

UAS Certification Application Procedure Operation Manual

<UAS Certification Application Sheet> 01.New Application Method for UAS Certification



Table of Contents

(11. Introduction (To everyone who wants to apply for UAS Certification)										p.01-2
(2. Matters that require attention when using the Drone Information Platform System										p.01-3
(3. Requirements for UAS Certification Application	•	•	•	•	•	•	•	-	 •	p.01-4
(94. Steps for New Application for UAS Certification	•	•	•	•	•	•	•	-	 •	p.01-5
(5. Step 1: Login to the Drone Information Platform System	•	٠	•	•	•	•	•	-	 •	p.01-6
(6. Step 2: Proceed to application description selection screen	•	٠	•	•	•	•	•	•	 •	p.01-9
(77. Step 3: Select the application description	•	•	•	•	•	•	•	-	 •	p.01-10
(8. Step 4: Pre-Verification checks to be done	•	٠	•	•	•	•		-	 •	p.01-11
(9. Please check before selecting the identity verification method	•	•	•	•	•	•	•	-	 •	p.01-14
1	0. Step 5: To Verify Identity	•	•	•	•	•	•	•	-	 •	p.01-15
1	1. Step 6: To Enter the Applicant Information	•	٠	•	•	•	•	•	•	 •	p.01-16
1	2. Step 7: To Enter the UAS Certification Information	•	٠	•	•	•	•	•	•	 •	p.01-18
1	3. Step 8: To Enter the Other Information	•	•	•	•	•	•	•	-	 •	p.01-21
1	4. Step 9: To Verify the Application Information	•	•	•	•	•	•	•	-	 •	p.01-22
1	5. Step 10: Verification of Arrival		٠	•	•	•		•			p.01-24



01. Introduction (To everyone who wants to apply for UAS Certification)

- In the Drone Information Platform System, you can apply for issuance of UAS Certification, change attributes, renew the application, apply for cancellation, withdraw the application, check the application status, request an application for issuance for a skill certificate to representative, and request a representative for other than an application for issuance of UAS Certification.
- This manual describes how to operate the Drone Information Platform System, so please refer to this when carrying out necessary procedures.
- In addition to this manual, please refer to the <u>FAQ</u> page on the Drone Information Platform System for a deeper understanding of the system.



02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ① mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system.
 Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight,
 refer to the Ministry of Land, Infrastructure, Transport and Tourism website

*Click on the link to open the external site.



03. Requirements for UA Certification Application

Please prepare the following information for UA Certification Application.

Various information	Item
Contact information	 Full name Phone Number E-mail address Home Address/Address of the person
Information for UA Type for application	 UA Type Name Name or Full Name of the Designer Location of the head office or the main office of the Designer Location of the head office or the main office of the Manufacturer Documents file to be used in inspection
Information on Handling Fees	Handling Fees Amount
Other *It will be different on the basis of method of identity verification.	 Drone Information Platform System Account Individual Number Card To scan the face information in IC chip of the Individual Number Card Card reader or smartphone Driving license Passport Other Identity Verification documents

^{*}If the Individual Number Card is used for identity verification, then since the applicator's information of home, name, date of birth, home address/address of the person will automatically reflect on the information acquired from face information, then the changes cannot be made from application input screen.

Those who want to change, please change the information on Individual Number Card in advance.



04. Steps for New Application for UAS Certification

Let's follow the below steps to apply on Drone Information Platform System.

Start New Application for UAS Certification

Step 1: Login to the Drone Information Platform System

Enter the login ID and password to log into the Drone Information Platform System. Login.

Step 2: Proceed to application description selection screen

Select the "New Application UAS Certification" button on the main menu.

Step 3:Select the application description

Select the application classification, category.

Step 4: Pre-Verification checks to be done

Enter the information like Class of UAS Certification of the UAS Certification or UAS Category etc.

Step 5: To Verify Identity

Individual Number / Driver's License or Passport (eKYC) / Mailing of Documents or select*.

