

**KÜBEKHÁZA-RABE (RÁBÉ)**  
**BORDER CROSSING POINT**  
**PROCEDURAL AND OPERATING RULES AND**  
**REGULATIONS**

- E X T R E M E S -

**2024.**

**I.****GENERAL PROVISIONS**

- 1) The Operating Regulations of the border crossing point have been established on the basis of the legislation that contains all the rules that the service personnel involved in border checks and the persons staying at the border crossing point not for the purpose of crossing the border and those participating in passenger traffic are obliged to observe.
- 2) The Operating Regulations of the border crossing point is part of the border order, which – regarding the stay at the border crossing point - will ensure by means of regulations, restrictions and prohibitions:
  - a) border crossing of persons and vehicles under control,
  - b) security of the border traffic and traffic order,
  - c) compliance with and enforcement of the international conventions and national legislation,
  - d) the continuous cooperation of persons involved in the border control.
- 3) The border crossing point in the Hungarian-Serbian relation is at border sign F-170 at the end of the domestic section of the road no. 43112 j. open from 07:00 am to 7:00 pm with customs service, will provide passenger traffic (except for bus traffic) of the following countries:
  - a) nationals of the Republic of Serbia,
  - b) nationals of member states of the European Union, citizens of other states party to the Agreement on the European Economic Area and citizens of the Swiss Confederation,
  - c) as well as family members of the persons referred to in paragraph b) who are citizens of third countries and beneficiaries of the provisions of EU law on the free movement of nationals of the European Union.
- 4) Control authorities:
  - a) Police bodies
    - ai) on the Hungarian part: Csongrád-Csanád County Police Headquarters Border Police Branch Kiszombor,
    - aii) on the Serbian part: Subotica Border Police Regional Centre, Đjala Border Station.
  - b) Customs bodies
    - bi) on the Hungarian part: National Tax and Customs Administration Csongrád-Csanád County Tax and Customs Directorate, Border Office Rőszke, Kőbekhāza Service Location.
- 5) For Serbian service personnel, the operational area at the service location in the state territory of Hungary shall apply to:
  - a) the designated office premises, common premises (using the parts of the building providing access to the premises),
  - b) the public road leading from the state border to the service location,

- c) the control traffic lanes and the corresponding operator booths on both the exit and entry side,
  - d) to places and rooms designated for the search of vehicles,
  - e) the parking lot.
- 6) Compliance with the Operational Regulations of the border crossing point is basically the task of the Hungarian police body, excluding the performance of the professional tasks of the Serbian border traffic control bodies. During this, the activities of the other controlling authorities may be hindered, except in the case of emergency.
- 7) Any third-country nationals who require international protection shall be granted access to the relevant Hungarian procedures.

## II.

### GENERAL RULES FOR THE COOPERATION OF THE CONTROL AUTHORITIES

- 1) All persons belonging to the staff of the control authorities shall perform their work in accordance with the applicable legislation, the rules contained in the Operating Regulations and they shall also require others to do the same.
- 2) The control authorities respect each other's powers. They shall immediately notify the control authority having jurisdiction in the given case of the detection of activity that exceeds their competence, as well as the disclosure of infringement of law.
- 3) The heads of the control authorities shall inform each other in a timely manner and to the extent necessary of any legislative changes affecting the operation, border traffic control, and other important circumstances.

## III.

### PROCEDURE FOR BORDER TRAFFIC CONTROL

#### 1) Operation of lanes open to traffic

##### a) The function of traffic lanes:

##### Exit passenger movements:

**K1** = Serb nationals and  
EU/EGT/CH nationals

##### **Entry passenger movements:**

**B1** = Serb nationals and  
EU/EGT/CH nationals

- b) The introduction of passenger and vehicular traffic to the border crossing point is regulated by road markings, traffic signs, barriers and a traffic control and security service commanded depending on the available force.

- c) The opening of lanes to traffic is indicated by a red-green light system. The lights are handled by the Hungarian police in consultation with the bodies involved in the checking.
- d) In the traffic lanes, the first part of the two workplace booths according to the direction of travel - for both the Hungarian and the Serbian side - is the duty station of the police, the second part is the duty station of the customs body.

