

**Send to:**  
postmottak@caa.no  
**or**  
Luftfartstilsynet  
Postboks 243  
8001 BODØ

**COMPLIANT WITH REGULATION (EU) 2015/340**

## Application for air traffic controller license

Part A. Personal details of the applicant	
Last name	First name(s)
Address (only at first issue)	City and zip code (only at first issue)
Phone (only at first issue)	E-mail address
Date of birth (dd/mm/yyyy)	Unit

Part B. Application for (tick the relevant boxes)
<p>Issue/exchange of Student ATCO License, rating(s) and rating endorsements) (Part C, E and F of this form)</p> <p>Language endorsement(s) (Part C, E and F of this form)</p> <p>Issue/exchange of ATCO License, rating(s) and rating endorsements) (Part C, E and F of this form)</p> <p>Revalidation of ATCO License rating, endorsements (Part C, D, E and F of this form)</p> <p>Renewal of ATCO License rating, endorsements (Part C, D, E and F of this form)</p> <p>Return of Student Licence</p> <p>Return of ATCO Licence (see «Veiledning for søknad om utstedelse av flygelederelev- og flygeledersertifikat»)</p>

Part C. License details (tick only items to be changed)								
Rating	Unit	Sector	Working Position	Rating endorsements				
ADI				TWR	GMC	GMS	AIR	RAD
APS				PAR	SRA	TCL		
ACS				TCL	OCN			
ACP				OCN				
ADV								
APP								

License endorsements			
OJTI	STDI	Assessor	English language proficiency: Level 4 Level 5 Level 6

Part D: Unit endorsement revalidation/renewal			
The applicant meets the requirements according to Regulation (EU) 2015/340 and the unit competence scheme of unit: _____			
Sector:	Position:	Expiry date:	Date of revalidation/renewal:

Part E. Certificates/documents	Enclosed
Please enclose all relevant certificates and documents.	
1. Copy of (student) ATCO license, if not issued by Norwegian CAA	
2. Copy of passport or other national ID	
3. Copy of relevant training certificate/documents proving the successful completion of:	
a) Initial training (integrated)	
b) Basic training	
c) Rating training	
d) Unit training	
e) OJTI/STDI training	
f) Assessor training	
g) Refresher training	

4. Copy of language proficiency certificate(s): ENG	
5. Copy of the competence assessment form and a certificate by ATC provider proving that the license holder has fulfilled the requirements in accordance with the approved unit competence scheme.	
6. Copy of other documentation. Specify:	

#### Part F. Declaration

I hereby:

1. apply for the issue/revalidation/renewal of (Student) ATCO license, ratings and/or endorsements as indicated;
2. confirm that I am not holding any (Student) ATCO license issued in another Member State\*;
3. confirm that I have not applied for any (Student) ATCO license in another Member State\*; and
4. confirm that I have never held a (Student) ATCO license issued in another Member State which has been revoked or suspended in any other Member State.

*\*except application for exchange of license from another Member State*

I understand that any incorrect information provided herein could prohibit me from holding a (Student) ATCO License.

#### Regulatory fees under BSL A 1-2 will be charged to the employer.

By signing this document, the applicant declares that all information provided in this form is correct and can be documented.

Date, place:

Signature:

#### GDPR

To process your application, we need information about you. Your personal data is required in order to secure the information received are from the correct person. Your personal data will be treated in accordance with regulation (EU) 2016/679 – General Data Protection Regulation (GDPR). Article 6 (1) [litra e], Civil Aviation Act § [5-3], and COMMISSIONREGULATION (EU) 2015/340 laying down technical requirements and administrative procedures relating to air traffic controllers' licences specify the criteria on which your application will be processed.

Your data will be stored only as long as required for the purpose in which they were collected. You have the right to access your data and, if necessary, have them corrected. If you believe that your data is not treated in accordance with the GDPR, you may appeal to the Norwegian Data Protection Authority.

The Civil Aviation Authority – Norway (CAA-N) is responsible for the processing of your application. Contact our data protection officer at e-mail: [personvernombud@caa.no](mailto:personvernombud@caa.no)

All written inquiries to CAA-N are subject to the Archive Act and the Freedom of Information Act. The public's right to access information does not apply to personal data which is subject to confidentiality."