



Directorate of Civil Aviation
Grand-Duché de Luxembourg


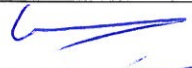
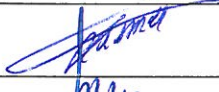
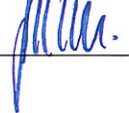
EXCHANGE OF ATCO LICENCE

DAC-NSA-712

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Exchange of ATCO Licence

PROCEDURE MANAGEMENT

	Name	Title	Date	Signature
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REVISION FOLLOW-UP

Document Version	Change identification	Date
1.0	Released Version	30/12/2016
2.0	Update Version – Point 2	01/02/2017
3.0	Introduction of ISO 9001 and RGPD elements; Reference to DAC Form 114-1 – Transfer of medical documents to Luxembourg	27/02/2020

Direction de l'Aviation Civile

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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 (EU) 2018/1139	Latest amendment
Commission Regulation (EU) 2015/340	Latest amendment

2. PROCEDURE FOR THE EXCHANGE OF AN ATCO LICENCE

In accordance with Commission 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:

- The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- A copy of the applicant’s ID card or passport;

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4. TRANSFER OF MEDICAL DOCUMENTS

In addition to the dispositions of the point 2 of this procedure, the applicant for an exchange of an ATCO license shall also transfer his/her medical documents to Luxembourg. This transfer shall be directly performed between aeromedical authorities of the involved countries and shall be supported by the DAC Form 114-4, which is attached to this procedure.

The record-keeping is specified in DAC-LIC-302.

FORM FOR THE TRANSFER OF MEDICAL RECORDS BETWEEN AUTHORITY MEDICAL SECTIONS OF LICENSING AUTHORITIES AND THE DIRECTION DE L'AVIATION CIVILE OF THE GRAND-DUCHY OF LUXEMBOURG

Please complete the form in block capitals using black or blue ink.

Please ensure you submit copies of the applicant's aeromedical records with this form

Minimum documents required for transfer:

- o Copy of initial medical application and examination report forms.
- o Summary of medical history with supporting aeromedical assessment clinical reports
- o Copy of current medical application and examination report forms
- o Copy of latest electrocardiogram and audiogram
- o Copy of current medical certificate

Please note: Language (s) accepted: English, French, German
(Any charges incurred for translations are the responsibility of the Applicant)

ITEM	DESCRIPTION	
1	State of Transfer FROM: Address: Telephone: Email:	
2	State of Transfer TO: Address: Telephone: Email:	
3	Licence (s) held :	Type:
		Reference No:
4	Full name of holder	
5	Address of holder	



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

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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