

UAS Certification Application Procedure Operation Manual

<UAS Certification Application Sheet>

02. UAS Certification Attribute Change Method

01. Introduction (For Those Wishing to Change the Attributes of the 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 [FAQ](#) 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. Necessary Items for Attribute Changes in UAS Certification

Prepare the following information to change the attributes of UAS Certification.

Various information	Item
Contact information	• Full name • Phone Number • E-mail address • Home Address/Address of the person

04. Step to Change Attributes in UAS Certification

Make your attribute changes using the following steps in the Drone Information Platform System.

Start the attribute changes in UAS Certification

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to the UA List Screen

Select the Changes to UAS Certification button in the main menu.

Step 3: Proceed to UAS Certification Change screen

Select the application information whose attributes you want to change for UAS Certification from the model list screen.

Step 4: Implement Attribute Changes to UAS Certification

UAS Certification Enter the content to change on the change screen.

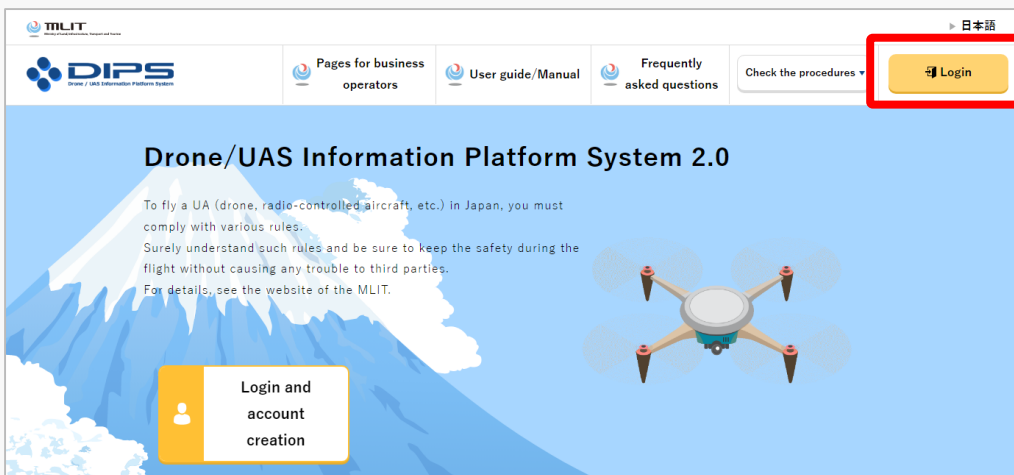
Step 5: Check Changes

Confirm the information that you entered, and apply.

Attribute changes of the UAS Certification are completed.

This completes the Attribute Changes.

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

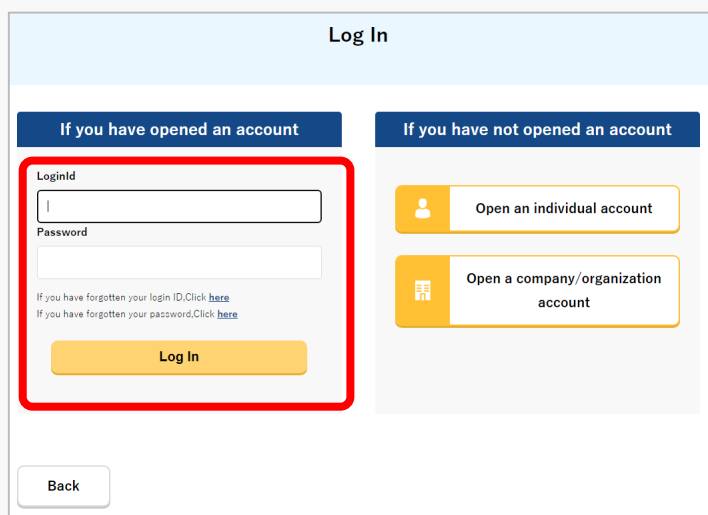


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

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

Click the "Login" button.

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

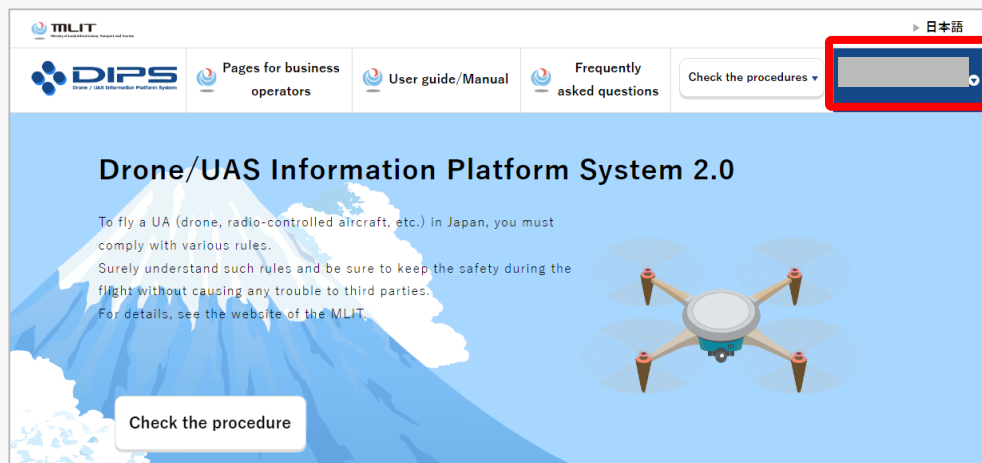


Points to note!

