

Customer Information

for sole traders and for companies or single member companies registered in Hungary submitting an application for the issue/ extension of an operating licence for conducting private security activities

inNOVA form included in information:

Case group: Procedure concerning private security and private investigation (security procedure)

Identifier	Title of form
RI-0203	Engedélykérelem egyéni vállalkozó és Magyarországon bejegyzett gazdasági társaság, egyéni cég számára személy- és vagyonvédelmi működési engedély kiadásához, meghosszabbításához
RI-0203	License application for the issuance and extension of a personal and property protection operating license for a sole proprietor and a business company registered in Hungary

This information is effective as of 3 February, 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: PSI Act) http://njt.hu/cgi_bin/njt_doc.cgi?docid=95492
3. Act CXXXIII of 2005 on the rules for the protection of persons and property and the rules of private investigation. 22/2006 on the implementation of Act BM Decree (hereinafter: BMr.) http://njt.hu/cgi_bin/njt_doc.cgi?docid=102416
4. Decree No. 487/2017 on different and additional rules of administrative authority procedures related to the activities of the security guard, private investigator, persons performing certain law enforcement tasks and the armed security guard. (XII. 29.) Government Decree http://njt.hu/cgi_bin/njt_doc.cgi?docid=206344
5. 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: Law Enforcement Act) http://njt.hu/cgi_bin/njt_doc.cgi?docid=152650
6. Act CCXXII of 2015 on the general rules of electronic administration and trust services (hereinafter: "E-Administration Act") http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173
7. Act XCIII of 1990 on duties (hereinafter: D. Act) http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511
8. Government decree 329/2007 on the organs of the police and on the responsibilities and powers of the organs of the police (hereinafter: Gov. D.) http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629
9. Decree of the Minister of Justice and Law Enforcement 67/2007. (XII. 28.) on the territorial jurisdiction of the organs of the police http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516

Procedure

The form can be used to submit an application for an operating licence for conducting private security activities by:

- Hungarian citizens or persons having the right of free movement and residence, who pursue the activity of sole traders
- by companies or single member companies that have a registered office/place of business/ branch in Hungary.

Submitting the application

The application has to be submitted to the city (district) police headquarters whose jurisdiction covers the registered office/ place of business/ branch of sole trader or enterprise in Hungary.

Costs and expenses of the procedure

1. An administrative service fee of HUF 23,000 (twenty-three thousand), to be paid into the appropriation allocation fund account of the county (municipal) 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 űrlapbenyújtáshoz 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 within one 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).

Attachments to be attached to the application:

For sole trader

1. A criminal record of an entrepreneur who is not a Hungarian citizen shall be proved by a document issued by the competent authority of the country of residence, not older than three months. A document issued abroad is of probative value, unless it follows from an international treaty or international reciprocity practice, if the Hungarian foreign mission authority operating in the country of issue has provided diplomatic over-authentication. A document issued in a language other than Hungarian must be attached to the application together with an authentic Hungarian translation.
2. A document certifying the legal capacity of an entrepreneur who does not have Hungarian citizenship, with an authentic Hungarian translation.
3. A liability insurance covering the activity to be conducted, and a certificate issued by the insurance company attesting that the insurance contract has been continuously in effect due to payments of the insurance fee.
4. Proof of payment in case of advance payment of the administrative service fee to be paid to the Police.

For company or single member company

1. For certifying authorised signatures, the signature samples or signature registration cards of all executive officers of the enterprise are required (not required in the case of an extension of the operating licence).
2. The criminal record of a senior official of a company established in Hungary who is not a Hungarian citizen must be certified by a document not older than three months issued by the competent authority of the country of residence. A document issued abroad is of probative value - unless otherwise provided by an international treaty or international reciprocity practice - if it has been provided with diplomatic over-authentication by the Hungarian diplomatic mission in the country where it is issued. A document issued in a language other than Hungarian must be attached to the application together with an authentic Hungarian translation.
3. For an executive officer of an enterprises founded in Hungary, who has no Hungarian citizenship, a public document certifying his legal capacity and its certified Hungarian translation
4. A liability insurance covering the activity to be conducted, and a certificate issued by the insurance company attesting that the insurance contract has been continuously in effect due to payments of the insurance fee.
5. Proof of payment in case of advance payment of the administrative service fee to be paid to the Police.

Processing the application

The Police shall establish the existence of the requirements for issuing the operating licence. If during the processing of the application it is established that an eligible customer has submitted a fully completed application to the relevant authority or has complied with the request for supplying missing items and conforms to the applicable requirements set out in legislation, the Police shall authorise the activity by issuing an operating licence, which shall be valid for 5 years. The licence shall be sent by post at the applicant's request, or may be received in person at the authority in charge. (In the case of an extension, the previous, still valid licence has to be returned to the authority in charge upon receiving the new licence.)

The private security activities may only be commenced if the authority in charge has authenticated the records of the sole trader's contracts.

In the case of an incomplete application, the authority in charge shall order the issue of a request for the supply of missing items, which shall be sent to the applicant's Client Gateway storage space. The missing documents requested can be attached to a separate form.

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

If the applicant does not comply with the provisions of the relevant legislation, the application shall be rejected.

The procedure requires personal appearance.