

Part A: APPLICANT'S DETAILS			
Name Surname:			
Permanent home address: <i>Note – The student ATC license will be posted to the address provided.</i>			
Date of birth (dd.mm. yyyy):		Eircode:	
Place of birth (Country):		E- mail address:	
Nationality:		Tel/ Mobile:	
Military Service Number:		Serving status:	<input type="checkbox"/> Serving <input type="checkbox"/> Retired/not serving
Part B: MILITARY ATCO TRAINING HISTORY (details subject to verification)			
Basic Course:	<input type="checkbox"/> MIL ATCO training course; or <input type="checkbox"/> Civil ATCO training course	Date of completion:	
Rating training & rating endorsement training if applicable			
<input type="checkbox"/> ADC	<input type="checkbox"/> MIL training course; or <input type="checkbox"/> Civil ATCO training	Date of completion:	
<input type="checkbox"/> ADC/SUR	<input type="checkbox"/> MIL training course; or <input type="checkbox"/> Civil ATCO training	Date of completion:	
<input type="checkbox"/> APP	<input type="checkbox"/> MIL training course; or <input type="checkbox"/> Civil ATCO training	Date of completion:	
<input type="checkbox"/> APS	<input type="checkbox"/> MIL training course; or <input type="checkbox"/> Civil ATCO training	Date of completion:	
<input type="checkbox"/> ACP	<input type="checkbox"/> MIL training course; or <input type="checkbox"/> Civil ATCO training	Date of completion:	
<input type="checkbox"/> ACS	<input type="checkbox"/> MIL training course; or <input type="checkbox"/> Civil ATCO training	Date of completion:	
Part C: MILITARY ATC LICENCE DETAILS (details subject to verification)			
MIL License Number:		Date of issue:	

- Only select the military license rating(s) and if applicable, rating endorsement(s) for conversion.
- 'Date of first issue' is the date the rating was first issued, not the 'valid until' date).
- 'Last date of OPS' is the last date the privileges of the rating/rating endorsement were exercised unsupervised in the operational position/sector at the time of application.

Rating	Unit Endorsement	Date of first issue	Last date of OPS
<input type="checkbox"/> ADC			
<input type="checkbox"/> ADC/SUR			
<input type="checkbox"/> APP			
<input type="checkbox"/> APS			
<input type="checkbox"/> ACP			
<input type="checkbox"/> ACS			
English Language Proficiency:	<input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6		

PART D: Consent to release information for verification

I hereby provide consent to the Albanian Civil Aviation Authority (AAC) to seek verification of my Military Air Traffic Controller license issued by the Albanian Air Force and training evidence provided as part of this application process. Verification will include details of any past or impending license enforcement actions.

Signature: _____ Date: _____

PART E: Declaration by applicant

I hereby:

1. apply for the conversion of an Albanian Military ATC license into a civil student ATC license in accordance with the National Conversion Report – Albania; and
2. confirm that the information contained herein is correct at the time of the application;
3. confirm that I do not hold any (Student) ATC license issued by another State;
4. confirm that I have never held a (Student) ATC license issued in another Member State which has been revoked or suspended in any other Member State;
5. confirm that my Military ATC license was issued by the Albanian Air Force and has not been suspended or revoked;

I understand that any incorrect information provided herein could prohibit me from holding a civil Student ATC license.

I understand that it is an offence to obtain a license, rating, rating endorsement, license endorsement or

certificate by falsification of submitted documentary evidence (ATCO.AR.D.005 refers).

Name:

Date:

Signature:

PART F: CERTIFICATES/DOCUMENTS (tick as appropriate)

Please enclose all relevant certificates and/or documents:

1. Copy of Military ATC license. ☐
2. Copy of passport or national ID card. ☐
3. Copy of medical certificate (class 3 medical). ☐
4. If applicable, copy of training certificates demonstrating the successful completion of:
 - a. Basic training ☐
 - b. Rating training ☐
5. Copy of language proficiency certificate 3. ☐
6. Copy of a competence assessment if applicable ☐

Guidance notes, payment form & submission instructions

Personnel Licensing GM on Conversion of ATCO Military Licence, provides guidance on the application process for the conversion of Albanian military ATC license to a student ATC license in accordance with the National Conversion Report.

1. The Albanian National Conversion Report, documents the national requirements for the issue of military licenses. It compares the requirements for the training of military air traffic controllers and civil air traffic controllers. It contains the results of the gap analysis and the possible credits for the military training syllabi provided by the Albanian military in accordance with the MoU with the Albanian Aviation Authority.

2. **Part A - APPLICANT'S DETAILS**

Provide details for verification and issuance of a student ATC license.

Part B - MILITARY ATC TRAINING HISTORY

Specify whether ATC training was completed in accordance with a military or civil ATC training course.

Part C - MILITARY ATC LICENCE DETAILS

Only select the rating(s)/rating endorsement(s) for which unit training was successfully completed.

Part D - Consent to release information for verification

The information will be used for regulatory purposes, including processing your application, verifying your Military ATC license and training, and for enforcement. No information will be shared without your consent, except under EU/Irish law or for law enforcement.

Part E - Declaration by applicant

Complete this section after reviewing all information provided.

Part F - Certificates/Documents

3. Officially submit the request, the application form, and the attached documents via official mail or in person at the AAC offices at the address: Str. Sulejman Delvina, PO Box 205, Tiranë.

4. The processing time is at least 30 working days from receipt of a complete application. Delays may occur during the verification process or if the application is incomplete or incorrect.
5. The license office may return incomplete, unsigned, or incorrect applications, requiring a full resubmission.