

UAS Type Certification Application Procedure Operation Manual

<UAS Type Certification Application Sheet>

01. New Application Method for UAS Type Certification

Table of Contents

01. Introduction (To everyone who wants to apply for Type Certification)		p.01-2
02. Matters that require attention when using the Drone Information Platform System		p.01-3
03. Requirements for UAS Type Certification Application		p.01-4
04. Steps for New Application for UAS Type Certification		p.01-5
05. Step 1: Login to the Drone Information Platform System		p.01-6
06. Step 2: Proceed to new application		p.01-8
07. Step 3: Pre-Verification checks to be done		p.01-9
08. Step 4: To Verify Identity		p.01-10
09. Step 5: To Enter the Applicant Information		p.01-11
10. Step 6: To Enter the UAS Type Certification Information		p.01-13
11. Step 7: To Enter the Other Information		p.01-15
12. Step 8: Verify the Application Information		p.01-16
13. Step 9: Verification of Arrival		p.01-18

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

- In the Drone Information Platform System, you apply for issuance of a UAS Type Certification, change attributes, apply for reissuance, change the application, renew the application, withdraw your application, and check the status of your application.
- 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 [Frequently Asked Questions](#) 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  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 UAS Type Certification Application

Please prepare the following information for UAS Type Certification Application.

Various information	Item
Information on Applicant	• Full name • Date of birth • Phone Number • E-mail address • Home Address/Address of the person • Address to send documents
Type Information	• Class of UAS Type Certification/Type Name/Designer's Full Name or Name/UA Category • Designer's Address or Location of main office/Expected Inspection Organization/Airframe Weight • Maximum Take-off weight/Risk Category/UA Serial number • Inspection Documents
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 Type Certification

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

Start New Application for UAS Type Certification

Step 1 : Log in 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 new application

Select the "Create (new)" button on the main menu.

Step 3: Pre-Verification checks to be done

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

Step 4: To Verify Identity

Select Documents to be mailed or GBizID Prime.

Step 5: To Enter the Applicant Information

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

Step 6: To Enter the UAS Type Certification Information

Enter the information of Type name or Designer to apply.

Step 7: To Enter the Other Information

Enter the handling fees etc.

Step 8: Verify the Application Information

Review the entered information and apply.

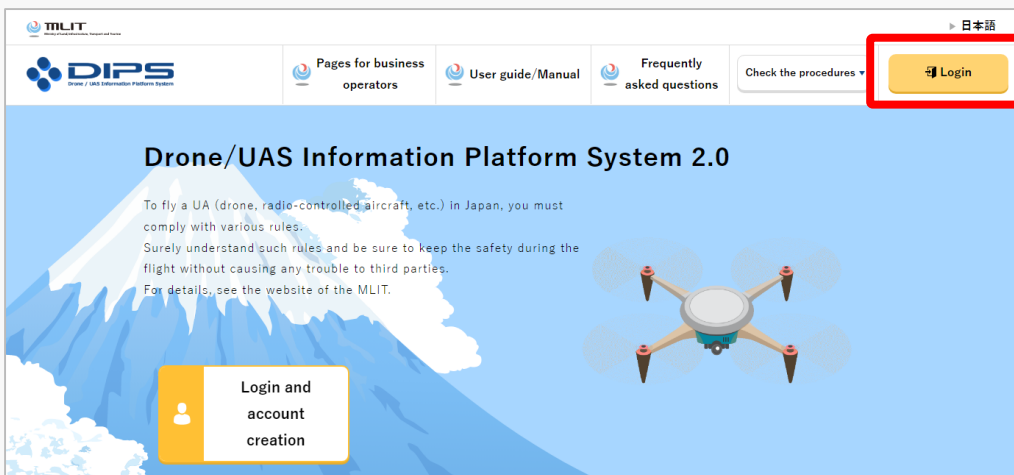
Step 9: Verification of Arrival

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

New Application for UAS Type 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.

