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| --- |
| APPLICANT’S DETAILS (mandatory) |
| 1. Name | 2. Address |
| 3. Nationality |
| 4. Place of birth | 5. Date of birth |
| 6. E-mail | 7. Phone/Mobile |
| LICENSE DETAILS (if applicable) |
| 1. Licence N° | 2. Date of first issue |
| 3. Issuing Authority | 4. Address of the Authority |
| 5.State of Issue: | EU Member State | Yes[ ]  | No[ ]  | State Adhering to SES | Yes[ ]  | No[ ]  |
| EMPLOYER’S DETAILS (mandatory) |
| 1. Name |
| 2. Address |
| TYPE OF APPLICATION (mandatory) |
|  | **Application for**: | **Explanation** | **Valid until** |
| [ ]  | Student Licence |  |  | After initial training and before on-the-job-training, and/orIn case of an exchange of Licence |  |
| [ ]  | Exchange of ATCO Licence |  |  |  |
| [ ]  | Initial Controller Licence |  |  | After on-the-job-training and release |  |
| [ ]  | Modification | [ ]  | New Rating | To add changes to a licence(new rating, new endorsement…) |  |
|  |  | [ ]  | New Rating Endorsement |  |
|  |  | [ ]  | New Unit Endorsement |  |
|  |  | [ ]  | New Level of Language Proficiency |  |
|  |  | [ ]  | New OJTI Endorsement |  |
|  |  | [ ]  | New STDI Endorsement |  |
|  |  | [ ]  | New Assessor Endorsement |  |
|  |  | [ ]  | New Temporary OJTI Endorsement |  |
|  |  | [ ]  | New Temporary Assessor Endorsement |  |
| [ ]  | Revalidation | [ ]  | Unit Endorsement after periodic Assessment | Extension of a valid licence |  |
|  |  | [ ]  | Language Assessment (Same Level) |  |
|  |  | [ ]  | OJTI Endorsement |  |
|  |  | [ ]  | STDI Endorsement |  |
|  |  | [ ]  | Assessor Endorsement |  |
|  |  | [ ]  | Theoretical Instructor Endorsement |  |
| [ ]  | Renewal | [ ]  | Unit Endorsement | Renewal after expiry of an endorsement / licence |  |
|  |  | [ ]  | OTJI Endorsement |  |
|  |  | [ ]  | STDI |  |
|  |  | [ ]  | Assessor |  |
|  |  | [ ]  | Theoretical Instructor Endorsement |  |
|  |
| **Rating** | **Rating****Endorsement** | **Unit****Endorsement** | **Instructor****Endorsement** | **Unit** | **Assessor****Endorsement** | **Unit** | **STDI Endorsement** | **Unit** | **Explanations** |
| **ADV** |  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Aerodrome Control Visual |
| **ADI** | **ADI/TWR** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Aerodrome Control Instrument / Tower Control |
|  | **ADI/GMC** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Aerodrome Control Instrument / Ground Movement Control |
|  | **ADI/GMS** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Aerodrome Control Instrument / Ground Movement Surveillance |
|  | **ADI/AIR** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Aerodrome Control Instrument / Air Control |
|  | **ADI/RAD** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Aerodrome Control Instrument /Aerodrome Radar Control |
| **APP** |  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Approach Control Procedural |
| **APS** |  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Approach Control Surveillance |
|  | **APS/PAR** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Approach Control Surveillance / Precision Approach Radar |
|  | **APS/SRA** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Approach Control Surveillance / Surveillance Radar Approach |
|  | **APS/TCL** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Approach Control Surveillance / Terminal Control |
| **ACP** |  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Area Control Procedural |
| **ACS** |  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Area Control Surveillance |
|  | **ACS/TCL** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Area Control Surveillance / Terminal Control |
|  | **ACS/OCN** | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  |  | **[ ]**  |  | Area Control Surveillance /Oceanic Control |
| APPLICATION FOR LANGUAGE ENDORSEMENT (if applicable) |
| [ ]  | Language Endorsement | [ ]  | English Level:  | Valid Until: |
|  | [ ]  | Other (if any):  | Valid Until: |
| DETAILS OF THE MEDICAL CERTIFICATE (in case of an exchange of licence) |
| Issuing Authority | State of Issue | Class  | Date  | Expiry Date |
| SIGNATURE |
| I wish to apply for initial / amendment / renewal of my ATC licence as indicated before and confirm that the information contained in this form was correct at the time of application. I herewith confirm that i am not holding an ATC licence issued by another Member State;In the case of an exchange of licence, I herewith confirm that I apply for Luxembourg to become the state of licence issue for my licence and accept that the DAC will verify with the present issuing authority my personal and licensing data.I understand the conditions necessary to exercise the privileges of the licence and I also understand that any incorrect information could disqualify me from holding an ATC licence in accordance with the relevant regulatory requirements. |
| **Date:** | **Signature of applicant:** |
| Procedures and Payment  |
| Payment must be made to CCPL IBAN LU65 1111 0002 4753 0000 BIC : CCPLLULL as per « *règlement grand-ducal grand-ducal du 8 novembre 2010 relatif aux qualifications et aux mentions associées aux licences des contrôleurs de la circulation aérienne »* of the following taxes:1. Initial student licence: 50€;
2. Initial licence: 200€;
3. Variation: 50€;
4. Extension of validity: 25€.

