



Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

**REQUEST FOR THE CONVERSION A CPL OR ATPL  
ISSUED BY MEMBER STATE OF ICAO WHICH IS NOT A  
MEMBER OF EASA  
(Art. 8 of the Aircrew Regulation)**

Reg. (EU) 1178/2011 – Article 8

**1. Applicant**

Last name:		First name(s):	
Title:		Date of birth:	
Place and country of birth:		Nationality:	
Permanent address:		E-mail address:	
Phone:		Licence number:	
Reason for request:			

**2. Details of ICAO licence held**

CPL    ATPL

Issuing Authority	Licence number	Date of issue	Expiry date of licence (if applicable)
Endorsed class / type ratings and expiry dates	Other endorsed ratings and expiry dates	Latest medical examination	Medical limitations

**3. Applicant's declaration**

I (surname, first name)..... hereby certify that the information I have given is true and correct. I am informed that the making of false statements may result in criminal prosecution and suspension or revocation of any licence granted.

Location & date:	Signature:
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#### 4. Submission instructions and annexes

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

Direction de l'Aviation Civile  
Bureau des Licences  
4, rue Lou Hemmer  
L-1748 Luxembourg  
Luxembourg

	Copy of your ICAO Licence
	Copy of your Part-MED Medical Certificate
	Copy of ID (passport or ID-Card)
	Last 3 pages of your logbook
	Recommendation for credit by an ATO (if applicable)
	Evidence of having completed the experience requirements for the issue of a CPL / ATPL in the relevant aircraft category as set out in Subpart D / F of Part-FCL
	Evidence of relevant theoretical knowledge examination in accordance with Part-FCL
	Evidence of relevant Skill Test in accordance with Part-FCL
	Certificate of Language Proficiency in English in accordance with FCL.055
	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:</b> <b>For CPL – 10(2)al.1 / Amount: 439 €</b> <b>For CPL/IR – 10(2)al.2 / Amount: 629 €</b> <b>For ATPL – 12(2) / Amount: 645 €</b>

Please note that failure to submit all of the required documentation may lead to a delay in the processing of your application





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## 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 the issuance, renewal/revalidation, transfer and continuous oversight of national and European pilot licences, of aircraft maintenance licences and of cabin crew attestations.

Les données à caractère personnel sont traitées en vue de la délivrance, le renouvellement/la revalidation, le transfert et la supervision continue des licences nationales et européennes des pilotes, licences de maintenance d'aéronefs et des certificats des membres d'équipage.

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,
- to withdraw consent at any time where processing is based on consent, and
- to lodge a complaint with the CNPD (<https://cnpd.public.lu/en.html>).

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,
- de retirer son consentement à tout moment lorsque le traitement est fondé sur le consentement, et
- d'introduire une réclamation auprès de la CNPD (<https://cnpd.public.lu/fr.html>).

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

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.

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

**Pour des informations plus détaillées sur la protection de vos données personnelles, veuillez consulter notre site web :**

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)

<https://dac.public.lu/direction/RGPD/index.html#GDPR>

<https://dac.public.lu/direction/RGPD/index.html#RGPD>



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