



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

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

JAR-FCL 1.065(D); FCL.015

1. Applicant

Last name:		First name(s):	
Title:		Date of birth:	
Place and country of birth:		Nationality:	
Permanent address:		E-mail address:	
Phone:		Fax:	
Alternative address to which correspondence should be sent:		Name and address of employer (for professional pilots only)	

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

Issuing Authority	Type of licence	Licence number	Expiry date (if applicable)

3. Details of Part-MED medical certificate held *

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

* If you would like to pass your future medical examinations in Luxembourg, you also have to transfer your medical file to Luxembourg. Please have Document DAC-LIC 114-4 completed and sent by the AMS of your current issuing Authority

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

I apply for Luxembourg to become the state of licence issue for my Part-FCL Pilot Licence(s). I accept that the Civil Aviation Authority of Luxembourg will apply to the current Authority (state of issue) for verification of personal and licensing details in accordance with ICAO and Part-FCL regulations.

I understand the conditions necessary to exercise the privileges of the licence.

I herewith confirm that:

1. I am not holding any Part-FCL licences issued by any further Member State,
2. I have not applied for a Part-FCL licence in another Member State and
3. I never had a Part-FCL licence issued by another Member State which was revoked or suspended in any other Member State.

My application for the transfer of a foreign 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"/>	Employer:
<input type="checkbox"/>	Home base of airplanes:
<input type="checkbox"/>	Other (please specify)

Location & date:

Signature:

6. 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

<input type="checkbox"/>	Copy of your foreign 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 foreign pilot's 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"/>	Official printout of criminal record file issued by your state of residence (maximum 3 months old)
<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

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:

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

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>

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