INFORMATION IN REFERENCE TO APPLICATION FORMS
FOR HUNGARIAN ID CARDS

ID FOR NEW MEMBERS OF THE MISSIONS:

– Note Verbale with a Hungarian translation
– 2 filled “Notification of Appointment of…” (D, A, F, KH, HC, K) forms (every column should be filled appropriately)
– 2 duly filled “Application for Resident Permit and /or MFAT ID card” forms
– 3 colour photos (4,5 x 3,5 cm, not older than one year – no copies, please!) glued to the application forms, please find attached - requirements for biometric photos)
– original passport + 2 good quality copies of the passport (cover and all data pages, including the copy of the Hungarian visa, if necessary)
– processing time 21 days

In case of a new member of the diplomatic staff please determine his or her order of rank in the diplomatic list of the embassy

THE APPLICATION FORMS OF NEW MEMBERS OF THE MISSIONS
- DUE TO THE SHOWING OF THE ORIGINAL PASSPORTS
- MUST BE LAUNCHED
DURING OFFICE HOURS (Tuesday and Thursday 09.00 – 12.00)
AT THE PROTOCOL OFFICE (Budapest II., Gyorskocsi str. 46. I.)

ID EXTENSION:

– Note Verbale with a Hungarian translation
– 2 duly filled “Application for Resident Permit and /or MFAT ID card” forms
– 1 colour photo (4,5 x 3,5 cm, not older than one year – no copies, please!) glued to the application form, please find attached - Requirements for biometric photos)
– 2 good quality copies of the valid passport (cover and all data pages, including the copy of the Hungarian visa, if necessary)
– please apply for the new ID cards one month before the date of expiry
– processing time 21 days, (until the arrival of the new card, please refrain from travelling abroad because the old ID is no longer valid)

RETURNING ID CARDS WHEN MISSION ENDS:

– Note Verbale with a Hungarian translation
– 1 duly filled “Deregistration form”
– MFAT ID card(s)

The staff members who end their mission, and their family members must be
deregistered, and their ID cards must be sent to the Protocol Office of the Ministry of Foreign Affairs and Trade. Please enclose to the Note Verbale the filled deregistration form and the ID cards. Until the employee is deregistered and the ID cards are sent back, the Protocol Office is not able to issue any ID cards to the new employee and his/her family members.
REPLACING A LOST OR STOLEN ID

- Note Verbale with a Hungarian translation
- copy of the Police report
- 2 duly filled “Application for Resident Permit and /or MFAT ID card” forms
- 1 colour photo (4,5 x 3,5 cm, not older than one year – no copies please!) glued to the application forms, please find attached - Requirements for biometric photos
- 2 good quality copies of the valid passport (cover and all data pages, including the copy of the Hungarian visa, if necessary)

We are not able to accept any incomplete application forms, where the signatures of the applicant or of the head of the mission or the stamp of the mission, or the necessary appendixes are missing.

Fillable PDF forms can be downloaded from our website:
http://www.kulugyminiszterium.hu/dtwebe/appendices.htm

The most common mistakes:

- Number of the Note Verbale is missing.
- The sizes of the photos are inappropriate. Please make sure that the photos are according to the Hungarian standard (4,5 x 3,5 cm)
- Often old (older then one year) photos are attached to the applications
- Mother’s maiden name – please write in the whole name, not just the family name
- Place of birth – fill not only the state, or country but the city as well
- Type of visa (if necessary)
- Name and rank of the predecessor and the date of his/her leaving
- Previous assignments in Hungary
- Expected date of termination of duty
- Address of Hungarian residence: please fill the real address. The address of the Embassy may be printed on the ID Card, if it is asked in the Note Verbale requested
- In case of grown-up children over 23 years of age please enclose a valid certificate of school attendance - for regular students - of a Hungarian grammar school, college or university to the application form. It must contain the grade or the class he or she visits. The copy of the student card or the certificate of the legal relation of the student cannot substitute the certificate of school attendance.

 Hungarian version:  www.kulugyminiszterium.hu/DTWeb/
English version:  www.kulugyminiszterium.hu/DTWebe/

Thank you for your understanding.

July 2017