

UAS certification Application Procedures Operation Manual

<UAS certification Application Edition>

01. How to Apply for New UAS certification by Agent

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01. Introduction (to users who want to newly apply for UAS certification by agent)

- 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 Infrastructure System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further , please refer to the [FAQ](#) page posted on the Drone Information Infrastructure System in conjunction with this manual.

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 ⓘ 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. Items required for new application for UAS certification by agent

Please prepare the following information for a new application for UAS certification by an agent.

Type of Information	Item
Contact information	• Name • Telephone number • Email address • Address of person requesting application
Information on UA for which you are applying	• Type name • Name of designer (individual or office) • Address of designer (individual or office) • Address of manufacturer (individual or office) • File of documents used in inspection
Fee information	• Fee amount • Fee-related documents
Other information	• Login ID and name of person requesting application • Password for agent settings • POA

04. Steps for new application for UAS certification by agent

Use the following steps to submit a new application by agent in the Drone Information Platform System.

Start new application for UI authentication by agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to password entry (agent application) screen

At the Main Menu, click the "New application for UAS certification" button under "Section for procedures by agent."

Step 3: Enter password

Enter the ID and name of the UA applicant, and the password for agent settings.

Step 4: Select application contents

Select the application type and category.

Step 5: Perform pre-application check

Enter information such as the class of UAS certification for the UAS certification being applied for, the UAS type, etc.

Step 6: Enter applicant information

Enter applicant information such as name, address, etc.

Step 7: Enter UAS certification information

Enter information such as the name of the UA being applied for, the designer, etc.

Step 8: Enter other information

Enter the fee amount, etc.

Step 9: Confirm application information

Confirm the entered information and submit the application.

Step 10: Confirm Arrival (operated by the client)

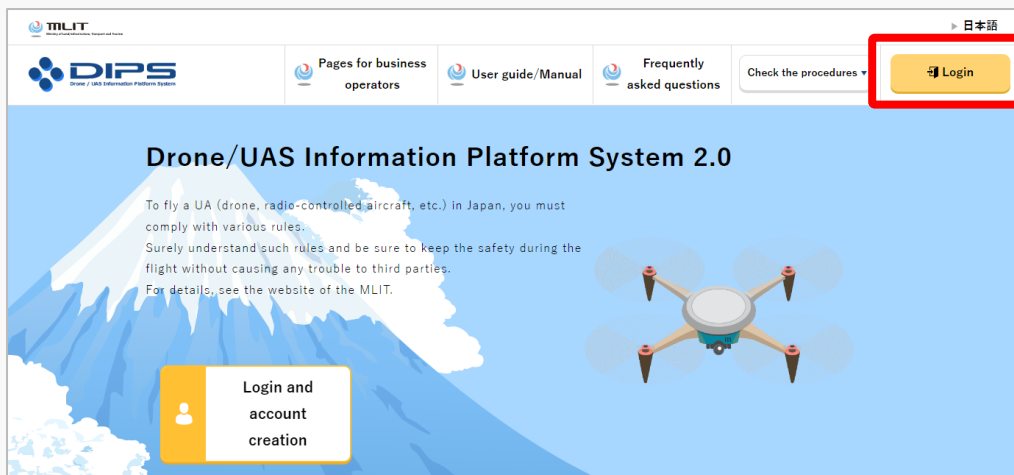
A confirmation email will be sent to you when you have applied to UAS Certification, so open the email and confirm its arrival.

Complete new application for UAS certification by agent

The Aviation Bureau will confirm the contents of your application. A notification will be sent to your email address once confirmation is complete.

* Sending identification documents of the requester by post is required.

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



Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

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

Click the "Login" button.

