
<UAS Certification Application Edition>

02. Method to Change UAS Certification Attributes By Representative

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01. Introduction (For Those Wishing to Change the Attributes of UAS Certification by a Representative)

- 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. 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 Platform 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. Necessary Items for Attribute Changes of UAS Certification by Representative

Prepare the following information to change the attributes of UAS Certification by a representative.

Type of Information	Item
Contact information	• Name • Telephone number • Email address • Address of person requesting application
Other information	• Login ID and name of person requesting application • Password for agent settings

04. Step to Change Attributes of UAS Certification by Representative

Implement attribute changes to UAS Certification by the representative using the following steps in the Drone Information Platform System.

Start UAS Certification attribute changes by a representative

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 Password (Representative Setting) Entry Screen

Select the Representative Setting button in the Click Here for Representative to Implement Procedures in the main menu.

Step 3: Enter the Password

Enter the UA applicant's ID, name, and password for setting the representative.

Step 4: Confirm UA Information and Contact Information

Confirm the UA information and contact information receiving the request to complete the representative setting.

Step 5: Proceed to the UA List Screen

Proceed to the UA List Screen.

Step 6: Proceed to UAS Certification Change Screen

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

Step 7: Implement Attribute Changes to UAS Certification

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

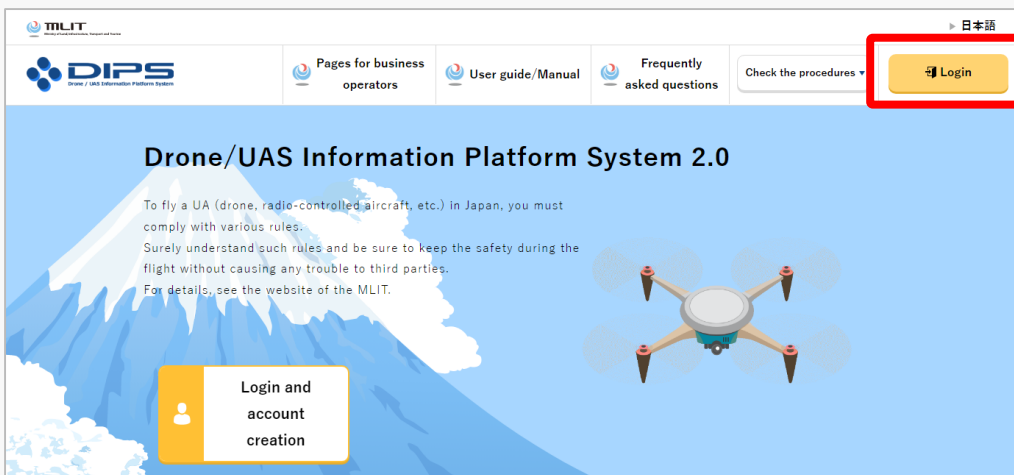
Step 8: Confirm the Content to Change

Confirm the information that you entered, and apply.

UAS Certification attribute changes by a representative are completed.

This completes the Attribute Changes by a representative.

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.

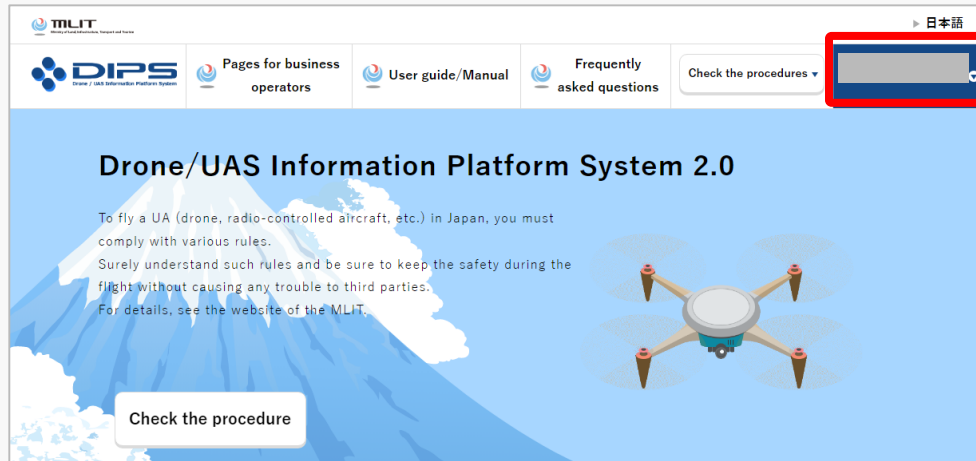
The screenshot shows the 'Log In' page. It is divided into two main sections. The left section, titled 'If you have opened an account', contains a 'LoginId' input field, a 'Password' input field, and a 'Log In' button, all of which are highlighted with a red rectangle. Below the password field, there are links for 'If you have forgotten your login ID' and 'If you have forgotten your password'. The right section, titled '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!