## **2) Procedure for controlling**

- a) The Hungarian and Serbian parties will check the persons and vehicles applying for crossing the traffic lanes separately on their own control lines marked on the road surface, so that the police and customs checks shall be carried out by stopping the passengers once. The place of stopping for those applying for crossing is indicated by pictograms painted on the road surface.
- b) The border traffic control of applicants for border crossing will take place in the order of arrival at the border crossing point. Any different order (priority / out-of-order transit) may only be applied based on the relevant EU and national legislation, with prior notification of the other control authorities, provided that the circumstances allow to do so. If the passenger informs the police of his intention to cross the border out of line, the control authorities will take care of the evaluation and performance of the border crossing after mutual notification.
- c) Passengers applying for crossing the border and for checking travel documents at the passport office and - in accordance with the one-stop technology - undergo the customs formalities in parallel with the police check. Passengers and vehicles may only leave the border crossing area with the permission of the control authorities.
- d) The isolation and supervision of the passenger or vehicle subjected to further procedures after the inspection shall be organized and carried out by the control authority that is to conduct the procedure (with mutual assistance if necessary).
- e) The person responsible for the control area may sort out certain vehicles in the traffic lane, of which he shall inform the member of the relevant partner bodies. Sorting may only be carried out in such a way that it fully complies with the safety regulations. If, after sorting out, the vehicle or its passengers require further procedures, parking will be controlled by a subordinate of the acting body as follows:
  - when sorting out the vehicles, he should accompany the vehicle to the place of inspection, keeping the passports of the passengers sitting in the vehicle and the vehicle's registration certificate with him,
  - when accompanying the vehicle, he should drive on the driver's side, next to the vehicle, it is FORBIDDEN to drive in front of the vehicle,
  - park the vehicle in such a way that it can only leave the research site by reversing,
  - stop the vehicle after entering the parking lot with the person driving the vehicle,
  - the vehicles should be searched under safeguarding if possible.
- f) On the basis of prior notification, the heads of the control authorities shall mutually inform each other of any persons applying to cross the border who have weapons and ammunition in possession.

- g) The control authorities shall mutually inform each other of ordering of the enhanced national inspection, its planned time, and the applicable procedure for the inspection.
- h) In the case of heavy or intensively increased traffic (the waiting time has reached or exceeded 60 minutes), the control authorities operating at the border crossing shall discuss the measures to be introduced in each case.  
In view of all this, the control authorities shall, under the direction of the Hungarian police, carry out the following tasks:
- they will organize and perform the instruction on the reason for the wait and the possibility of faster border crossing for those involved in passenger movement,
  - they will fulfil their duty to report and provide information about the resulted wait and its duration, specify cooperation issues,
  - make proposals on the additional measures for their superiors.

### 3) Performance of the border traffic control

- a) **In the case of the Serbian party**, order control performed in compliance with the relevant international convention and national regulations.
- b) **In the case of the Hungarian party**, the official checking the passports shall carry out the reception and control of passengers at the place marked with pictograms painted on the road surface, basically without removing the passengers from the vehicles. (Vehicles shall be stopped in such a way that, during the police inspection, the tax inspector may inspect and search the vehicle and its luggage compartment for the purpose of customs check.) The official checking the passports shall perform the identification and inspection of the vehicle outside the booth, the further inspection shall be carried out using a mobile device, or it shall be done in a passport control booth. According to special instructions, depending on the traffic, the official receiving the passengers and checking their passports, a research and security patrol, or a person leading a search dog shall also take part in the inspection.
- c) If, based on the investigation by the police, the passenger/vehicle may be allowed to cross the border, the officer checking the passport will inform the customs officer of this and - as necessary - hand over the travel and vehicle documents to him. Once the customs examination has been completed, the customs officer will allow further travel progress after the return of the documents. If the passenger/vehicle may not cross the border, the police officer will inform the customs officer of this and at the same time, he will make arrangement for the further procedure to be carried out.
- d) In order to carry out a separate inspection based on suspicions, the officer checking the passport shall accompany the vehicle to the parking lot designated for such purpose (separate parking lot in both directions) - after notifying the customs officer - and then shall hand over the passport and the vehicle's documents to the designated official.
- e) Upon completion of the separate inspection, if the person and the vehicle may cross the border, the police officer will notify the customs officer performing the customs inspection, handing over the passenger's travel document and the vehicle's documents. The customs officer will carry out the customs examination at the place designated for the separate inspection, after which the person and the vehicle will be allowed to continue travel.