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

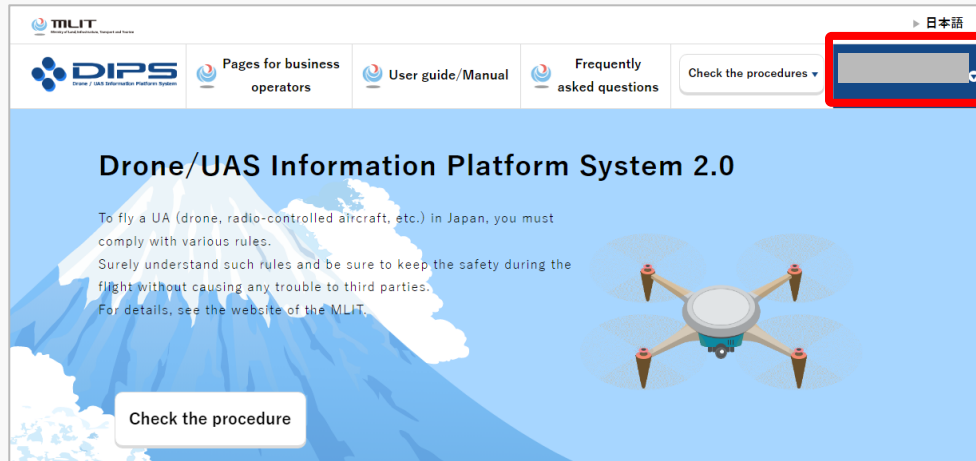
The 'Log In' page is divided into two main sections. The left section, 'If you have opened an account', contains a 'LoginId' input field, a 'Password' input field, and a 'Log In' button, all of which are highlighted with a red rectangle. The right section, 'If you have not opened an account', contains two buttons: 'Open an individual account' and 'Open a company/organization account'. A 'Back' button is located at the bottom left.

Points to note!

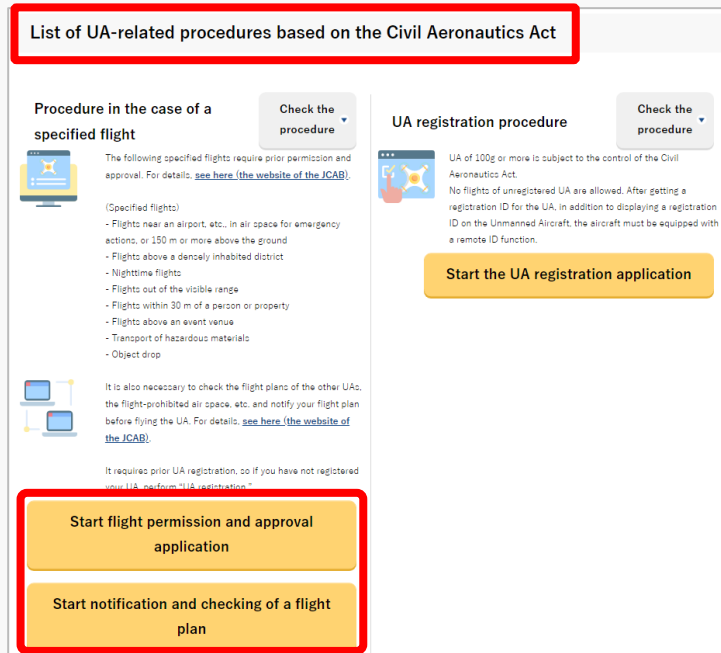
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop



It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

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

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

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UA certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure

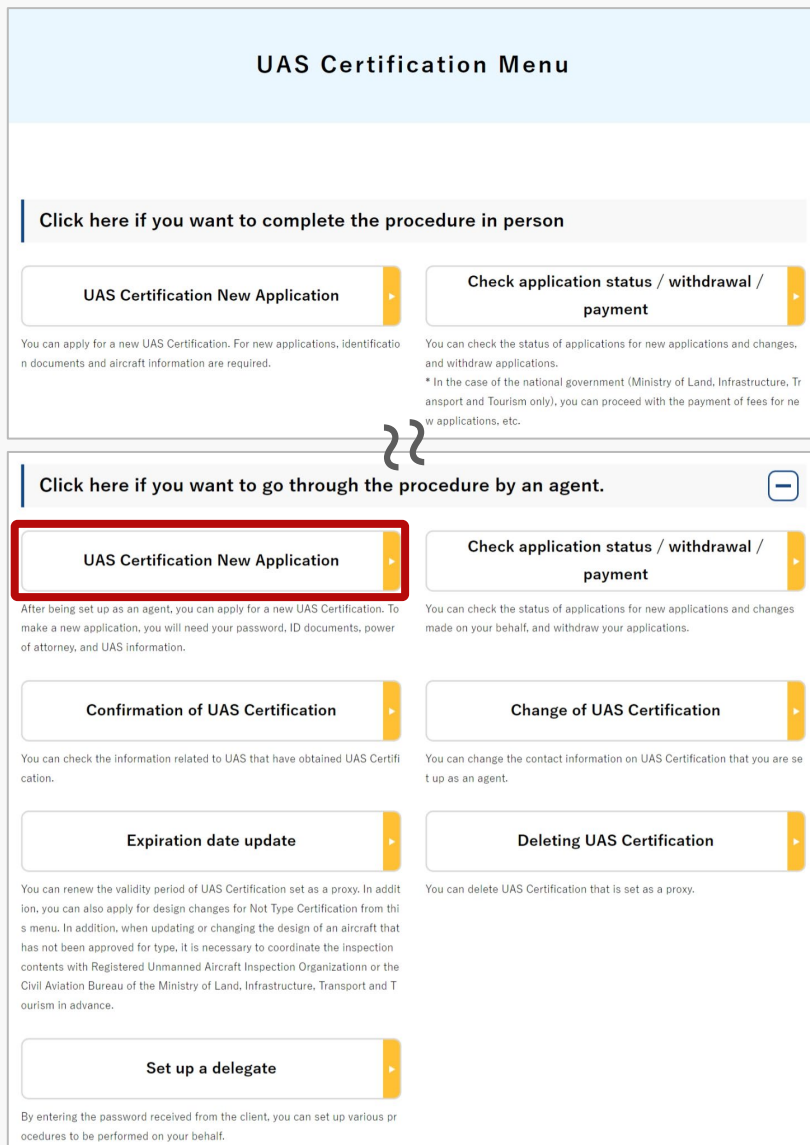


Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [see here \(the website of the JCAB\)](#) and [here \(the website of the JCAB\)](#), respectively.

Start the UA certification application

Start the skill certification application

06. Step 2: Proceed to password entry (agent application) screen



UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

Click here if you want to go through the procedure by an agent.

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

On UAS Certification Menu page, click "UAS Certification New Application" button under "Click here if you want to go through the procedure by an agent."

*Please ensure that the requester has already set up an agent for UAS Certification. For instructions on how to request an agent, refer to "[How to request agent a new application for UAS Certification.](#)"

Additionally, it is necessary to set up an agent for the UA registered in DIPS2.0 owned by the requester. For instructions on how to request an agent for registered UA, refer to "[Request for procedures except for registration to an agent.](#)" For instructions on how to set yourself up as an agent, refer to "[Set yourself as an agent.](#)"

The following information is required for application by an agent.

- Login ID and name of person making the request
- Password for agent settings
- Authorization letter
- UA information

07. Step 3: Enter password

Password Entry (Proxy Application)

Enter the login ID, name and password of the applicant for the aircraft, and press the "Next" button.

Login ID ⓘ

full name ⓘ

password ⓘ

.....

to go back

Next

Enter the login ID and name of the person making the request, and the password for agent settings.

Click "Next" button.

08. Step 4: Select application contents

Select the application contents.

Select Application Details

Please select whether to apply for a single UAS or multiple aircraft at once.
Also, please enter whether the aircraft you are applying for has been UAS Type Certification.
*In the case of batch application for multiple machines, only UAS Type Certification and the same model can be applied. Bulk applications that include

Single application/Multiple applications in bulk ⓘ ☐ Single UAS application ☐ Multiple UAS application

Class of UAS type certification ⓘ ☐ UAS Type Certification aircraft ☐ Uncertified UAS

[to go back](#)[Next](#)

For only one UAS, click the radio button for “Single UAS application”. For multiple UAS, click the radio button for “Multiple UAS application”.

*In the case of batch application for multiple machines, only UAS Type Certification and the same model can be applied.

Click the radio button to apply for “UAS Type Certification aircraft” or “Uncertified UAS”.