Step 6: To Enter the Applicant Information

Enter the applicant's information such as Full Name or address etc.

Step 7: To Enter the UAS Certification Information

Enter the information of Type name or Designer to apply.

Step 8: To Enter the Other Information

Enter the handling fees etc.

Step 9: To Verify the Application Information

Review the entered information and apply.

Step 10:Verification of Arrival

Since a confirmation mail will be sent to those who have newly applied for UAS Certification, so open the mail and verify its arrival.

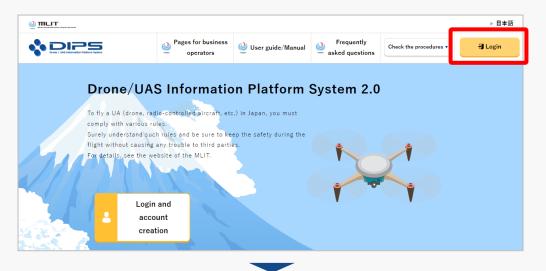
New Application for UAS Certification is completed

The details of your application will be checked by the Japan Civil Aviation Bureau, and you will be notified by email when the confirmation is complete.

*If you have verified your identity by mailing your driver's license or passport (eKYC)/document, your identity will be verified.



05. Step 1: Log in to the Drone Information Platform System (1/3)

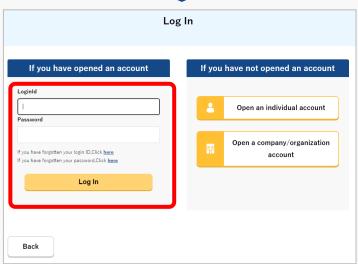


Access to the <u>DIPS2.0 top page</u>.

(https://www.ossportal.dips.mlit.go.jp/portal/top/)

Click the "Login" button.

On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.



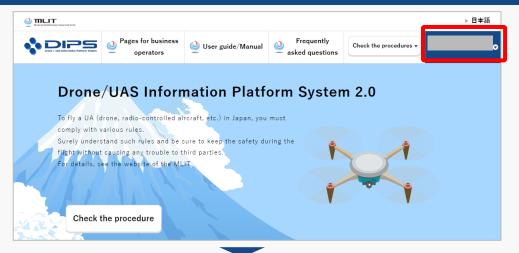
Points to note!

You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

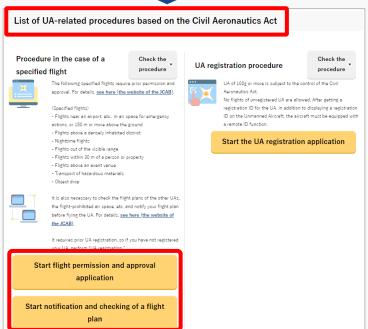
*The login ID is 3 letters + 6 numbers. (Example) ABC123456



05. Step 1: Log in to the Drone Information Platform System (2/3)



Upon successful login, the name of the registered account will appear in the upper right corner of the "DIPS2.0" portal screen.



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.



05. Step 1: Log in to the Drone Information Platform System (3/3)

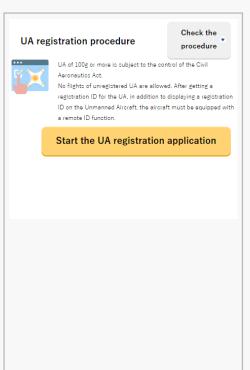
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

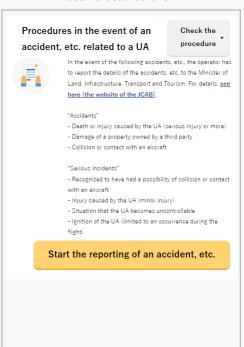
Procedure in the case of a specified flight