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

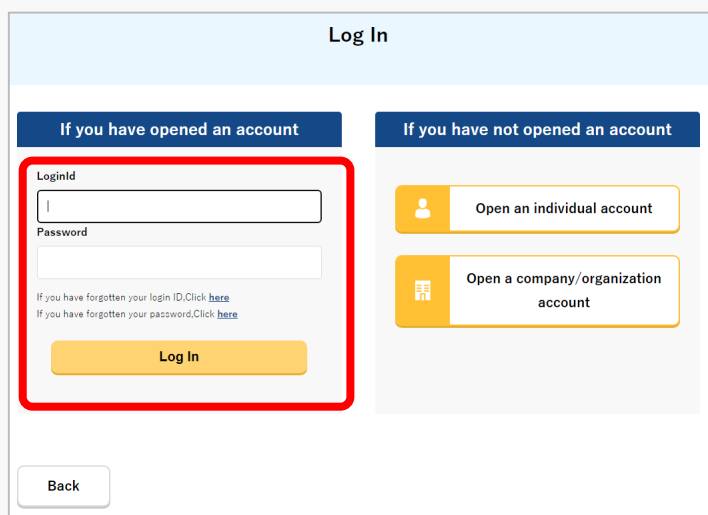


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

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

Click the "Login" button.

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

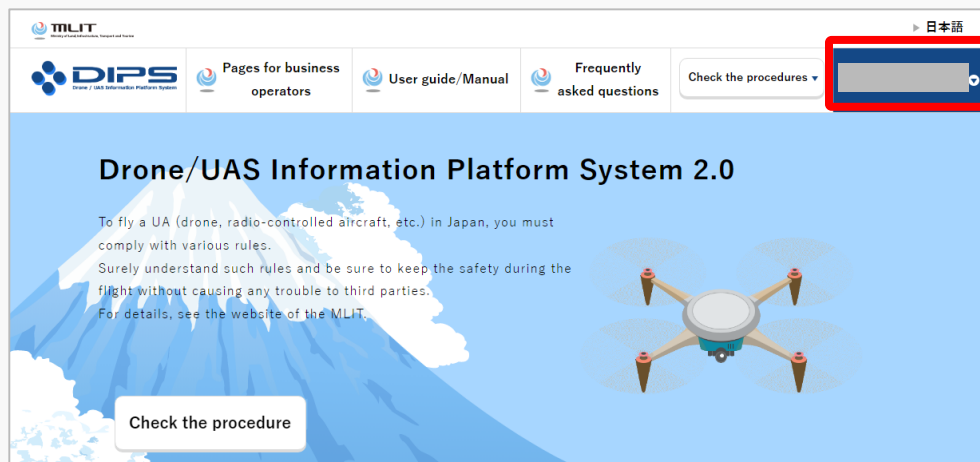


Points to note!

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

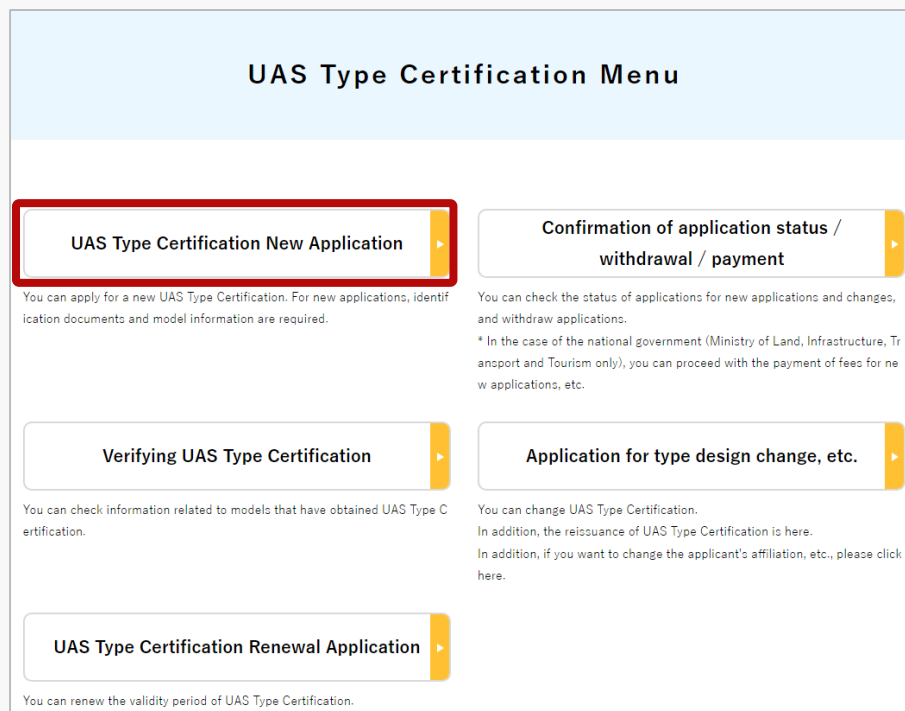
05. Step 1: Log in to the Drone Information Platform System(2/2)



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

Please proceed to the process from the "Business Page" button on the top of the screen.