* If you selected “Single UAS application” and “UAS Type Certification aircraft”

Go to [Step 5: Perform pre-application check\(1\)](#)

If you selected “Single UAS application” and “Uncertified UAS”

Go to [Step 5: Perform pre-application check\(2\)](#)

If you selected “Multiple UAS application”

Go to [Step 5: Perform pre-application check\(3\)](#)

09. Step 5: Perform pre-application check.

(1) If you selected “Single application” and “Type certified UA”

Pre-application check

Enter UAS Type Certificate Number of UAS Type Certification aircraft and select the aircraft to be applied.

class of UAS certification ⓘ
☐ class 1 UAS certification ☐ class 2 UAS certification

class 1 UAS type certificate number ⓘ
Number Issue

class 2 UAS type certificate number ⓘ
Number Issue

* In the case of UAS Type Certification, UAS Type Certificate Number will be displayed on the unmanned aircraft.

Selection of the UAS ⓘ

Selecti on	model name	registration mark	manufacturing numb er	name of manufactur er	presence or absenc e of modification
☐					
☐					
☐					
☐					
☐					

to go back

Next

Enter the class of UAS certification and UAS Type Certificate Number of the Type certified UAS. that has obtained type certification, insert a check mark in the box for the UAS for which application is being submitted, and click “Next” button.

P.01-12

09. Step 5: Perform pre-application check

(2) If you selected "Single application" and "Type uncertified UA"

Select the class of UAS certification for which you are applying and the UAS type.

If you selected "Type 2" for the "class of UAS certification" for which you are applying, select the inspection agency which you want to conduct the test.

*If you cannot find your desired registered inspection agency,

select "-" for the "Select Authority" field,

and select "you wish to be inspected by the country" for the "The desired inspection agency If not found" field.

For the inspection, please confirm that you have made prior arrangements with the registered inspection agency or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism, and then insert a check mark in the box for "Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism."

After entering information for the UAS certification for which you are applying, click "Next" button.

Pre-application check

Please enter the information of UAS Certification you are applying for.

class of UAS certification ⓘ

☐ class 1 UAS certification ☐ class 2 UAS certification

Type of UAS ⓘ

Select Authority ⓘ

*Note

In order to apply for a new UAS Certification, it is necessary to coordinate in advance with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance regarding the inspection contents and schedule of UAS Certification.
Even if you apply without prior adjustment, your application will not be accepted.

☒ Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism

to go back

Next

09. Step 5: Perform pre-application check

(3) If you selected "Batch application for multiple UA"

Enter the class of UAS certification and UAS Type Certificate Number of the Type certified UA. that has obtained type certification, insert a check mark in the box for the UA for which application is being submitted, and click "Next" button.

Pre-application check

Enter UAS Type Certificate Number of UAS Type Certification aircraft and select the aircraft to be applied.

class of UAS certification ⓘ

☒ class 1 UAS certification ☐ class 2 UAS certification

class 1 UAS type certificate number ⓘ

Number Issue

class 2 UAS type certificate number ⓘ

Number Issue

* In the case of UAS Type Certification, UAS Type Certificate Number will be displayed on the unmanned aircraft.

Selection of the UAS ⓘ

Selecti on	model name	registration mark	manufacturing numb er	name of manufactur er	presence or absenc e of modification
☐					
☐					
☐					
☐					
☐					

to go back

Next

10. Step 6: Enter applicant information (1/3)

UAS Certification application screen

STEP 01
Requested by Information

STEP 02
UAS information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

Please enter your applicant information.

Applicant's information

Applicant classification

full name

Furigana

address

Date of birth

Contact information

Confirm the applicant information.

10. Step 6: Enter applicant information (2/3)

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

OO Department OO Section

Phone number ⓘ

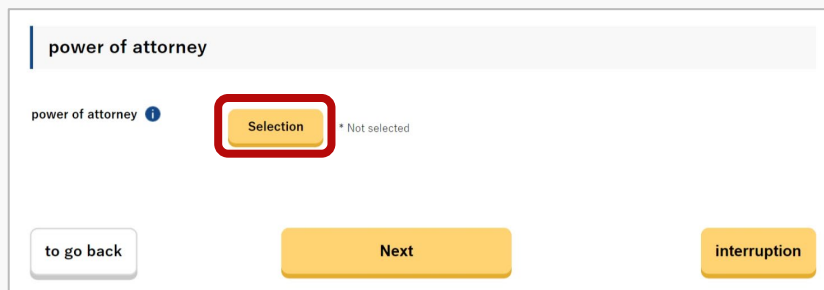
Country/Region

E-mail address ⓘ

power of attorney

Enter the contact information.

