



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

REQUEST FOR THE CONVERSION A CPL OR ATPL ISSUED BY MEMBER STATE OF ICAO WHICH IS NOT A MEMBER OF EASA

Reg. (EU) 2020/723 Art. 3(b) / (c)

1. Applicant

Last name:		First name(s):	
Title:		Date of birth:	
Place and country of birth:		Nationality:	
Permanent address:		E-mail address:	
Phone:		Licence number:	
Reason for request:			

2. Details of ICAO licence held

CPL ATPL

Issuing Authority	Licence number	Date of issue	Expiry date of licence (if applicable)
Endorsed class / type ratings and expiry dates	Other endorsed ratings and expiry dates	Latest medical examination	Medical limitations

3. Applicant's declaration

I (surname, first name)..... hereby certify that the information I have given is true and correct. I am informed that the making of false statements may result in criminal prosecution and suspension or revocation of any licence granted.

Location & date:	Signature:
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Applicant:

4. Submission instructions and annexes

Please send your completed application form, accompanied by all applicable annexes, to:

Direction de l'Aviation Civile
Bureau des Licences
4, rue Lou Hemmer
L-1748 Luxembourg
Luxembourg

	Copy of your ICAO Licence
	Copy of your Part-MED Medical Certificate
	Copy of ID (passport or ID-Card)
	Last 3 pages of your logbook
	Recommendation for credit by an ATO (if applicable)
	Evidence of having completed the experience requirements for the issue of a CPL / ATPL in the relevant aircraft category as set out in Subpart D / F of Part-FCL
	Evidence of relevant theoretical knowledge examination in accordance with Part-FCL
	Evidence of relevant Skill Test in accordance with Part-FCL
	Certificate of Language Proficiency in English in accordance with FCL.055
	Proof of payment of the fee: IBAN: LU77 0019 3655 1997 3000 / Bic: BCEELULL Account holder: ALSA S.A. / Address: 4, rue Lou Hemmer, L-1748 Luxembourg Reference: For CPL – 10(2)al.1 / Amount: 439 € For CPL/IR – 10(2)al.2 / Amount: 629 € For ATPL – 12(2) / Amount: 645 €

Please note that failure to submit all of the required documentation may lead to a delay in the processing of your application





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INFORMATION NOTE ON DATA PROTECTION NOTICE D'INFORMATION SUR LA PROTECTION DES DONNEES

Personnel licences

Licences du personnel

Personal data are processed for the purpose of aviation safety by guaranteeing that only persons possessing the required competences obtain a pilot licence, aircraft maintenance licence or cabin crew attestation.

Les données à caractère personnel sont traitées en vue de la sécurité des activités aériennes en garantissant que seules les personnes possédant les compétences requises obtiennent une licence de pilote, une licence de maintenance d'aéronef ou un certificat de membre d'équipage.

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 licence or attestation.

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 ou du certificat en question.

For more detailed information on the protection of your personal data, please consult our website:

<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>

Direction de l'Aviation Civile (DAC)
4, rue Lou Hemmer
L-1748 Findel (Luxembourg)
Tel.: 00352 247 74900
E-Mail: civilair@av.etat.lu

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