06. Step 2: Proceed to new application



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

07. Step 3: Pre-Verification checks to be done

Pre-identity check

Enter UAS Type Certification information you wish to apply for.

Class of UAS type certification ¹

☒ Class 1 UAS type certificate ☐ Class 2 UAS type certificate

Type of UAS ¹

Airplane

Select Authority ¹

-

The desired inspection agency ¹

If not found ¹

you wish to be inspected by the country

If you select "I want the inspection by the country", the inspection will take longer than Registered Unmanned Aircraft Inspection Organization.
In this regard, we will accept the application with your consent.

***Note**
In order to carry out subsequent inspections effectively and efficiently when applying for a new UAS Type Certification, it is recommended that the design concept of the aircraft and the policy for certifying conformity to safety standards be adjusted in advance with Registered Unmanned Aircraft Inspection Organization or Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism.

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

to go back

Proceed to identity verification

Select the Category of applied UAS Type Certification, UA Category.

Regarding UA Category, depending on the UA Category of unmanned aircraft, please select the option that is applicable.

*If the "Class of UAS Type Certification" to be applied for is "Class 2 UAS type certification", please select the inspection organization.

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 "Adjustments that have been made in advance with the inspection organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism."

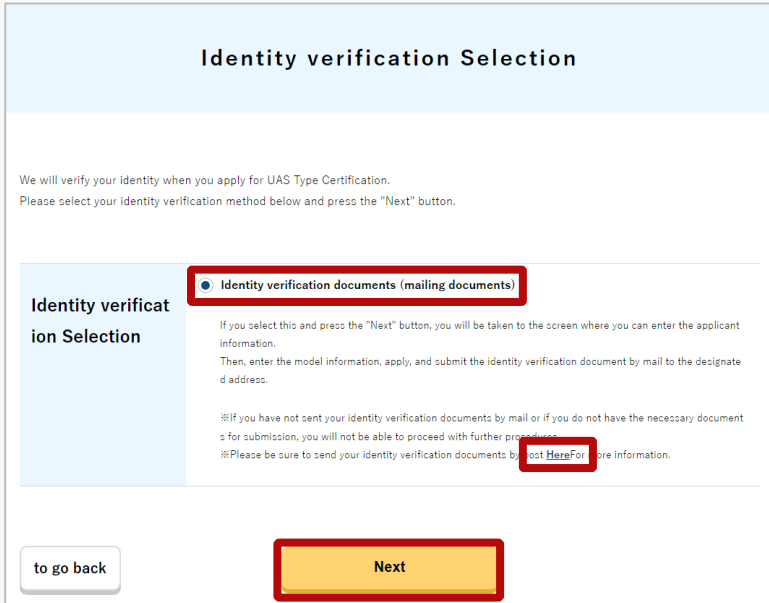
*Further, since the prior adjustment is an optional item, so it is possible to not to implement the prior adjustment.

Even if you do not implement it, please put a check on "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 Type Certification that you are applying for, press "Proceed to Identity Verification".

08. Step 4: To Verify Identity

(In case of individual account)



Identity verification Selection

We will verify your Identity when you apply for UAS Type Certification.
Please select your identity verification method below and press the "Next" button.

Identity verification Selection

☒ **Identity verification documents (mailing documents)**

If you select this and press the "Next" button, you will be taken to the screen where you can enter the applicant information.
Then, enter the model information, apply, and submit the identity verification document by mail to the designated address.

※If you have not sent your identity verification documents by mail or if you do not have the necessary documents for submission, you will not be able to proceed with further procedures.
※Please be sure to send your identity verification documents by post [Here](#) for more information.