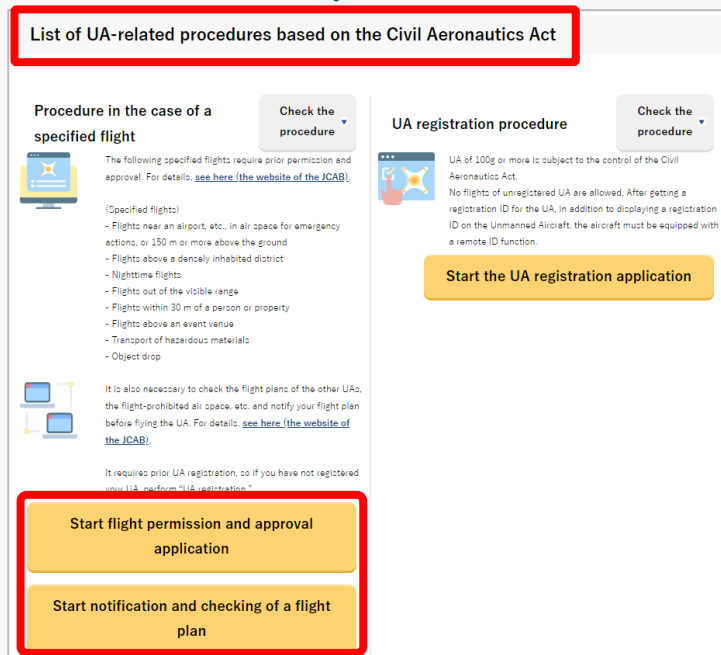
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 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 Password (Representative Setting) Entry 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.

Press "Set up a delegate" button in the "Click here if you want to go through the procedure by an agent" in the UAS Certification Menu page.

* When applying other than an application for issuance, you implement a variety of representative procedures by entering the password once in the password entry screen advanced into from this screen.

* In advance, check that the request to the representative has been set up by the requester. [Refer](#) to this page for information on how to request to a representative.

The following information is necessary to apply by the representative.

- Requester's login ID and name
- Password for setting the representative
- POA * Not required for attribute changes
- UA information * Not required for attribute changes

07. Step 3: Enter the Password

Password entry (proxy setting) screen

STEP 01
password input

STEP 02
confirmation of UAS receipt

STEP 03
The procedure is complete

Enter the login ID, name, and password of the person who will request the procedure to you (the agent), and press the "Next" button.

Login ID ⓘ

full name ⓘ

password ⓘ

to go back

Next

Enter the requester's login ID, name, and password for setting the representative.

Press "Next" button.

08. Step 4: Confirm UA Information and Contact Information (1/2)

UAS receipt confirmation screen

STEP 01
password input

STEP 02
confirmation of UAS receipt

STEP 03
The procedure is complete

If there are no errors in the UAS to be requested to proceed, please press the Agent Settings button.
If there is an error in the plane that receives the request for procedure, please contact the person who requests it and confirm.

UAS Information

Class of UAS type certification

class of UAS certification

UAS certificate number

Contact information

full name

Furigana

address

department name

Phone number

E-mail address

to go back

proxy setting

Confirm the UA information and contact information receiving the request to for attribute changes.

If there is no problem with the content displayed, press “proxy setting” button.

08. Step 4: Confirm UA Information and Contact Information (2/2)

The procedure for setting up a representative has been completed.

Return to the main menu

A message is displayed indicating this has been completed. Representative settings have been completed.

09. Step 5: 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.

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.

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.

Press "Change of UAS Certification" button in the "Click here if you want to go through the procedure by an agent" in the UAS Certification Menu page.

10. Step 6: Proceed to UAS Certification Change Screen

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

UAS List

Select the UAS whose contact information you want to change.

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

The name of UAS Certification holder ⓘ

Corporate name/trade name ⓘ

search

Search Results:1case

☐ Select All

Select ion	UAS ce rtificat e numb er	registra tion ma rk	Manufatur er's name or name	model n ame	UAS St atus	Phone number	E-mail Addres s	Expirati on date	The na me of UAS Ce rtificati on hold er	Corpor ate na me/tra de nam e	Details
☒											Details

1

to go back

Enter information to change

11. Step 7: Implement Attribute Changes to UAS Certification

UAS Certification change screen

STEP 01
Requested by Information

STEP 02
Checked for changes

STEP 03
Change complete

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

◯◯ Department

◯◯ Section

Phone number ⓘ

Country/Region

E-mail address ⓘ

to go back

Next

On the UAS Certification Change screen, enter the content to change in the contact information and press “Next” button.

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12. Step 8: Confirm the Content to Change (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 "Correct" button to correct the information.

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

12. Step 8: Confirm the Content to Change (2/2)

Make changes.

Press the Cancel button to abort the process.

application for
attribute change

Cancel

The confirmation screen of the registration application is displayed. If there is no problem, press "application for attribute change" button.

When you press "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