Please mention “LICENCE ATC” with the payment.Page 2 of DAC–NSA-710-1 shall be signed by the applicant and all other pages must bear the applicant’s initials.The application form and all relevant documentation shall be sent:To :* Direction de l’Aviation Civile

BP 283,L-2012 LuxembourgOr :* Direction de l’Aviation Civile

4, rue Lou HemmerL-1748 LuxembourgPlease note that failure to submit all of the required documentation may lead to a delay in the processing of your application and issuance of the new license. |

**INFORMATION NOTE ON DATA PROTECTION**

**NOTICE D’INFORMATION SUR LA PROTECTION DES DONNEES**

|  |
| --- |
| **Air traffic controller licence** |
| **Licence de contrôleur aérien** |

|  |  |
| --- | --- |
| Personal data are processed for the purpose of aviation safety by guaranteeing that only persons possessing the required competences perform air traffic control functions.  | Les données à caractère personnel sont traitées en vue de la sécurité aérienne en garantissant que seules les personnes possédant les compétences nécessaires exercent la fonction de contrôleur de la circulation aérienne.  |
| The data subject has the right :* to access to their personal data,
* to rectification or erasure of personal data or restriction of processing,
* to object to processing,

by contacting the data protection officer (dpo@av.etat.lu). Proof of identity has to be included in the request (ex. copy of identity card or passport, licence number, etc.). | Toute personne concernée a le droit : * d’accéder à ses données personnelles,
* de demander la rectification ou l’effacement des données personnelles, ou la limitation du traitement,
* de s’opposer au traitement,

en contactant le délégué à la protection des données (dpo@av.etat.lu). Une preuve de l’identité doit être jointe à la demande (ex. copie de la carte d’identité ou du passeport, numéro de la licence, etc.). |
| Failure to provide the requested data will prevent the issuance, renewal/revalidation or transfer of the air traffic controller licence.  | Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à la délivrance, le renouvellement/la revalidation ou le transfert de la licence de contrôleur aérien.  |
| **For more detailed information on the protection of your personal data, please consult our website:** [**https://dac.gouvernement.lu/en/data-protection.html**](https://dac.gouvernement.lu/en/data-protection.html) | **Pour des informations plus détaillées sur la protection de vos données personnelles, veuillez consulter notre site web :** [**https://dac.gouvernement.lu/fr/protection-donnees.html**](https://dac.gouvernement.lu/fr/protection-donnees.html) |
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