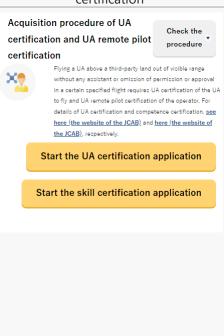
UA registration procedure



Procedures in the event of an accident, etc. related to a UA

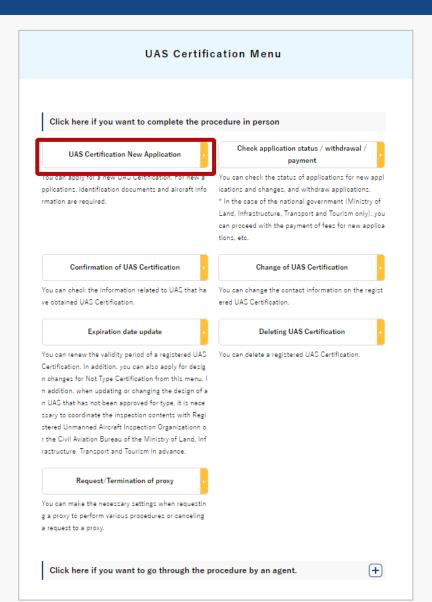


Acquisition procedure of UAS certification and UA remote pilot certification





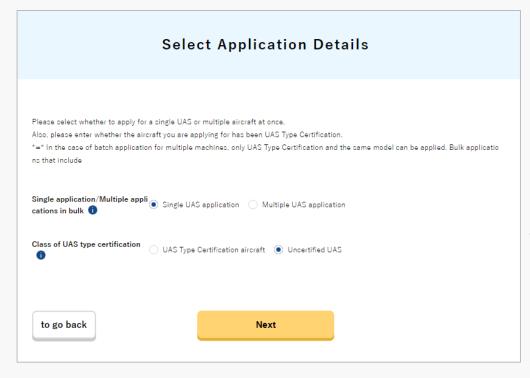
06. Step 2: Proceed to application description selection screen



On the UAS Certification Menu page, press the "UAS Certification New Application" button.



07. Step 3: Select the application description



Select the application description.

Select "single application" for only 1 plane or "batch application" for multiple planes.

*In case of batch application for multiple planes, it is possible to apply only for the same UAS Types that have been UAS Type certified.

Select whether to apply for a type-certified plane or to apply for a type-uncertified plane.

*In case you select the plane that has been applied for as a single unit and has been type certified

To "Step4: Pre-Verification checks to be done (1)"

In case you select the plane that has been applied for as a single unit and has not been type certified

To "Step4: Pre-Verification checks to be done (2)"

In case you choose applications for multiple planes at once

To "Step4: Pre-Verification checks to be done (3)"



08. Step 4: Pre-Verification checks to be done (1)

(1) In case you select the plane that has been applied for as a single unit and has been type certified

Enter IIAS Tu	vna Cartificata Numha	r of LIAS Type Certification	n aircraft and select the ai	rcraft to be applied			
class of UAS	Scertification (1)	o class 1 UAS certificat	ion Class 2 UAS cert	tification			
class 1 UAS ber 🎁	type certificate num	Number			Issue		
class 2 UAS	type certificate num	Number			Issue		
ber 🕕							
ber U	of UAS Type Certifica	tion, UAS Type Certificate	Number will be displayed	on the unmanned aircra	ft.		
* In the case		tion, UAS Type Certificate	Number will be displayed	on the unmanned aircra	ft.		
* In the case	of UAS Type Certification	tion, UAS Type Certificate	Number will be displayed	on the unmanned aircra	ft.		
* In the case		tion, UAS Type Certificate registration mark	Number will be displayed manufacturing numb er	on the unmanned aircration on the unmanned aircration of manufacturer	presence of e of modified		
* In the case Selection of	the UAS 🌗		manufacturing numb	name of manufactur	presence o	ification	
* In the case Selection of Selection	the UAS 🌗		manufacturing numb er	name of manufactur	presence of model	ification	
* In the case Selection of Selection	the UAS 🌗		manufacturing numb er	name of manufactur	presence of mod	ification	
* In the case Selection of	the UAS 🌗		manufacturing numb er 1	name of manufactur	presence of modi	ification	
* In the case * Selection of Selection	the UAS 🌗		manufacturing numb er 1 1 1	name of manufactur	presence e of modi	ification	

Select the "Class of UAS Certification" of the plane to apply for.

