

# **INFORMATION ON APPLICATION FORMS FOR HUNGARIAN ID CARDS**

APPLICATION FORMS FOR ID CARDS can be presented  
during OPENING HOURS (Tuesday and Thursday 09.00 – 12.00)  
at the PROTOCOL OFFICE (Budapest II., Gyorskocsi utca 46. First Floor)

The system of ID cards issued since 2018 is as follows:

1. Citizens of the European Union and/or the Schengen Area receive a diplomatic (CD) or MFAT ID card according to their rank.
2. All other citizens receive a diplomatic (CD) or MFAT ID card according to their rank, as well as a Hungarian residence permit.

## **ID CARDS FOR NEW MEMBERS OF MISSIONS:**

The following forms and copies are required in accordance with the above.

- Note Verbale with a Hungarian translation (one original)
- 2 filled “Notification of Appointment of...” (D, A, F, KH, HC, K) forms (every section should be filled appropriately)
- 2 filled “Application for Residence Permit and /or MFAT ID card” forms for non-EU or non-Schengen Area citizens,  
1 filled “Application for Residence Permit and /or MFAT ID card” form for EU or Schengen Area citizens
- 1 colour photo (4.5 x 3.5 cm, not older than one year – no photocopies, please!) glued to **each** application form. See requirements for biometric photos.
- the presentation of the passport itself + 2 quality copies of the passport (cover and all data pages, including the copy of the Hungarian visa, if necessary)

When applying for a diplomatic ID card for the first time, please specify the new diplomat’s rank and place in the diplomatic order of the embassy. His/her predecessor’s name, rank and date of the end of his/her tour of duty in Hungary is essential. In the case of there not being a predecessor, please make it clear that a new position will be occupied by the applicant at the mission.

All newly arriving applicants must present their passports when making their first application for an ID card.

## **ID EXTENSION:**

- Note Verbale with a Hungarian translation (one original)
- 2 filled “Notification of Appointment of...” (D, A, F, KH, HC, K) forms (every section should be filled appropriately)
- 2 filled “Application for Residence Permit and /or MFAT ID card” forms for non-EU or non-Schengen Area citizens,  
1 filled “Application for Residence Permit and /or MFAT ID card” form for EU or Schengen Area citizens
- 1 colour photo (4.5 x 3.5 cm, not older than one year – no photocopies, please!) glued to **each** application form. See requirements for biometric photos.
- please apply for the new ID cards one month before the date of expiry

- processing time is approximately 21 days, (until the arrival of the new card, please refrain from travelling abroad because the old ID will no longer be valid)

#### RETURNING ID CARDS WHEN MISSION ENDS:

- Note Verbale with a Hungarian translation
- 1 duly filled “Deregistration form”
- MFAT ID card(s) and residence permit(s) (where applicable)

**All representatives who end their mission in Hungary, as well as their family members, must be deregistered. Their ID cards must be returned** 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. Departing representatives must be deregistered and their ID cards returned to the Protocol Office before new ID cards can be issued for the arriving new representative and his/her family members.

#### REPLACING A LOST OR STOLEN ID

- Note Verbale with a Hungarian translation (one original)
- copy of the Police report
- 2 filled “Application for Residence Permit and /or MFAT ID card” forms for non-EU or non-Schengen Area citizens,  
1 filled “Application for Residence Permit and /or MFAT ID card” form for EU or Schengen Area citizens
- 1 colour photo (4.5 x 3.5 cm, not older than one year – no photocopies, please!) glued to **each** application form. See requirements for biometric photos.
- 2 quality copies of the valid passport (cover and all data pages, including the copy of the Hungarian visa, if necessary)

Incomplete application forms (e.g. without the signatures of the applicant or of the head of mission, without the stamp of the mission, or the necessary appendices) are not admitted for processing.

Fillable PDF forms can be downloaded from the MFAT website:

<http://www.kulugyminiszterium.hu/dtwebe/appendices.htm>

The most common mistakes:

- No number or date on the Note Verbale
- The size of the photo is inappropriate. Please make sure that the photos follow the Hungarian standard (4.5 x 3.5 cm)
- Quite often old (older than one year) photos are attached to the applications
- Mother’s maiden name – please write in the full 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 the end of his/her tour of duty
- Previous assignments in Hungary
- Expected date of termination of tour of duty
- Address of Hungarian residence: **please fill the domicile address. The address of the Mission may be printed on the ID card if specifically requested in the Note Verbale.**

- In case of grown-up children over 23 years of age please enclose a **valid certificate of school attendance as full-time students of a Hungarian grammar school, college or university to the application form**. It must specify the grade or class the student is in. *The copy of the student card or the certificate of the legal relation between the student and the representative is no substitute for the certificate of school attendance.*

Hungarian version: [www.kulugyminiszterium.hu/DTWeb/](http://www.kulugyminiszterium.hu/DTWeb/)

English version: [www.kulugyminiszterium.hu/DTWebe/](http://www.kulugyminiszterium.hu/DTWebe/)

<b>I. NOTIFICATION and APPLICATION for ID CARD and RESIDENCE PERMIT</b> (forms and copies of documents to be enclosed)	
<b>Schengen Area and/or EU Member States</b>	<b>all others</b> <b>(non-Schengen Area and/or non-EU Member States)</b>
<ul style="list-style-type: none"> <li>• <b>D/A/KH/F/HC/K</b> form according to the rank of the applicant <u>copies: 2</u> (signed and stamped)</li> <li>• “Application for Residence Permit and /or MFAT ID card” form <u>copies: 1</u></li> <li>• quality photocopy of passport <u>copies: 1</u></li> </ul>	<ul style="list-style-type: none"> <li>• <b>D/A/KH/F/HC/K</b> form according to the rank of the applicant <u>copies: 2</u> (signed and stamped)</li> <li>• “Application for Residence Permit and /or MFAT ID card” form <u>copies: 2</u></li> <li>• quality photocopy of passport <u>copies: 2</u></li> </ul>
<b>II. RENOVATION of ID CARD and RESIDENCE PERMIT</b> (forms and copies of documents to be enclosed)	
<b>Schengen Area and/or EU Member States</b>	<b>all others</b> <b>(non-Schengen Area and/or non-EU Member States)</b>
<ul style="list-style-type: none"> <li>• “Application for Residence Permit and /or MFAT ID card” form <u>copies: 1</u></li> <li>• quality photocopy of passport <u>copies: 1</u></li> </ul>	<ul style="list-style-type: none"> <li>• “Application for Residence Permit and /or MFAT ID card” form <u>copies: 2</u></li> <li>• quality photocopy of passport <u>copies: 2</u></li> </ul>