

## Customer Information

### **On the submission of applications for the recognition of a document (licence, permit) issued in another EEA member state, equivalent to the licence authorising private security activities and the design/installation of security systems or the installation of security systems**

#### **ÁNYK and inNOVA forms included in the Information**

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

Identifier	Title of form
RI-0210	Kérelem a személy- és vagyonvédelmi tevékenység végzésére feljogosító igazolvánnyal egyenértékű, más EGT tagállamban kiadott okmány (igazolvány, engedély) elismertetéséhez
RI-0210	Application for the recognition of a document (licence, permit) issued in another EEA member state, equivalent to the licence authorising private security activities
RI-0216	Kérelem a magánnyomozói, vagyonvédelmi rendszert tervező, szerelő, vagyonvédelmi rendszert szerelő tevékenység végzésére feljogosító igazolvánnyal egyenértékű, más EGT tagállamban kiadott okmány (igazolvány, engedély) elismertetéséhez
RI-0216	Application for the recognition of a document (licence, permit) issued in another EEA member state, equivalent to the licence authorising private investigation activities or activities concerning the design/installation of security systems or the installation of security systems
RI-0210 (inNOVA)	Kérelem a személy- és vagyonvédelmi, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő, vagyonvédelmi rendszert szerelő tevékenység végzésére feljogosító igazolvánnyal egyenértékű, más EGT tagállamban kiadott okmány (igazolvány, engedély) elismertetéséhez
RI-0210 (inNOVA)	Application for the recognition of a document (licence, permit) issued in another EEA member state, equivalent to the licence authorising private security activities and the design/installation of security systems or the installation of security systems

**This information is effective as of 18 March, 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](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 referred to as PSI Act)
3. [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=95492.338607](http://njt.hu/cgi_bin/njt_doc.cgi?docid=95492.338607)
4. Implementing BM Decree of Act XCIII of 1990 on duties  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=102416.350600](http://njt.hu/cgi_bin/njt_doc.cgi?docid=102416.350600)
5. Government decree 487/2017. (XII. 29.) on the different and complementary rules of administrative and administrative procedures in respect of the activities of persons and property guards, private investigators, individual law enforcement personnel and armed security guards  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=206344.350399](http://njt.hu/cgi_bin/njt_doc.cgi?docid=206344.350399)
6. 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=152650.337597](http://njt.hu/cgi_bin/njt_doc.cgi?docid=152650.337597)
7. Act XCIII of 1990 on duties (hereinafter: D. Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=13511.338389](http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511.338389)
8. Government decree 329/2007 on the bodies of the Police and on the tasks and powers of the Police. (XII.13.) (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)
9. 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)

## **Procedure**

The form is used to initiate the recognition of documents issued by the relevant authorities of other EEA member states.

## **Who is eligible to submit the form**

Persons having the right of free movement and residence, who:

- possess a document issued in another EEA member state authorising them to personally conduct private security activities, and wish to conduct private security activities personally on the basis of residence in Hungary
- wish to personally conduct private investigation activities, activities concerning the design/installation of security systems or activities concerning the installation of security systems in Hungary, and possess a valid and effective document (licence, permit) authorising them to conduct such activities in another EEA member state.

## **Submitting the application**

The application is to be submitted to the city (district) police headquarters whose jurisdiction covers the place of residence or place of stay of the person having the right of free movement and residence, or in the absence of such, the place of the activity to be conducted.

## **Costs and expenses of procedure**

For conducting private security activities

1. An administrative service fee of HUF 6900.- (six thousand nine 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.
2. 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 on the 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).

For conducting private investigation activities, activities concerning the design/installation of security systems or activities concerning the installation of security systems in Hungary

1. A general procedure fee of HUF 3,000 (three thousand)
2. The fee is to be transferred to the account number published in table 1. of information contained on next link: [az űrlapbenyűjtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)
3. Advance payment: "SZV. EGT illeték" ("private security EEA fee") to be indicated in the reference field.
4. Retrospective payment: to be made at the latest on the day after knowledge of the registration number of the authority in charge of the case. 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).

## **Attachments to be added to the application**

For conducting private security activities

1. The document to be recognised: a valid and effective document issued in another EEA member state which authorises the applicant to personally conduct private security activities; and its certified Hungarian translation.
2. A public document certifying the applicant's legal capacity and its certified Hungarian translation. Furthermore, 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 of the Law Enforcement Act. 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 also has to be attached to the application.
3. In the case of an advance payment of the administrative service fee to the Police, a proof of the payment.

For conducting private investigation activities, activities concerning the design/installation of security systems or activities concerning the installation of security systems in Hungary

1. A copy of the document to be recognised, which has been issued by the relevant authority of another EEA member state, and which authorises the applicant to personally conduct the activity in question or has been issued for an equivalent purpose.
2. A copy of the public document certifying legal capacity. Furthermore, a copy of 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 of the Law Enforcement Act. Attaching a (certified) Hungarian translation to documents issued in a language other than Hungarian, helps and accelerates the procedure.
3. In the case of an advance payment of the administrative service fee to the Police, a proof of the payment.

### **Processing the application**

The Police shall authorise the recognition of a valid and effective document issued in another EEA member state at the request of a person having the right of free movement and residence if upon examining the Hungarian translation of the documents provided by the applicant, they have ascertained that the document authorises the person having the right of free movement and residence to personally conduct the activity. If during the processing of the application it is established that an eligible customer has submitted a fully completed application 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 issue a decision recognising the document issued in another EEA member state, authorising the personal conduct of the private security activity.

In the case of an incomplete application, the authority in charge shall order the issue of a request for the supply of missing items. The missing documents requested can be submitted as attachments to a separate form.

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

The Police shall issue and send the electronically authenticated official documents to the customer submitting the application.

During the procedure of application for conducting private security activities a personal appearance is required in order that the original documents and their translations can be presented.

During the procedure of application for conducting private investigation activities, activities concerning the design/installation of security systems or activities concerning the installation of security systems in Hungary a personal appearance is only required if the customer also presents the originals of the EEA document to be recognised and/or its certified Hungarian translation.