Enter the "UAS Type Certificate Number" for the applicable category.

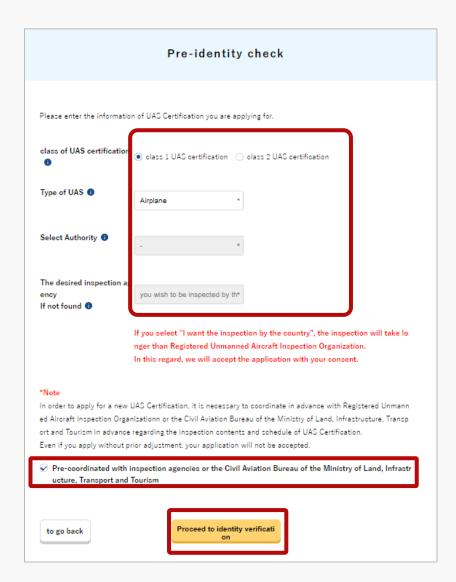
Check in the selection column of the plane to apply.

After entering the information for the UAS certification that you are applying for, press "Proceed to identity verification".



08. Step 4: Pre-Verification checks to be done (2)

(2) In case you select the plane that has been applied for as a single unit and has not been type certified



Select Class of UAS Certification, UA Category.

In case the "Class of UAS Certification" to be applied for is "Type 2",

Please select the desired inspection agency.

*If you cannot find the inspection agency you want,

In the "Select Authority" column, select "-",

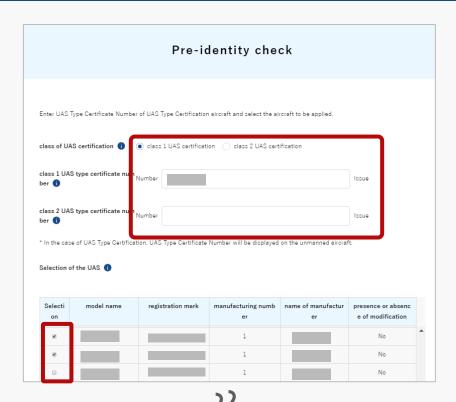
In the "The desired inspection agency If not found" column, please select "you wish to be inspected by the country".

Regarding inspection, please confirm that you have made prior arrangements with the inspection organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism, and put a check the "Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism".

After entering the information for the UAS certification that you are applying for, press "Proceed to identity verification".



08. Step 4: Pre-Verification checks to be done (3) (3) In case you choose applications for multiple planes at once

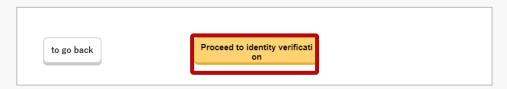


Select the Category of UAS Certification to be applied.

Enter the certificate number corresponding to the class.

Select the plane to apply for and enter check in the selection column.

After entering the information for the UAS certification that you are applying for, press "Proceed to identity verification".





09. Please check before selecting the identity verification method

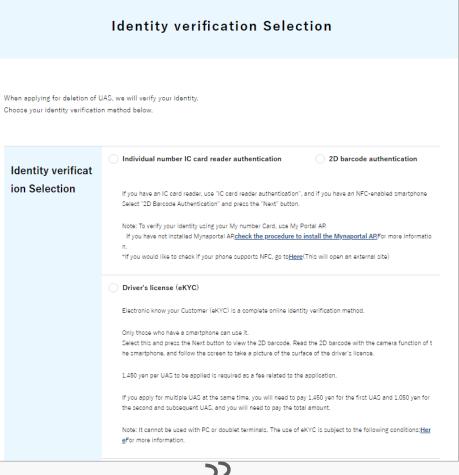
There are 4 categories of Identity verification methods.