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

As identity verification method, a screen for selecting "identity verification documents (mailing documents)" or "GBizID Prime" will be displayed.

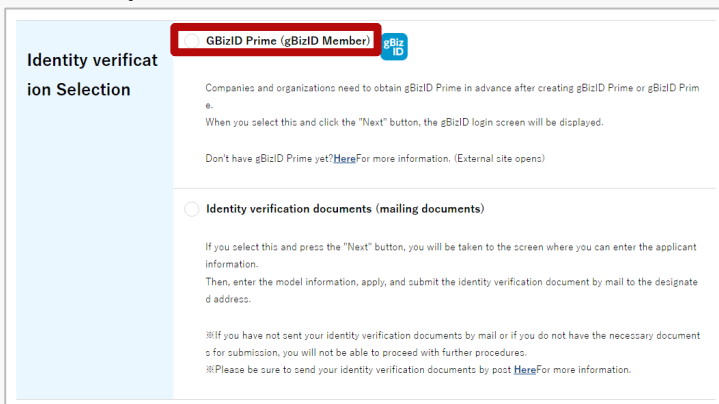
Those who have applied through individual account, "Identity verification documents (mailing documents)",

Those who are applying with a corporate account, select "GBizID Prime" and press the "Next" button.

*In case of mailing the documents, please submit the identity verification documents to the designated address by mail after applying.

For information on the method to submit identity verification documents, please click the ["Here"](#) link and check.

(In case of corporate account)



Identity verification Selection

☒ **gBizID Prime (gBizID Member)**

Companies and organizations need to obtain gBizID Prime in advance after creating gBizID Prime or gBizID Prime e.
When you select this and click the "Next" button, the gBizID login screen will be displayed.

Don't have gBizID Prime yet? [Here](#) for more information. (External site open)

☐ **Identity verification documents (mailing documents)**

If you select this and press the "Next" button, you will be taken to the screen where you can enter the applicant information.
Then, enter the model information, apply, and submit the identity verification document by mail to the designated address.

※If you have not sent your identity verification documents by mail or if you do not have the necessary documents for submission, you will not be able to proceed with further procedures.
※Please be sure to send your identity verification documents by post [Here](#) for more information.

Points to note!

In the case of a corporate account, although there will be options to confirm your identity by "mailing documents" or "gBIZ Prime", but please select "gBIZ Prime".

09. Step 5: To Enter the Applicant Information (1/2)

UAS Type Certification application screen

STEP 01
Requested by Information

STEP 02
Type designation
information

STEP 03
Additional information

STEP 04
Check application
information

STEP 05
Application completed

Please enter your applicant information.

Applicant's information

Applicant classification

private person

full name

Furigana

address

Date of birth

Contact information

Check the applicant information.

09. Step 5: To Enter the Applicant Information (2/2)

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ
Country/Region
State/Province

department name ⓘ

Phone number ⓘ
Country/Region

E-mail address ⓘ

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

10. Step 6: To Enter the UAS Type Certification Information (1/2)

UAS Type Certification application screen

STEP 01 Requested by Information **STEP 02 Type designation Information** STEP 03 Additional Information STEP 04 Check application information STEP 05 Application completed

Enter your UAS Type Certification.

Information on the model to be applied for

Class of UAS type certification: Class 1 UAS type certification

model name [?]

Name of the designer [?]

Designer Address [?]
Country/Region State/Province

Name of manufacturer [?]

The address or principal of the manufacturer [?]
The location of the office [?]
Country/Region State/Province

Type of UAS

UAS weight [?] kg

maximum take-off weight [?] kg

Weight Classification: 25kg or more

Risk Classification (Class 1 UAS type certification) [?] ☒ A type of unmanned aerial vehicle that flies in airspace that does not include specified airspace
☐ A type of unmanned aircraft that flies in airspace including specified airspace

manufacturing number [?]

