

UAS Certification Application Procedure Operation Manual

<UAS Certification Application Sheet>

04. Method to Apply for Cancellation of UAS Certification

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01. Introduction (For Those Wishing to Apply for Cancellation of 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 Applying for Cancellation of UAS Certification

Prepare the following information to apply for cancellation of UAS Certification .

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
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 Applying for Cancellation of UAS Certification

Apply for Cancellation of UAS Certification with the following steps in the Drone Information Platform System.

Start applying for cancellation of 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: Select UA for Application for Cancellation

Select the UAS Certification to apply for cancellation from the UA list screen.

Step 4: Confirm Your Identity

Select* either My Number/Driver's License or Passport (eKYC)/mail documentation.

Step 5: Enter Applicant Information

Enter the applicant information such as your name and address and other pertinent information.

Step 6: Enter Other Information

Enter the amount of the fee.

Step 7: Confirm Application Information

Confirm the information that you entered, and cancel the application.

Step 8: Confirm Arrival

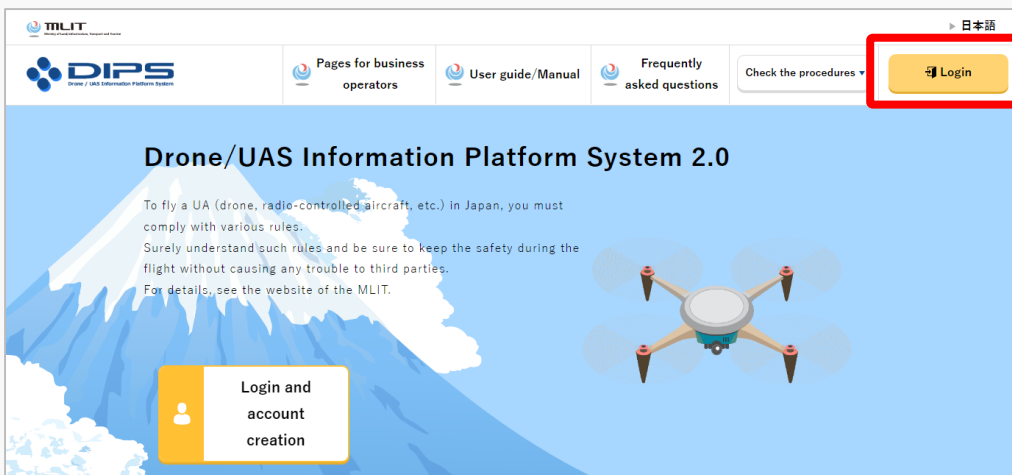
A confirmation email will be sent to you when you have applied to cancel UAS Certification, so open the email and confirm its arrival.

Applying for Cancellation of UAS Certification is completed.

You will be notified by an email message sent to your email address when the Civil Aviation Bureau has confirmed the content of the application.

* If you verify your identity using your driver's license or passport (eKYC) or by mailing documentation, your identity will be verified.

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

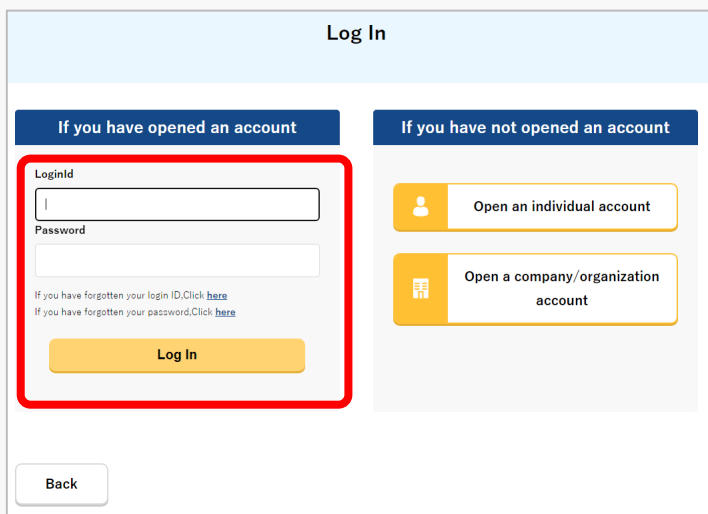


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.

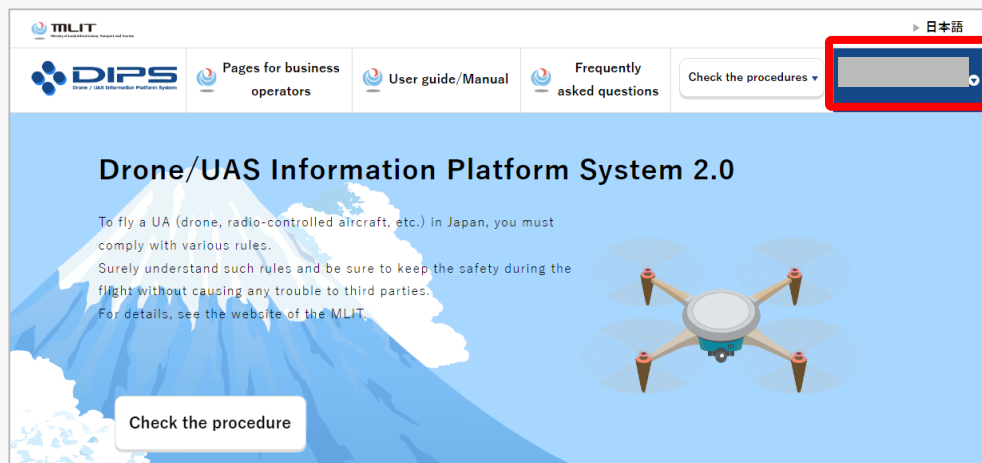


Points to note!

