



Directorate of Civil Aviation
Grand-Duché de Luxembourg

EXCHANGE OF ATCO LICENCE

DAC-NSA-712


Exchange of ATCO Licence

PROCEDURE MANAGEMENT

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REVISION FOLLOW-UP

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1. GENERAL

1.1. SCOPE

If an ATCO licence holder is to exercise the privileges of his/her licence in a Member State for which the competent authority is not the one that issued the licence, the licence holder shall submit an application to exchange his/her licence for a licence issued by the Competent Authority of the Member State where the privileges are to be exercised in accordance with the procedure established by this authority.

In the framework of this procedure, the “Direction de l’Aviation Civile (DAC)” is the Competent Authority for issuing all ATCO licenses in the Grand-Duchy of Luxembourg.

Note: Only licences issued by an EU Member State or issued by a State adhering to the SES regulatory framework fall under the scope of this procedure.

1.2. REFERENCED DOCUMENTS

Document	Issue
Regulation (EC) 216/2008	Latest amendment
Regulation (EU) 2015/340	20/02/2015

2. PROCEDURE FOR THE EXCHANGE OF AN ATCO LICENCE

In accordance with the Regulation (EU) 2015/340 ATCO.A.010, an ATCO licence holder may exchange his/her licence for a licence issued by the State of Luxembourg. For that purpose, the applicant shall apply for an exchange of his/her licence using the DAC Form 710-1 – Application form for ATCO Licence.

The new licence shall include ratings, rating endorsements, licence endorsements and all valid unit endorsements in the licence, including the dates of their first issue and expiry, if applicable.


2.1. ISSUANCE OF A “STUDENT” ATCO LICENCE FOR A NEW UNIT ENDORSEMENT

An exchange of a licence can only be executed if the applicant can provide evidence that he/she will start a Unit Training course in a Training Organisation under the supervision of the DAC/NSA.

The applicant shall **apply for an Exchange of an ATCO Licence** and shall send the duly filled out **DAC Form 710-1 – Application form for ATCO Licence**, together with all relevant documents to the DAC.

The following documents shall be sent to the DAC:

- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant’s ID card or passport;
- c) A copy of the Air Traffic Controller Licence to be exchanged;

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- d) A certificate attesting the successful completion of an initial training at a certified training organisation with at least one rating, and if applicable, a rating endorsement;
- e) A valid certificate attesting an **adequate level of English language proficiency (at least level 4)**;
- f) A copy of a **valid medical certificate (class 3)**;
- g) A working certificate issued by the *Administration de la Navigation Aérienne* (ANA) stating that the applicant will start a Unit Training Course at ANA Training Organisation (TO);
- h) A copy of the bank transfer of the administrative fee in accordance with the national arrangements.

After analysis of the request, the DAC may issue a “*Student*” ATCO licence in accordance with the national arrangements in place. The “*Student*” part will only cover the OJT for the newly applied unit endorsement and will be put as a remark on the licence in the appropriate place. All previous valid unit endorsements that have been exchanged will have no “*Student*” status and will remain active until their expiry date.

At the moment when the new “*Student*” ATCO licence is issued, the former foreign licence shall be handed over to the DAC licencing office which shall than return it to the Authority that has issued it via a registered letter.

The new “*Student*” ATCO licence shall remain the property of the person to whom it is issued, unless it is revoked by the Competent Authority in accordance with the conditions set on the procedure DAC-LIC711.

2.2. ISSUANCE OF AN ATCO LICENCE

After successful completion of the Unit Training course at a Training Organisation under the supervision of the DAC/NSA, the applicant shall apply for an ATCO licence in accordance with point 3 of the procedure DAC-NSA-710 and joined by the duly filled out DAC Form 710-1 – Application form for ATCO Licence

Any addition or modification of any rating, rating endorsement, unit endorsements or any other licence endorsement shall be performed in accordance with the conditions described in the relevant part of the procedure DAC-NSA-710.

The new ATCO licence shall remain the property of the person to whom it is issued, unless it is revoked by the Competent Authority in accordance with the conditions set on the procedure DAC-NSA-711.