- f) The information arising during the police inspection shall be disclosed to the employees of the other control authorities to the extent that it has relevance to them (information shall be mutual).
- g) In relation to the circumstances disclosed, serving as reasons for taking measures, the Hungarian and Serbian party shall act during their inspections, and after the passenger and vehicle are allowed to continue travel, they may not be returned for inspection.

#### **4) Performance of the customs control**

- a) **In the case of the Serbian party**, a control performed in compliance with the relevant international convention and national regulations.
- b) **In the case of the Hungarian party**, the Hungarian customs office shall perform the customs formalities in compliance with the provisions of the current applicable customs legislation and the regulations for the control of passenger traffic. During this:
  - the passenger shall appear at the Hungarian customs office,
  - provide customs declaration, based on which
  - the Hungarian customs authority will conduct a customs inspection.
- c) The Hungarian customs body shall perform the customs inspection, depending on its scope
  - in the traffic lane, where the vehicle has been stopped,
  - carry it out at the scene of the control in the separated place.
- d) Unauthorized persons may not be present at the Hungarian customs inspection.
- e) Upon the written request of the police, the Hungarian customs body will hold the requested inspection in the presence of a police representative, and provide written information on the results.
- f) Customs control shall be conducted with persons apprehended due to illegal border crossing, prosecuted for other illegal acts or handed over for further proceedings. The performance of the customs inspection is the responsibility of the Hungarian customs body.
- g) If, after the customs inspection, the passenger wishes to interrupt his travel and turn back, the customs officer will decide on the possibility to fulfil such request. If he allows it, he will take over the passenger's travel document and accompany the passenger (along with his vehicle) to the officer responsible for checking the passport serving in the other direction, who will declare the crossing stamp invalid.

#### **5) Rules applicable to passengers**

- a) Passengers shall apply for the border traffic control. Passengers may not deviate from the designated public road from the border line to the control area, and they may also leave the control area only with the permission of the persons performing the border control, who will inform the passengers of the fact after the control has been completed and, if necessary, invite them to proceed, or in justified cases for further inspection. If it is justified, the control persons will refuse crossing the border and organize the parking order.

- b) During the control, the control authority conducting the procedure will be responsible for the isolation and supervision of the passenger or vehicle subjected to further procedures. The control authorities may provide mutual assistance to each other in the performance of the task if necessary.
- c) During the inspection, the acting control authority conducting the procedure will ensure the isolation and supervision of passengers or vehicles from those still being checked or not checked yet or subjected to further procedures, and they will ensure that they move accordingly in the inspection area.
- d) Passengers applying for crossing the border may leave their vehicles before and during the police check only in justified cases. If any person is authorized by a member of the police or customs body to leave the vehicle, the authorizing officer shall ensure that such passengers do not mix with those who have already been checked.
- e) The facilities in toilets may be used by entering passengers before the crossing, and by exiting passengers after the crossing.

#### **6) Procedure for handling barriers and gates**

- a) Beyond opening hours:
  - All barriers are to be closed.
  - It is the duty of the Hungarian police to check that the barriers are closed at the border crossing.
- b) During opening hours:
  - The gates securing the area must be kept open. During the opening and closing of the border crossing, the gates shall be handled by the Hungarian police.
  - The barriers placed on the exit and entry sides must be kept closed in the basic position. They will be handled mainly by the police, but in justified cases (post-inspection or extraordinary event, e.g.: preventing an outbreak) they may be closed by a control authority.
- c) When the border crossing point is closed, the passengers already exited by the Serbian party must be subjected to the entry border traffic control of the Hungarian party. In such a case, the border gate on the side of the Republic of Serbia shall be closed at the time of closing, and persons and vehicles between the gate and the border control point of the Serbian side shall be exited disembarked by the Serbian side, and the Hungarian side shall subject the person concerned to border control. The gate and barrier on the Hungarian side may only be closed after the inspections.
- d) The barriers on the exit side shall also be closed at the time of closing. In such a case, the exit gate on the Hungarian side shall be closed at the time of closing, the Hungarian side shall exit the persons and vehicles, and the Serbian side shall subject them to border traffic control. The gates and barriers on the exit side of the Republic of Serbia may only be closed after the entry of all passengers and vehicles exited by the Hungarian side authorities.