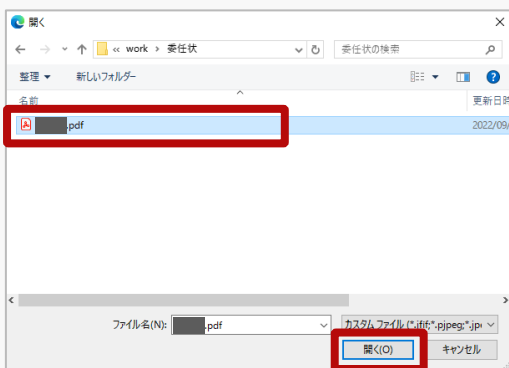
10. Step 6: Enter applicant information (3/3)



Upload the authorization letter.

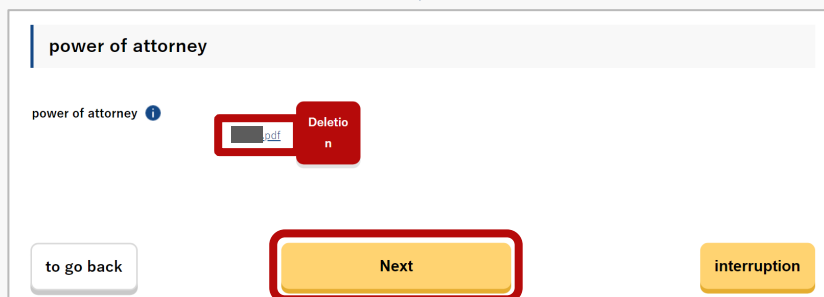
Click "Selection" button.

Select the authorization letter file and then click "Open."



Confirm that the file name of the authorization letter is displayed on the screen.

*To re-select another file, click "Deletion" button and select a file again.



Enter the applicant information and then click "Next."

11. Step 7: Enter UAS certification information (1/3)

UAS Certification application screen

STEP 01
Requested by Information

STEP 02
UAS information

STEP 03
Additional information

STEP 04
Check application Information

STEP 05
Application completed

Please select the new UAS you wish to apply for from the DRS registered aircraft list below.
If you wish to apply for a non-DRS registered UAS, please press Next while not selecting it.

Information about the UAS you are applying for

Selecti on	model name	registration mark	manufacturing numb er	name of manufactur er	presence or absenc e of modification
☐					
☐					
☐					
☐					
☐					

to go back

Next

Enter information for the UA for which you are applying.

If there is a UAS registered in the Drone Registration System (DRS) in advance, it will be displayed in the information section of the UAS being applied for.

If you are applying for a UAS that has been registered in the DRS in advance, insert a check mark in the selection box on the left and then click “Next” button.

When applying for a UAS that is not registered in the DRS, click “Next” button without making a selection.

11. Step 7: Enter UAS certification information (2/3)

Enter the information for the UAS being applied for.
The required input information differs depending on the type of UAS.

UAS Certification application screen

STEP 01
Requested by Information

STEP 02
UAS information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

Please enter the information of the new UAS you wish to apply for.

Information about the UAS you are applying for

class of UAS certification

Class 1 UAS certification

model name

Name of the designer

Designer Address

Country/Region

State/Province

registration mark

Whether or not it has been used for aviation.

☐ It is not used for aviation

☐ It was used for aviation

Name of manufacturer

The address or principal of the manufacturer

Country/Region

State/Province

The location of the office

manufacturing number

Type of UAS

Airplane

11. Step 7: Enter UAS certification information (3/3)

A person who has obtained UAS Type Certification, etc. (Design and manufacturer of self-made machines) whether or not they are maintained. ?

☐ Yes ☐ None

A person who has obtained UAS Type Certification, etc. Maintenance record materials by the designer and manufacturer for self-built machines) ?

Selection

* Not selected

Purpose of Use ?

flight in a no-fly zone ?

