



Application for the issue of a single or combined service record book

(in accordance with the regulations on professional qualifications in inland navigation)



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Your rights regarding your personal data :

As part of its public interest duties, the Inland Navigation and Logistics of the Ministry of Mobility and Public Works (Ministère de la Mobilité et des Travaux publics) collects and uses your personal data so your application can be processed in accordance with the national or European legal provisions in force. The processed data, or any portion thereof, that is required to carry out the public duties or pursue the legitimate interests of the recipient(s) may be added to national and European databases.

The processed data may also be used for statistical purposes. Furthermore, it may be stored for the purposes of public archiving. It will not be retained for more than 2 years after the expiry of the document, unless specified otherwise by the legal provisions.

This information must be provided so your application can be processed. This information must be accurate and must reflect the reality of your circumstances; otherwise, your application may be denied. In addition, you may be liable to sanctions if your application contains any false declarations.

The legal rules on the protection of personal data, in particular the rights of the persons concerned by the processing operations carried out (right of access to data, right to rectification of data, right to erasure of data, right to object or right to require restriction of processing), are applicable in accordance with and subject to the exceptions and derogations provided for.

Where applicable, a complaint relating to the rights of the persons concerned may be referred to the National Commission for Data Protection (Commission nationale pour la protection des données - CNPD). A claim may be sent directly to the Directorate of Inland Navigation and Logistics by post, or by email to its D.P.O. at dpo@mmp.etat.lu, or to the State Commissioner for database protection (Commissaire à la protection des banques de données de l'Etat) at 15, boulevard du Jazz, L-4370 Belvaux.

1. Input

Fields marked with an * are mandatory

I. REASON FOR THE APPLICATION

Tick the applicable box *:

- Application for the issue of a service record book (Article 17 of the law of December 7, 2022)¹
- Application to renew a service record book (Article 17 of the law of December 7, 2022)¹
- Application to replace a service record book in the event of loss or theft (Article 17 of the law of December 7, 2022)¹
- Application for a new combined service record book in the event of an amendment or addition of a specific authorisation
- Application to amend a service record book in the event of a medical restriction
- Application to extend the navigation zone to a high-risk area for a boatmaster
- Application for a reissue or correction

N.B.: Navigation time is approved at the reception desk and you do not need to complete this form.

(1) [Loi du 7 décembre 2022 relative à la reconnaissance des qualifications professionnelles dans le domaine de la navigation intérieure et portant modification de la loi modifiée du 28 juillet 1973 portant création d'un service de la navigation](#)

II. APPLICANT IDENTIFICATION

Surname and first name *:

Rank *:

Address *:

Telephone number:

Email address *:

CID number (Crew Identification Data):

Type of service record book: Single service record book (boatmaster) Combined (other duties)



2. Mandatory documents

- Old service record book if it is not the first
- A recent passport photo
- A copy of the identity card
- A medical certificate issued by a physician from an accredited medical centre
(The date of issue of the certificate may not be more than 3 months prior to this application)
- Proof of payment of the fee **
- Police report (in the event of loss or theft of a service record book)

** Processing fee

The application processing fee is EUR 50 for the approval or issue of a service record book.

The processing fee is a stamp duty that is payable to the Registration Duties, Estates and VAT Authority (Administration de l'Enregistrement, des Domaines et de la TVA – AED).

Applicants must prove they have paid this fee when they submit their application. This fee is not refundable.

Administration de l'Enregistrement, des Domaines et de la TVA
Bureau des amendes et recouvrements

Titulaire du compte : AED-LAR-TAXES

BIC : BCEELULLXXX

IBAN : LU36 0019 5955 4436 2000

3. Signature

I, the undersigned *:

certify that this application is truthful and accurate, and understand that in the event of a false or incomplete declaration, I may be liable to the sanctions stipulated by the Luxembourg Criminal Code.

I consent to the processing of the data submitted in connection with fleet management activities.

Place *:

Manuscript signature of
applicant *:
(or digital signature)

Date *:

For administrative purposes only

Complete application Incomplete application

Remarks:

Opinion:

Decision:

Application denied Application approved

At the reception desk on: