

## Customer Information

### On the submission of applications for the authorisation required for employee approval

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

Case group: Procedures concerning civilian firearms

Identifier	Title of form
RI-0631	Engedélykérelem alkalmazotti hozzájáruláshoz
	Application for the authorisation required for employee approval

**This information is effective as of 1 January, 2018.**

#### 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](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](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](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](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 (hereinafter referred to as Gov. Dec.)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629.326988](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](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](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](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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=15256.338362)

## **Procedure**

### **Submitting the application**

Applications for the authorisation for employee approval are to be submitted to the police headquarters whose jurisdiction covers the applicant's place of residence; in Budapest, to the Budapest Police Headquarters.

### **Costs and expenses of procedure**

The administrative service fee for applications for employee approval is HUF 2,000.

The administrative service fee is to be paid into the appropriation allocation fund account of the county police headquarters in charge of the local police headquarters proceeding at first instance; in Budapest, the Budapest Police Headquarters. The payment is to be made at the latest on the day after knowledge of the registration number of the authority in charge of the case. The reason for the payment: "application for employee approval" and the registration number of the case is to be indicated in the reference field. (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).

The account numbers are included in Attachment 2 of the D.

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

- an examination certificate of the acquisition of the theoretical knowledge and practical skills required for holding firearms;
- a certificate of qualification;
- a certificate of a medical aptitude examination (issued by a body authorised for occupational health examinations).

The applicant is obliged to present the original of the document attached in the above format at the request of the authority.

### **Processing the application**

If the applicant has submitted a fully completed application to the relevant and competent authority, furthermore, there are no circumstances concerning the person to be employed that – according to the Arms Act – rule out the authorisation, the authority shall issue a decision authorising the approval of the employee. The Police shall send the electronically generated and authenticated decision to the applicant. No personal appearance is required for the receipt of the authorisation.