Please check the operation method that matches the identity verification method to be used from the following.

Identity Verification Method	Operating Method
Individual Number Card	The system scans the information on the face of the Identity Number Card to link the Identity Number Card and perform identity verification. In the procedure following scanning methods are available depending on the device used. Refer to the relevant instruction pages for more detailed instructions. • Scan with IC card reader (IC card reader authentication) • Scan with a smartphone (2D barcode authentication)
Online authentication with a driver's license	"eKYC" is an online identity verification method. It can be used by only those who have smart phones. A 2D barcode will appear on the screen during the procedure. Use the camera function of your smartphone to scan that 2D barcode and follow the instructions on the screen to take a picture of the front of your driver's license, etc. *Click here to use eKYC.
Online authentication with a passport	"eKYC" is an online identity verification method. It can be used by only those who have smart phones. A 2D barcode will appear on the screen during the procedure. Use the camera function of your smartphone to scan that 2D barcode and follow the instructions on the screen to take a picture of the front page of your passport, etc. When the videography is completed, the page to enter applicant information will open. In the "Identity Verification Documents" section of the opened page, please upload an image of an identity verification document showing the name, address and date of birth of the owner of the plane. *Click here to use eKYC.
Mailing identity verification documents	Identity verification is done by mailing the documents. The e-mail you will receive after submitting your application will contain the address to send your identity verification documents. Check the e-mail and submit your identity verification documents by mail. *In case you have not mailed your identity verification documents or do not have all the necessary documents for submission, you will not be able to proceed with the subsequent procedures. *For the details of the identity verification documents and the mailing address, refer to the website of the Ministry of Land, Infrastructure, Transport and Tourism here *Click on the link to open the external site.



10. Step 5: To Verify Identity



to go back

After selecting the method for identity verification press "Next" button.

An external site or application will open according to the identity verification button that you have selected. Perform the identity verification according to the instructions by external site or application.

The procedure is described in the <u>Methods for</u> <u>identity verification</u> manual.



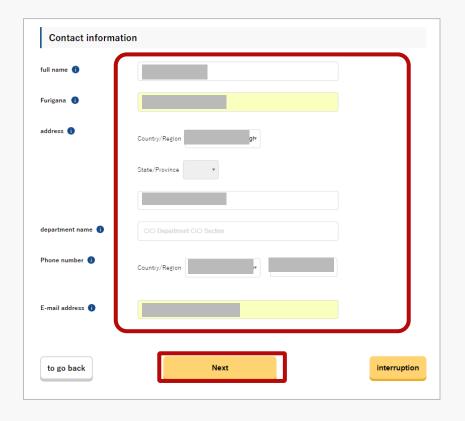
11. Step 6: To Enter the Applicant Information (1/2)

STEP 01 Requested by Information	STEP 0	12	STEP 03	licatio	on screen	1
					STEP 04	STEP 05
			Additional inform	ation	Check application information	Application completed
Please enter your applicant in						
Applicant classificat						
full name						
Furigana						
address						
Date of birth						

Check the applicant information.



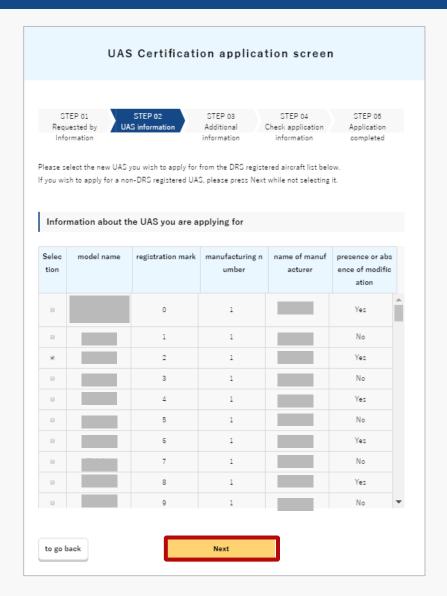
11. Step 6: To Enter the Applicant Information (2/2)



Input the contact information, and press the "Next" button.