**7) Rules and placement of drug and explosive detection dogs**

- a) The control authorities use the regular search dog based on their internal regulations, during which the official leading the dog shall be responsible for the proper and safe use, keeping and closing of the service animal entrusted to him, and they shall ensure that the dog does not endanger the physical integrity of others!

**8) Duties of issuing visas for the Hungarian police bodies**

- a) Any passenger who is required to have a visa, but applies for entry and visa collection without a visa, shall park their vehicle in a separate place designated for inspection behind the Hungarian customs control line, under the direction of the officer checking passports who performs the admittance and inspection, providing information of the customs officer. The passport is taken over by the officer checking passports, who, after checking the conditions for identification and onward travel, will hand over the passenger and the document to the visa issuer. It is the responsibility of the Police to check and supervise persons and vehicles waiting for visas at the place designated for separate inspection.
- b) If the issuance of a visa is subject to a fee and the possibility of payment is not provided at the border crossing, the passenger will be informed about the possibility of obtaining and paying for the visa.

**IV.****OPERATING OF THE BORDER CROSSING POINT**

- 1) Beyond opening hours, the border crossing point shall be guarded by the Hungarian police.
- 2) The operator of the border crossing point shall ensure the conditions necessary for the safe, civilized and continuous operation.

**V.****MISCELLANEOUS****1) Procedures related to persons arriving at the border crossing point without the intention to cross the border**

- a) Entry into the territory of the border crossing point without the intention to cross the border shall be governed by Hungarian national legislation.
- b) The control authorities shall inform each other of persons who enter the border crossing without the intention to cross the border.

**2) Rules applicable to parking in the area of the border crossing point**

- a) Service personnel of the Hungarian control authorities as well as those arriving at the border crossing point from the Hungarian side with no intention of crossing, shall park



their vehicles at the Hungarian entry side, service personnel of the Serbian inspection authorities as well as those arriving at the border crossing from the Serbian side with no intention of crossing, shall park their vehicles at the Hungarian exit side, in the parking lot in front of the Serbian exit control line.

- b) Passengers applying to cross the border may use their vehicles only in the parking lot in the direction of the crossing.
- c) Vehicle owners are obliged to lock their vehicles and take responsibility for their safety.

### **3) Obligation to provide information**

- a) An employee of any control authority may provide information to passengers regarding his/her powers, complying with confidentiality obligations.
- b) The representatives of the media may request for a statement, take photos and video recordings of the traffic and objects of the border crossing in the area of jurisdiction of the licensing body with the prior permission of those entitled to do so.

### **4) Communications with passengers**

- a) Passengers shall be informed of the fact of border traffic checks at the border crossing point. In the event of passenger waiting, the passengers shall be informed of the reason for the wait and recommended the use of another, less congested border crossing point.
- b) The employee of the competent control authority shall inform the passengers about the fact of the inspection at the isolated place, about the strict customs control and about their arrest at the beginning of the procedure, based on the regulations in force.

### **5) Tasks related to compliance with accident, fire and safety regulations**

#### **5.1) General rules**

- a) The control authorities shall take the necessary measures to prevent and eliminate accidents and emergency situations caused by sudden changes in weather and road conditions.

#### **5.2) Specific rules**

- a) The stopping, starting, and control of vehicles in the area of the border crossing point shall be carried out in such a way that they do not endanger the physical health of passengers and those providing the service, and do not cause damage to vehicles, technical equipment, or the infrastructure of the border crossing point.
- b) It is forbidden to jump on or off a moving vehicle, or to lean into the vehicle!
- c) It is forbidden to smoke in non-residential area in places classified by the fire police and at the border crossing point outside the designated area!

**6) Other**

- a) If any member of the Hungarian or Serbian police or customs authorities is verbally or physically abused during the performance of their duties by a passenger, the service personnel shall provide each other with mutual assistance and take appropriate measures against the person concerned.
- b) In the case of any object found at a border crossing point, a member of any control authority shall act in accordance with the laws in force without exception.

ZÁRADÉK

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