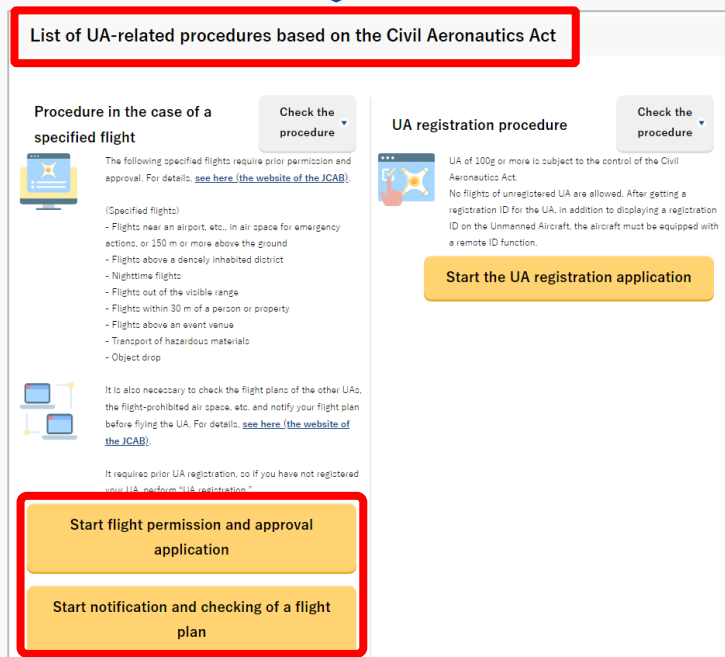
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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

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 UAS 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 the UA List 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.

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 the registered UAS Certification.

Expiration date update

You can renew the validity period of a registered UAS Certification. 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 a UAS 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 a registered UAS Certification.

Request/Termination of proxy

You can make the necessary settings when requesting a proxy to perform various procedures or canceling a request to a proxy.

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

Press the “Change of UAS Certification” button in the UAS Certification Menu page.

07. Step 3: Proceed to UAS Certification Change screen

UAS List

Select the UAS whose contact information you want to change.

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

search

Search Results:51case

Ⓜ Select All

Select ion	UAS certi ficate nu mber	registrati on mark	Manufacturer's name or name	model na me	UAS Stat us	Phone nu mber	E-mail Address	Expiration date	Details
☐									Details
☐									Details
☐									Details
☒									Details

to go back

Enter information to change

Select the application information whose attributes you want to change for UAS Certification from the model list screen, and press the “Enter information to change” button.

08. Step 4: Implement Attribute Changes to UAS Certification

On the UAS Certification change screen, enter the content to change in the Contact information and press the "Next" button.

UAS Certification change screen

STEP 01 Requested by Information STEP 02 Checked for changes STEP 03 Change complete

Please enter your contact information.

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ
Country/Region
State/Province

department name ⓘ

Phone number ⓘ
Country/Region

E-mail address ⓘ

09. Step 5: Check Changes (1/2)

Change confirmation screen

STEP 01
Requested by Information

STEP 02
Checked for changes

STEP 03
Change complete

After confirming the entered contact information, press the "Confirm" button.

Contact information [-]

full name

Furigana

address

department name

Phone number

E-mail address

Modify a contact

to go back

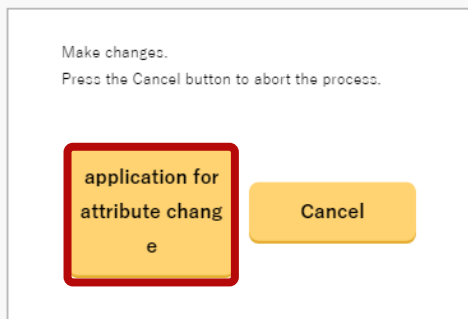
application for attribute change

Confirm the contact information that you entered.

If there is an error in the content you entered, press the "Modify a contact" button to correct the information.

If there is no problem with the content you entered, press the "application for attribute change" button.

09. Step 5: Check Changes (2/2)



The confirmation screen for changing contact information displayed. If there is no problem, press the “application for attribute change” button.

When you press the “application for attribute change” button a message indicating that the application is complete is displayed. This completes the changes.

The procedure is complete

STEP 01
Requested by Information

STEP 02
Checked for changes

STEP 03
Change complete

The procedure for changing your contact information has been completed.

Return to the main menu

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