



Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

## REQUEST FOR THE CONVERSION OF A LICENCE ISSUED BY MEMBER STATE OF ICAO WHICH IS NOT A MEMBER OF EASA

Reg. (EU) 2020/723 Art. 9

### 1. Applicant

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

### 2. Details of ICAO licence held

<input type="checkbox"/> PPL <input type="checkbox"/> BPL <input type="checkbox"/> SPL <input type="checkbox"/> CPL <input type="checkbox"/> 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:



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)
	Flight experience of at least 100 hours as a pilot
	Last 3 pages of your logbook
	Evidence of having passed the PPL/BPL/SPL skill test as set out in Part-FCL / SFCL / BFCL (as relevant)
	Evidence of written examination in Air Law and Human Performance
	Evidence of fulfilling the requirements for the issue of the relevant class or type rating, in accordance with Subpart H
	Certificate of English Language Proficiency in accordance with FCL.055
	Proof of payment of the fee: <b>IBAN:</b> LU77 0019 3655 1997 3000 / <b>Bic:</b> BCEELULL <b>Account holder:</b> ALSA S.A. / <b>Address:</b> 4, rue Lou Hemmer, L-1748 Luxembourg  <b>Reference: 24(2) / Amount: 268 €</b>

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](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 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)  
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E-Mail: [civilair@av.etat.lu](mailto:civilair@av.etat.lu)