



Application form for the issue of a certificate of qualification, a specific authorisation, a certificate for specific operations in inland navigation, or for an administrative licence

(in accordance with the regulations on professional qualifications in inland navigation)



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Your rights regarding your personal data :

As part of its public interest duties, the Directorate of Inland Navigation and Logistics (Direction de la navigation fluviale et de la logistique) 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@tr.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 *:

- Application for the issue of an EU certificate of qualification (Article 8 of the law of December 7, 2022)¹
- Application for the issue of a specific authorisation for the boatmaster (Article 9 of the law of December 7, 2022)¹
- Application for the issue of a certificate for specific operations (Article 9 of the law of December 7, 2022)¹
- Application to renew an EU certificate of qualification/specific authorisation (Article 11 of the law of December 7, 2022)¹
- Application to replace an EU certificate in the event of loss or theft
- Application for a new EU certificate in the event of amendment/addition of a specific authorisation
- Application for a new EU certificate in the event of amendment/addition of a medical restriction
- Application to extend the navigation zone to a high-risk area for a boatmaster
- Application for a reissue/correction
- Application for an administrative licence

(1) [Loi du 7 décembre 2022 relative à la reconnaissance des qualifications professionnelles dans le domaine de la navigation intérieure et portant modification de la loi modifiée du 28 juillet 1973 portant création d'un service de la navigation](#)

II. TYPE OF CERTIFICATE OF QUALIFICATION

Tick the applicable box *:

Basic certificates

- Deckhand certificate
- Apprentice boatman certificate

Operating certificates

- Boatman certificate
- Able boatman certificate
- Helmsman certificate

Management certificates

- Boatmaster certificate



Specific authorisations for the boatmaster

- Certificate for waterways that present specific risks
- Radar certificate
- 'LNG Expert' certificate
- 'Large convoys' certificate
- Certificate for waterways with a maritime character

Specific operations

- 'Passenger Expert' certificate
- 'LNG Expert' certificate

III. APPLICANT IDENTIFICATION

Surname and first name *:

Rank *:

CID number (Crew Identification Data): (if applicable)

Address *:

Telephone number:

Email address *:

Mailing address (if not identical to the address above)

Address:

Name and address of the training institution: (if applicable)

Name and address of the institution organising the administrative examination: (if applicable)

2. Mandatory documents

- A copy of the valid identity card
- Certificate of number of days navigated (if applicable)
- A medical certificate issued by a physician from an accredited medical centre
(The date of issue of the certificate may not be more than 3 months prior to this application)
- Proof of payment of the fee **
- Police report (in the event of loss or theft)



Document in the event of a new certificate

- Certificate from an approved training centre or school (certificate or diploma) or
 Certificate of successful completion of an administrative examination

Where applicable:

- evidence of a proposal by the head of administration for an administrative licence
 proof of a certificate of qualification referred to in Article 3 of the GDR on the administrative licence
 proof of a certificate of successful completion of a theoretical and practical examination
 proof of passing the language proficiency test

**** Processing fee**

The application processing fee is:

- **EUR 200** for the issue of a certificate of qualification as a boatmaster
- **EUR 100** for the issue of a certificate of qualification as a deck crew member
- **EUR 100** for the issue of a specific authorisation
- **EUR 100** for obtaining a certificate for specific operations
(EUR 50 if issued at the same time as the certificate of qualification)
- **EUR 100** for the first issue of an administrative licence
(EUR 50 for the renewal of an administrative licence)

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:

