=152650
4. Act LXXVI of 2009 on the general rules of the commencement and pursuit of service activities http://njt.hu/cgi_bin/njt_doc.cgi?docid=125358
5. Act CCXXII of 2015 on the general rules of electronic administration and trust services (hereinafter referred to as E-Adm. Act) http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173
6. Government decree 487/2017. (XII. 29.) on differing and supplementary rules concerning the public administration procedures for the activities of private security personnel, private investigators, persons performing certain law enforcement tasks and armed security guards http://njt.hu/cgi_bin/njt_doc.cgi?docid=206344

7. Decree of the Ministry of Interior 22/2006 on the implementation of Act CXXXIII of 2005 on the rules of private security and private investigation (hereinafter referred to as DMI)
http://njt.hu/cgi_bin/njt_doc.cgi?docid=102416

Procedure

Notification is justified in the event of a change in the identity of the employee, the manager organizing the activity, the senior official, the natural person member or the natural person owner when the existing valid operating license is replaced or the activity is notified.

A sole proprietor, sole proprietorship or business company (hereinafter: undertaking) who has an operating license or is a private investigator, a security system designer, notifies an installation activity and has an official certificate is entitled to report a personal change.

The company is obliged to report the change in the registration data to the police headquarters by the fifth day of the month following the relevant month, which is entitled to issue an operating license and take note of the report.

Submitting the report

The report has to be submitted to the city (district) police headquarters whose jurisdiction covers the registered office/ establishment/ branch of the enterprise in Hungary.

Costs and expenses of procedure

For applicants performing private security activities:

An administrative service fee of HUF 2,300 (two thousand three hundred) to be paid into the appropriation allocation fund account of the county (or Budapest) police headquarters in charge of the case in advance or retrospectively.

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

In the case of private investigators, designers and installers of property protection systems, the procedure is free of charge

Attachments to be added to reports concerning private security enterprises

1. In the case of an advance payment of the fee, a proof of the payment.

Processing the report

If during the processing of the report it is established that an eligible customer has submitted a fully completed report to the relevant and competent authority or has complied with the request for supplying missing items and conforms to the applicable requirements set out in legislation, the Police shall exchange the attachment of the operating licence authorising the conduct of the private security activity, or, in the case of any other report, shall issue a new official certificate.