12. Step 7: To Enter the UAS Certification Information (1/3)



Enter the information of the plane that you are applying.

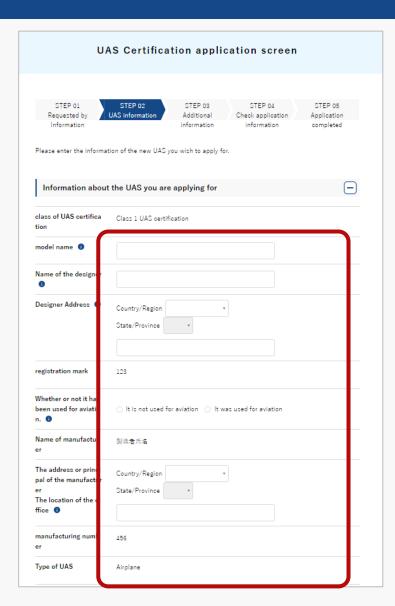
If the plane is previously registered in the Drone Registration System (DRS), it will be displayed in the information column of the plane to be applied for.

In case you are applying for plane that has been registered with DRS in advance, check the selection check box on the left and press the "Next" button.

In case you are applying for the plane that is not registered with DRS, press the "Next" button without making a selection.



12. Step 7: To Enter the UAS Certification Information (2/3)

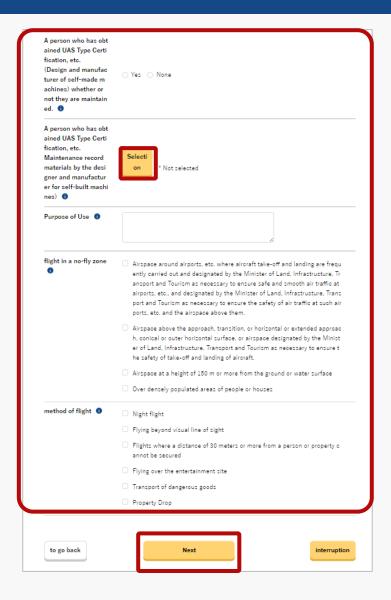


Enter the information of the plane that you are applying.

Required information to be entered will differ depending on the plane type.



12. Step 7: To Enter the UAS Certification Information (3/3)



Please press the "Selection" button for maintenance record materials by the person who received type certification (designer and manufacturer for self-made machines) and upload the file of the documents used for inspection.

The file extension must be PDF, JPEG (JPG), PNG, XLS, XLSX, DOC, DOCX, or GIF, and the maximum file size is 20MB.

If you are applying for plane that has not been used for flying within 1 month of registration, please attach a photo of the UAS Type Certification display (the photo must be clear and must have been taken within the past 1 month, and the image must be processed, must not be counterfeited or otherwise fraudulently added.) In case the UA was maintained by the manufacturer, etc., please attach a document that proves the verification.

After input is completed press "Next" button.



13. Step 8: To Enter the Other Information

U	AS Certification application screen
STEP 01 Requested by Information	STEP 02 UAS information STEP 03 Check application Application completed
Inspection metho	d information
Desired selection of ins	e_
The desired inspection ency If not found	g you wish to be inspected by the country
	In the case of "wanting to be inspected by the government", it depends on the congestion situation. The inspection period may take some time.
remarks	
remarks 📵	
Fee information	
Fee amount ①	Yen
fee-related documen ts 1	Selecti on * Not selected
to go back	Next

Enter the other information.

Check the inspection method information.

Input the handling fees.

