



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

APPLICATION TO CHANGE THE STATE OF ISSUE OF A PART-FCL AIRPLANE OR HELICOPTER LICENCE TO LUXEMBOURG (TRANSFER OF LICENCE)

ARA.GEN.360

1. Applicant

Last name:		First name(s):	
Title: (Mr, Ms, Mrs, Dr....)		Date of birth:	
Place and country of birth:		Nationality:	
Permanent address:		E-mail address:	
Phone:		Name of employer (for professional pilots only)	

2. Details of Part-FCL licence(s) held

Issuing Authority	Type of licence	Licence number

3. Details of Part-MED medical certificate held *

Issuing Authority	Class(es) held	Date of latest examination	Expiry date

4. Flying experience

	Experience as pilot	Hours flown
1	As Pilot-in-Command (PIC) on Multi-Pilot Aircraft	
2	As Pilot-in-Command under Supervision (PICUS) or Co-Pilot on Multi-Pilot Aircraft	
3	Pilot-in-Command (PIC) on Single Pilot Aircraft	
4	Total flying experience on Single Pilot Aircraft	
5	IFR Flight Time	
6	Night Flight Time	

4, rue Lou Hemmer
L-1748 Luxembourg

Tél (+352) 247 74947
Fax (+352) 46 77 90

lic@av.etat.lu

www.dac.public.lu

5. Application and declaration

I hereby apply for a change of competent authority from my current competent authority to Luxembourg. To that end, I consent to a transfer of records, including the transfer of medical records* and associated exchange of information between the current and future competent authorities. I apply for transfer of all my licences issued in accordance with Regulations (EU) No 1178/2011, (EU) 2018/395, and (EU) 2018/1976 within the different categories**.

I will immediately surrender my current licences/certificates and medical certificate to DAC Luxembourg upon receiving the 'new' licences/certificates and medical certificate. I understand that the current competent authority remains my competent authority until I have received the new licences/certificates and medical certificate, as applicable, issued by DAC Luxembourg.

I hereby declare that I have not submitted any other request to another competent authority than DAC Luxembourg, and that I never had a Part-FCL, SFCL or BFCL licence issued by another competent authority that was revoked or suspended by any other competent authority.

I have submitted all the necessary paperwork for my application to be considered.

I confirm that the information provided on this form is true, complete and correct.

Any incorrect information on this form or non-compliance with the essential requirements of Annex IV to the Basic Regulation or with the requirements of Regulations (EU) No 1178/2011, (EU) 2018/395, and (EU) 2018/1976 could disqualify me from having my records transferred from the current to the future competent authority.

* For the transfer of medical records, please use form DAC-LIC 114-4, fill in fields 1 to 8, and send it to the aeromedical section of your current competent authority for completion.

** For the transfer of a BPL or SPL, please use form DAC-LIC 114 -3

My application for the transfer of my Part-FCL licence to Luxembourg is made exclusively for administrative convenience due to the following reason(s): (please tick all applicable)

<input type="checkbox"/>	Luxembourgish citizen
<input type="checkbox"/>	Permanent resident of Luxembourg
<input type="checkbox"/>	Flying activity in Luxembourg, at:
<input type="checkbox"/>	Employed as a pilot by a Luxembourgish company:
<input type="checkbox"/>	Home base of airplanes:
<input type="checkbox"/>	Other (please specify)

Location & date:	Signature:
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6. Submission instructions and annexes

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

Direction de l'Aviation Civile
Licencing Department
4, rue Lou Hemmer
L-1748 Luxembourg
Luxembourg

<input type="checkbox"/>	Copy of your current Part-FCL Licence
<input type="checkbox"/>	Copy of your Part-MED Medical Certificate
<input type="checkbox"/>	Confirmation of residency stating that you are living in Luxembourg for more than 185 days per calendar year
<input type="checkbox"/>	Copy of ID (passport or ID-Card)
<input type="checkbox"/>	If you are employed as a pilot in Luxembourg, please enclose evidence.
<input type="checkbox"/>	Proof of the language proficiency (at least Level 4) entered in your current pilot licence
<input type="checkbox"/>	If a multi-pilot rating is to be accepted, please provide a copy of the last check form
<input type="checkbox"/>	Copy of ATPL theory exam (frozen ATPL, for CPL holders only)
<input type="checkbox"/>	Proof of payment of the fee: IBAN: LU77 0019 3655 1997 3000 / Bic: BCEELULL Account holder: ALSA S.A. / Address: 4, rue Lou Hemmer, L-1748 Luxembourg Reference: 25(1) / Amount: 120€ for a PPL 25(2) / Amount: 176€ for a CPL or ATPL
<input type="checkbox"/>	For holders of Austrian licences only: written declaration that you agree to transfer your licence to Luxembourg



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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.

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>).

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

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

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

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.

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>).

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.

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

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

Direction de l'Aviation Civile (DAC)
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L-1748 Findel (Luxembourg)
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