



Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

## APPLICATION TO CHANGE THE STATE OF ISSUE OF A PART-FCL SAILPLANE OR BALLOON PILOT LICENCE TO LUXEMBOURG (TRANSFER OF LICENCE)

ARA.GEN.360

### 1. Applicant

Last name:		First name(s):	
Title: (Mr, Ms, Mrs, Dr....)		Date of birth:	
Place and country of birth:		Nationality:	
Permanent address:		E-mail address:	
Phone:		Name of employer	

### 2. Details of Part-FCL licence(s) held

Issuing Authority	Type of licence	Licence number

### 3. Details of Part-MED medical certificate held \*

Issuing Authority	Class(es) held	Date of latest examination	Expiry date

### 4. Flying experience

	Experience as pilot	Hours flown
1	As Pilot-in-Command (PIC)	
2	Dual or Co-Pilot	
3	Night Flight Time	

## 5. Application and declaration

I hereby apply for a change of competent authority from my current competent authority to Luxembourg. To that end, I consent to a transfer of records, including the transfer of medical records\* and associated exchange of information between the current and future competent authorities. I apply for transfer of all my licences issued in accordance with Regulations (EU) No 1178/2011, (EU) 2018/395, and (EU) 2018/1976 within the different categories\*\*.

I will immediately surrender my current licences/certificates and medical certificate to DAC Luxembourg upon receiving the 'new' licences/certificates and medical certificate. I understand that the current competent authority remains my competent authority until I have received the new licences/certificates and medical certificate, as applicable, issued by DAC Luxembourg.

I hereby declare that I have not submitted any other request to another competent authority than DAC Luxembourg, and that I never had a Part-FCL, SFCL or BFCL licence issued by another competent authority which was revoked or suspended in any other competent authority.

I have submitted all the necessary paperwork for my application to be considered.

I confirm that the information provided on this form is true, complete and correct.

Any incorrect information on this form or non-compliance with the essential requirements of Annex IV to the Basic Regulation or with the requirements of Regulations (EU) No 1178/2011, (EU) 2018/395, and (EU) 2018/1976 could disqualify me from having my records transferred from the current to the future competent authority.

\* For the transfer of medical records, please use form DAC-LIC 114-4, fill in fields 1 to 8, and send it to the aeromedical section of your current competent authority for completion.

\*\* For the transfer of an airplane or helicopter licence, please use form DAC-LIC 114 -2

### My application for the transfer of my licence to Luxembourg is made exclusively for administrative convenience due to the following reason(s): (please tick all applicable)

<input type="checkbox"/>	Luxembourgish citizen
<input type="checkbox"/>	Permanent resident of Luxembourg
<input type="checkbox"/>	Flying activity in Luxembourg, at:
<input type="checkbox"/>	Employed as a pilot by a Luxembourgish company:
<input type="checkbox"/>	Home base of airplanes:
<input type="checkbox"/>	Other (please specify)

Location & date:

Signature:

## 6. Submission instructions and annexes

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

Direction de l'Aviation Civile  
Licencing Department  
4, rue Lou Hemmer  
L-1748 Luxembourg  
Luxembourg

<input type="checkbox"/>	Copy of your current Part-FCL Licence
<input type="checkbox"/>	Copy of your Part-MED Medical Certificate
<input type="checkbox"/>	Confirmation of residency stating that you are living in Luxembourg for more than 185 days per calendar year
<input type="checkbox"/>	Copy of ID (passport or ID-Card)
<input type="checkbox"/>	If you are employed as a pilot in Luxembourg, please enclose evidence.
<input type="checkbox"/>	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: 25(1) / Amount: 120€</b>
<input type="checkbox"/>	For holders of Austrian licences only: written declaration that you agree to transfer your licence to Luxembourg



Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

## 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.

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.).

Failure to provide the requested data will prevent the issuance, renewal/revalidation or transfer of the licence or attestation.

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

**<https://dac.gouvernement.lu/en/data-protection.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](mailto:civilair@av.etat.lu)

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.

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.).

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.

**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](mailto:civilair@av.etat.lu)