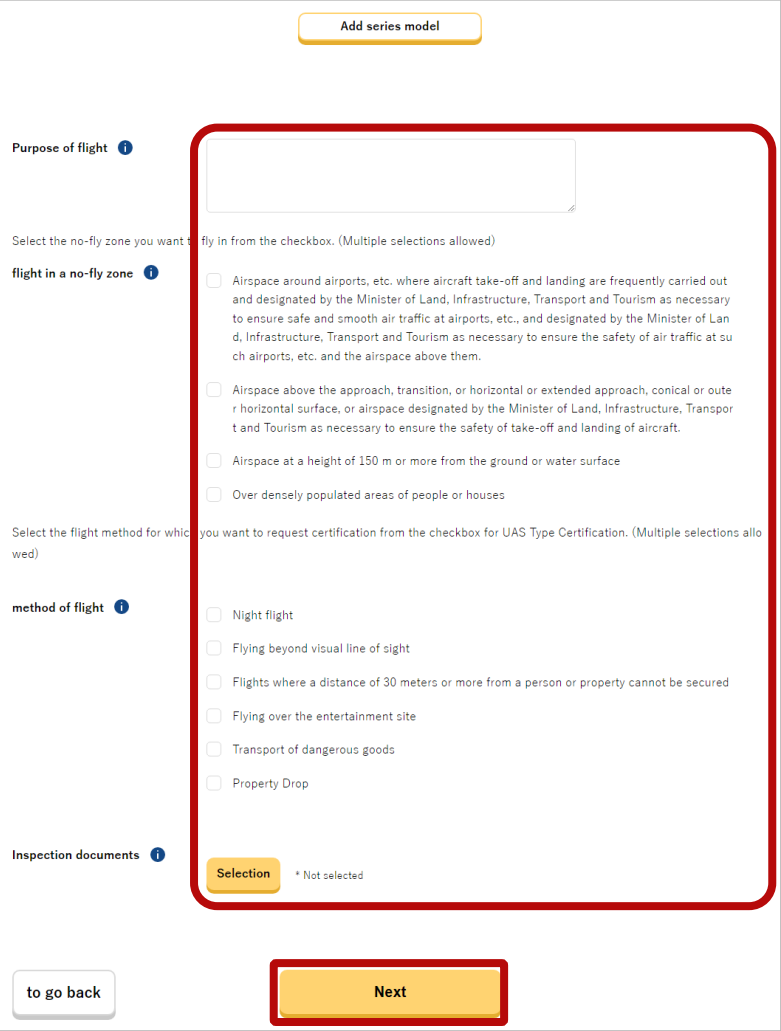
To add series type information, press the add series model button.

Add series model

Input the information of Type that you are applying.

In case of adding the Serial Type Information, press the "Add series model" button and enter the required information such as the series Type name, etc.

10. Step 6: To Enter the UAS Type Certification Information (2/2)



Add series model

Purpose of flight ⓘ

Select the no-fly zone you want to fly in from the checkbox. (Multiple selections allowed)

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

Select the flight method for which you want to request certification from the checkbox for UAS Type Certification. (Multiple selections allowed)

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

Inspection documents ⓘ

Selection * Not selected

to go back **Next**

Enter or check the "Purpose of flight", "prohibited area for flight", "method of flight", etc.

For "Inspection documents", press the "Selection" button and select the file.

Check the selected file name and the "Delete" button are visible on the screen.

※In case of deleting an "inspection documents", please press the "Delete" button on the right side of the file name.

Input the UAS Type Certification Information, and press the "Next" button.

11. Step 7: To Enter the Other Information

UAS Type Certification application screen

STEP 01 Requested by Information STEP 02 Type designation information **STEP 03 Additional information** STEP 04 Check application information STEP 05 Application completed

Please provide additional information.

Fee amount

In the case of a national inspection, you can pay the fee by credit card, ATM, or internet banking from the "Check Application Status/Payment/Withdrawal" menu of this system. In the case of an inspection by Registered Unmanned Aircraft Inspection Organization, please follow the instructions of Registered Unmanned Aircraft Inspection Organization regarding the payment method.

Fee amount ⓘ Yen

fee-related documents ⓘ **Selection** * Not selected

remarks

remarks ⓘ

Input the other information.

Input the handling fees.

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

After input, press "Next".

12. Step 8: Verify the Application Information (1/2)

Application information confirmation screen

STEP 01
Requested by Information

STEP 02
Type designation information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

Please check the type 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.

Authority information

Preferred Inspection Body

-

If you can't find the laboratory you want

Modify Authority

Applicant's information

Applicant classification

full name

Furigana

address

Date of birth

Identity verification classification

to go back

application

Verify the Applicant/UA Information/other information.

