



Application for certificate of navigation time



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Your rights regarding your personal data :

As part of its public interest duties, the Inland Navigation and Logistics of the Ministry of Mobility and Public Works (Ministère de la Mobilité et des Travaux publics) collects and uses your personal data so your application can be processed in accordance with the national or European legal provisions in force.

The processed data, or any portion thereof, that is required to carry out the public duties or pursue the legitimate interests of the recipient(s) may be added to national and European databases.

The processed data may also be used for statistical purposes. Furthermore, it may be stored for the purposes of public archiving.

It will not be retained for more than 2 years after the expiry of the document, unless specified otherwise by the legal provisions.

This information must be provided so your application can be processed. This information must be accurate and must reflect the reality of your circumstances; otherwise, your application may be denied. In addition, you may be liable to sanctions if your application contains any false declarations.

The legal rules on the protection of personal data, in particular the rights of the persons concerned by the processing operations carried out (right of access to data, right to rectification of data, right to erasure of data, right to object or right to require restriction of processing), are applicable in accordance with and subject to the exceptions and derogations provided for.

Where applicable, a complaint relating to the rights of the persons concerned may be referred to the National Commission for Data Protection (Commission nationale pour la protection des données – CNPD). A claim may be sent directly to the Directorate of Inland Navigation and Logistics by post, or by email to its D.P.O. at dpo@mmtp.etat.lu, or to the State Commissioner for database protection (Commissaire à la protection des banques de données de l'Etat) at 15, boulevard du Jazz, L-4370 Belvaux.

1. Input

Fields marked with an * are mandatory

I. REASON FOR THE APPLICATION

Tick the applicable box *:

- ☐ Internal promotion of the helmsman, without certificate or
☐ To meet the criteria for passing a competitive examination, examinations or promotion

Operating certificates

- ☐ Boatman certificate ☐ Able boatman certificate ☐ Helmsman certificate ☐ Apprentice boatman certificate
☐ Deckhand certificate

Management certificates

- ☐ Boatmaster certificate

Specific authorisations for the boatmaster

- ☐ Certificate for specific risk waterways ☐ 'LNG Expert' certificate ☐ Large convoys certificate

Specific operations

- ☐ 'LNG Expert' certificate

II. APPLICANT IDENTIFICATION

Surname and first name *:

Address *:

Telephone number:

Email address *:

CID number (Crew Identification Data):



2. Mandatory documents

- ☐ Service record book
- ☐ Copies of the logbooks for the journeys
- ☐ Sea logbook (if applicable)
- ☐ For a sea logbook: a shipowner's declaration
- ☐ The accurately completed calculation table (Appendix ANX120)
- ☐ A copy of the valid identity card
- ☐ Proof of payment of the fee **

** Processing fee

The application processing fee is **EUR 100** for the issue of a certificate of navigation time.

The processing fee is a stamp duty that is payable to the Registration Duties, Estates and VAT Authority (Administration de l'Enregistrement, des Domaines et de la TVA – AED).

Applicants must prove they have paid this fee when they submit their application. This fee is not refundable.

Administration de l'Enregistrement, des Domaines et de la TVA
Bureau des amendes et recouvrements

BIC : CCPLLULL

IBAN : LU13 1111 0011 4679 0000

3. Signature

I, the undersigned *:

certify that this application is truthful and accurate, and understand that in the event of a false or incomplete declaration, I may be liable to the sanctions stipulated by the Luxembourg Criminal Code.

I consent to the processing of the data submitted in connection with fleet management activities.

Place *:

Manuscript signature of
applicant *:
(or digital signature)

Date *:

For administrative purposes only

☐ Complete application ☐ Incomplete application

Remarks:

Opinion:

Decision:

☐ Application denied ☐ Application approved

At the reception desk on: