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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/or  In 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 Luxembourg  Or :   * Direction de l’Aviation Civile   4, rue Lou Hemmer  L-1748 Luxembourg  Please 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**

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

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| 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](mailto: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](mailto: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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