LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG

Ministère de la Mobilité et des Travaux publics

Direction générale Affaires européennes et juridiques, marchés publics et logistique
Service Navigation intérieure et logistique

Email : inlandnavigation@mmtp.etat.lu
Tel. : +352-24784913
L-2938 LUXEMBOURG

Application form for the issue of an administrative license

(in accordance with 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 Department of 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 your actual situation; 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 the relevant conditions and subject to the exceptions and derogations provided for.
Where applicable, a request or 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 donnés – CNPD).
A claim may be sent directly to the Department of Inland Navigation and Logistics 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*:

- ☐ Application for an administrative licence[1]
- ☐ Application for replacement in the event of loss/theft
- ☐ Application for a reissue/correction
- ☐ Application for a new EU certificate in the event of a change/addition to a medical restriction

(1) Règlement grand-ducal du 7 décembre 2022 portant instauration et détermination des modalités de délivrance des titres de qualification pour les personnes intervenant dans l'exploitation de bâtiments utilisés pour les besoins des services publics nationaux

II. TYPE OF CERTIFICATE OF QUALIFICATION

Tick the applicable box*:

Administrative licence

- ☐ Boatmaster
- ☐ Crew member

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III. APPLICANT IDENTIFICATION

Surname and first name*:

Rank*:

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

Address*:

Phone number:

Email address*:

Mailing address (if different from the address provided 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 a valid identity card
- ☐ Certificate for the number of days of navigation time (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 the application)
- ☐ Proof of payment of the fee **
- ☐ A recent passport photo
- ☐ Police report (in case of theft or loss)

Attestation in the event of a new certificate

- ☐ evidence of a proposal by the head of administration for an administrative licence
- ☐ proof of a certificate of qualification as provided for in Article 3 of the Grand Ducal regulation on administrative licences
- ☐ a certificate of successful completion of a theoretical and practical examination
- ☐ proof of passing the language proficiency exam (if exempt, proof of exemption must be attached)

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** Processing fee

The application processing fee is:

- **EUR 100** for the first-time issuance of an administrative licence
  (EUR 50 if renewing the 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

Titulaire du compte : AED-LAR-TAXES

BIC : BCEELULLXXX

IBAN : LU36 0019 5955 4436 2000

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*:

Date*:

Manuscript signature of the applicant*:
(or digital signature)

For administrative use only

☐ Complete application ☐ Incomplete application

Remarks:

Opinion:

Decision:

☐ Application denied ☐ Application approved

At the reception desk on:

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