If there is an error in the entered information, please revise it by pressing the "Modify" button at the bottom of each information.

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

12. Step 8: Verify the Application Information (2/2)

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



An e-mail will be sent to the e-mail address registered in the applicant's information.
Please leave the screen as it is and check your email. After confirming the email, 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.



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

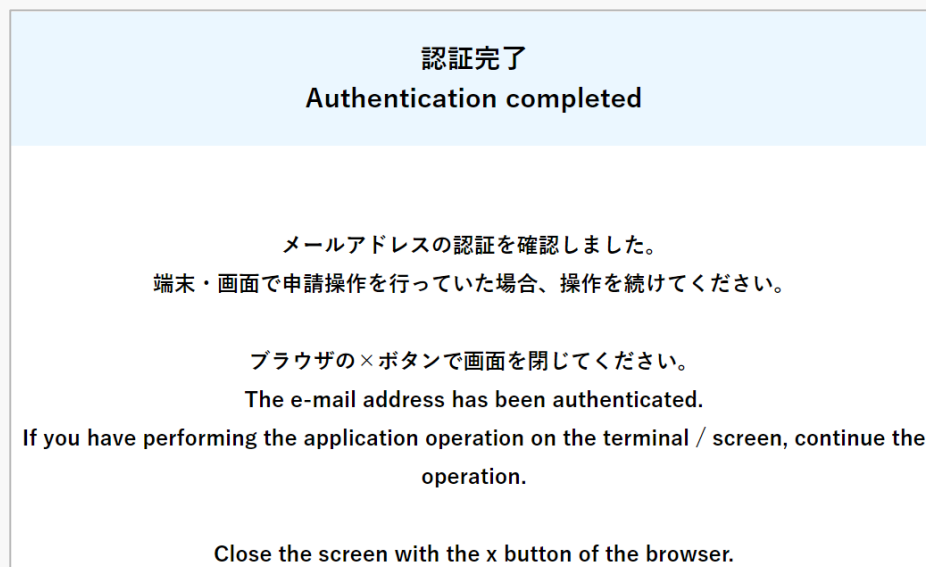
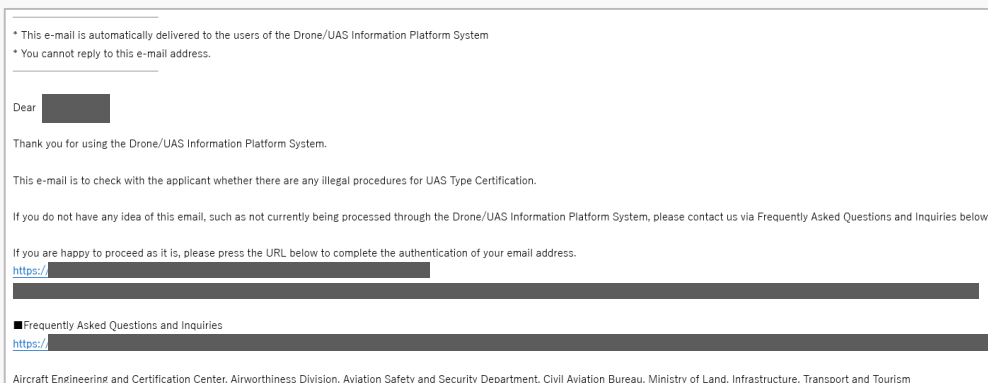
When you press the "application" button, a mail of "Notification of confirmation of various procedures" will be sent to your registered email address, so please check your email.

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.

13. Step 9: Verification of Arrival (1/2)

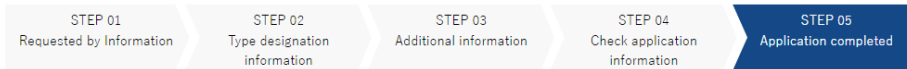


Open the arrival confirmation email and check the recipient email address. If the recipient is the applicant and the application procedure is in progress, press the URL for confirmation of arrival.

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".

13. Step 9: Verification of Arrival (2/2)

Application completed



Your application has been completed.

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 receive 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>

<Note>>

Fees may not be eligible for payment. Please check the 'Frequently Asked Questions and 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.

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.

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 type certification