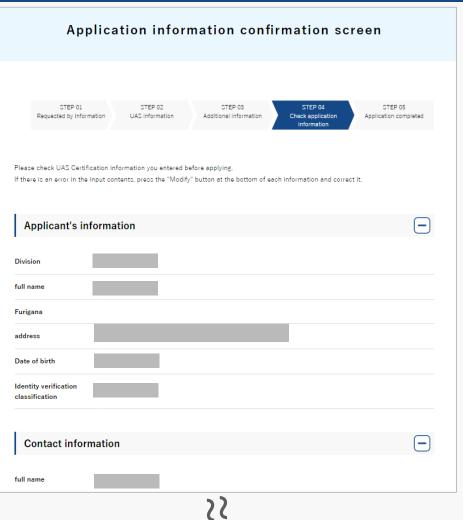
In case of attaching a handling fee related document, please press the "Select" button to upload the file.

After input, press "Next".

You can cancel the application by pressing the "interruption" button. In case of resume, you can resume from the application status list screen.



14. Step 9: To Verify the Application Information (1/2)



Check the applicant/contact information/UA information/inspection method information/handling fee information/remarks.

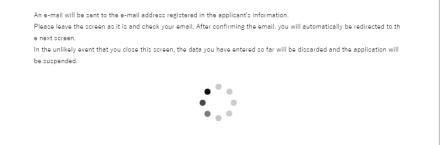
In case there is an error in the entered information contents, please correct it by pressing the "Modify" button at the bottom of each information.

If there is no problem in the entered information contents, "application" button
Please press.



14. Step 9: To Verify the Application Information (2/2)





An application confirmation screen will be displayed. If there is no problem in the entered information, press "application" button

When you press the "application" button, a mail of "Notification of confirmation of various procedures" will be sent to your registered email address, so please check your email.

Points to note!

The application processing will be suspended till the arrival confirmation is completed, so please continue to operate till the arrival confirmation.

Please do not close the application screen until you press the URL in the arrival confirmation email. If you close it, your application contents will be discarded.



15. Step 10:Verification of Arrival (1/2)

* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System

* You cannot reply to this e-mail address.

Dear

Thank you for using the Drone/UAS Information Platform System

This e-mail is to check with the applicant whether there are any illegal procedures for UAS Type Certification

If you do not have any idea of this email, such as not currently being processed through the Drone/UAS Information Platform System, please contact us via Frequently Asked Questions and Inquiries below.

If you are happy to proceed as it is, please press the URL below to complete the authentication of your email address.



認証完了 Authentication completed

メールアドレスの認証を確認しました。 端末・画面で申請操作を行っていた場合、操作を続けてください。

ブラウザの×ボタンで画面を閉じてください。

The e-mail address has been authenticated.

If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

Open the arrival confirmation email and check the recipient email address. If the recipient is the applicant and the application procedure is in progress, press the URL for confirmation of arrival.

When you press the URL in the email, the authentication of the email address will be completed, so please close the browser that says "Authentication completed".



15. Step 10:Verification of Arrival (2/2)

Application completed STEP 01 STEP 02 STEP 03 STEP 04 STEP 05 Requested by Information UAS information Additional information Information Information

In the case of a national inspection, an e-mail regarding the payment of the fee will be sent after confirming the details of the procedure, so please pay the fee when you recei ve the e-mail. In the case of an inspection by Registered Unmanned Aircraft Inspection Organization, please follow the instructions of Registered Unmanned Aircraft Inspection Organization to pay the fee.US>

Your application has been completed.

<Note>>

Fees may not be eligible for payment. Please check the 'Frequently Asked Questions an d Inquiries' for a list of organizations that are eligible for payment. In the case of an organization that is not eligible for payment, please do not make payment even if you receive a notification of payment request.

Once the e-mail address is verified, the application operation will be completed.

You can check the status of application on the application status list page.

Points to note!

The following items can be checked only on the DIPS2.0 screen.

These items are written in Japanese in the e-mail you receive during the procedure.

- Type of application
- Class of UAS certification
- · Status after change