☐ Airspace around airports, etc. where aircraft take-off and landing are frequently carried out and designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure safe and smooth air traffic at airports, etc., and designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure the safety of air traffic at such airports, etc. and the airspace above them.

☐ Airspace above the approach, transition, or horizontal or extended approach, conical or outer horizontal surface, or airspace designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure the safety of take-off and landing of aircraft.

☐ Airspace at a height of 150 m or more from the ground or water surface

☐ Over densely populated areas of people or houses

method of flight ?

☐ Night flight

☐ Flying beyond visual line of sight

☐ Flights where a distance of 30 meters or more from a person or property cannot be secured

☐ Flying over the entertainment site

☐ Transport of dangerous goods

☐ Property Drop

to go back

Next

interruption

Please click the "Selection" button for the Attachment and upload the file of the document to be used for inspection.

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

If you are applying for a UA that has not been used for aviation within one month of registration, please attach a photograph displaying the UAS Type Certification (the photograph must be clear and must have been taken within the past month; the image must be not be processed, forged, or have gone other fraudulent modification).

If the UA was maintained by a designer, etc., please attach a document that proves maintenance confirmation.

Once entry is complete, click "Next" button.

12. Step 8: Enter other information

Enter other information.

Review the inspection method information.

Enter the fee amount.

If you want to attach fee-related documents, please click "Selection" button and upload the file.

After entering the information, click "Next" button.

You can pause the application by clicking the "interruption" button. If you want to resume application, you can resume from the application status list screen.

UAS Certification application screen

STEP 01
Requested by Information

STEP 02
UAS information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

Please provide additional information.

Inspection method information

Desired selection of inspection bodies

The desired inspection agency you wish to be inspected by the country

If not found

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 ⓘ

fee-related documents ⓘ

Selection

* Not selected

to go back

Next

interruption

13. Step 9: Confirm application information (1/2)

Application information confirmation screen

STEP 01
Requested by Information

STEP 02
UAS information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

Please check UAS Certification information you entered before applying.
If there is an error in the input contents, press the "Modify" button at the bottom of each information and correct it.

Applicant's information

Division

full name

Furigana

address

Date of birth

Identity verification classification

Contact information

full name

to go back

application

Confirm the applicant, contact information, UA information, inspection method information, fee information, and notes.

If there is an error in the entered information, please correct it by clicking the "Modify" button under each item.

If the entered information is correct, click "application" button.

13. Step 9: Confirm application information (2/2)

Make an application.
Press the Cancel button to abort the process.

application

Cancel

You will automatically be redirected to the next screen.

In the unlikely event that you close this screen, the data you have entered so far will be discarded and the application will be suspended.



Application completed



Your application has been completed.

We have sent an email to the client and the application will be accepted upon authentication. Please inform your client that email authentication is required.

Check the status of your application

You can check the status of your application on the main menu screen, so please use it if necessary.

Return to the main menu

A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Important!

The application is put on hold until the arrival confirmation via e-mail is completed.

Please inform the requester that the confirmation must be via e-mail.

14. Step 10: Confirm Arrival (operated by the client)

***Step 10 is operated by the client.**

* 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 [REDACTED]

Thank you for using the drone information infrastructure system.

This e-mail is to confirm that various procedures for UAS Certification by the agent have been carried out correctly.

If you do not have any idea of this email, such as not currently requesting a procedure from a representative through the Drone Information Platform System, please refer to the Drone Information Platform System Asked Questions and Inquiries below.

If it is okay to proceed with the procedure by the agent, please press the URL below to complete the authentication of your account.



認証完了
Authentication completed

メールアドレスの認証を確認しました。
代理人に認証が完了した旨の連絡をお願いします。

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.
Notify the agent of the completion of authentication.

Close the screen with the x button of the browser.

Requester will open the e-mail for arrival confirmation and check the recipient. If the requester confirms that the recipient is him/herself and wants moving forward, he/she press the URL for arrival confirmation.

Now the mail address certification is completed, and a completion message appears on the browser. Close the browser.

Application operation will complete when the mail address is certificated.

Application status can be confirmed in the application status list page.

Important!

Identification documents of the requester is required for the examination.

Please inform the requester that his/her identification documents are required.