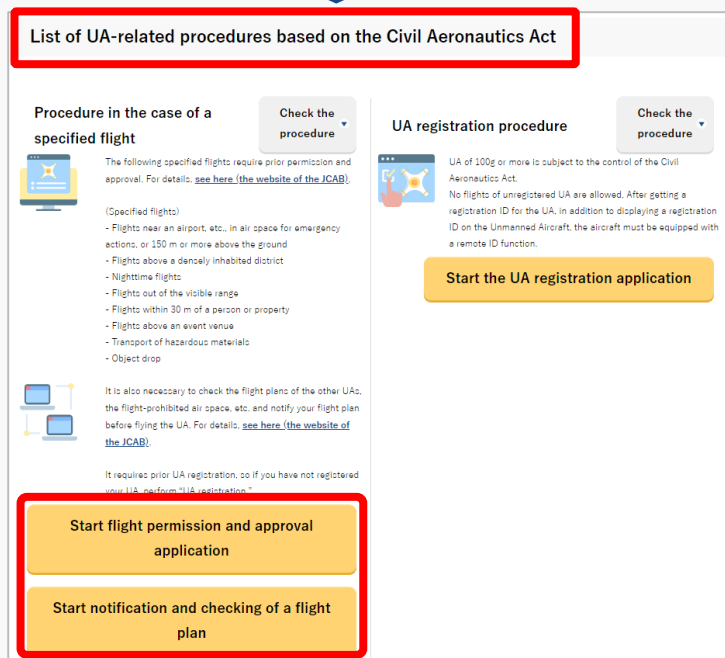
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 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 the UA List Screen

Press the “Deleting UAS Certification” button in the UAS Certification Menu page.

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.

07. Step 3: Select UA for Application for Cancellation (1/2)

Select the UAS Certification information for application for cancellation from the UA list screen, and press “Enter information to be erased” button.

UAS List

Please select the UAS for which you want to be erased.

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

search

Search Results:52case

Sele ction	UAS certifica te number	registration mark	Manufacturer's name or name	model name	UAS Status	Expiration da te	Details
☐							Details

123▶▶

to go back

Enter information to be erased

07. Step 3: Select UA for Application for Cancellation (2/2)

A maintenance or change order exists in the selected UAS Certification information. You can check the contents of the instruction by pressing the 'Details' button on the selected line.

continue

suspend

If a service order or change order exists in the selected UAS Certification information, a screen shown on the left is displayed.

To continue application for cancellation, press "continue" button.

08. Confirm Before Selecting Identity Confirmation Method

There are four ways to verify your identity. See below for instructions on how to verify your identity.

Method to Confirm Your Identity	Operation Method
My Number Card	Link your My Number Card and verify your identity by reading your My Number Card information. The following reading methods are available depending on the device used for the procedure. See the description page for details on specific procedures. • Reading with an IC card reader (IC card reader authentication) • Reading using a smartphone (2D barcode authentication)
Online verification using your driver's license	This is a method of confirming your identity using eKYC online. This is available only to those who have a smartphone. A 2D barcode is displayed on the screen during the procedure, so use your smartphone camera to read the 2D barcode. Then, follow the screen to take a picture of the front surface of your driver's license. * See this page for information on using eKYC.
Online verification using your passport	This is a method of confirming your identity using eKYC online. This is available only to those who have a smartphone. A 2D barcode is displayed on the screen during the procedure, so use your smartphone camera to read the 2D barcode. Then, follow the screen to take a picture of your personal information in your passport. Once you have finished capturing the necessary information, you'll be taken to a page where you can enter your applicant information. Upload the image of your identity authentication document that shows your name, address, and date of birth in the identity authentication document section on the opened page. * See this page for information on using eKYC.
Mailing identity confirmation documentation	Mail documentation that verifies your identity. The email that you will receive after you have applied will have an address to where you can send your identity verification documentation. Check your email and submit your identity verification documentation by regular surface mail. * If the identity authentication document is not mailed or if the necessary documents for submission are not available, the subsequent procedure cannot be implemented. * Confirm the contents of the identity confirmation documentation and the mailing address here.

* When you click on the link, an external website will open.

09. Step 4: Confirm Your Identity

Identity verification Selection

When applying for deletion of UAS, we will verify your identity.
Choose your identity verification method below.

Identity verification Selection

☐ Individual number IC card reader authentication

☐ 2D barcode authentication

If you have an IC card reader, use "IC card reader authentication", and if you have an NFC-enabled smartphone, select "2D Barcode Authentication" and press the "Next" button.

Note: To verify your identity using your My number Card, use My Portal AP.
If you have not installed Mynaportal AP, [check the procedure to install the Mynaportal AP](#) For more information.
*If you would like to check if your phone supports NFC, go to [Here](#) (This will open an external site)

☐ Driver's license (eKYC)

Electronic know your Customer (eKYC) is a complete online identity verification method.

Only those who have a smartphone can use it.
Select this and press the Next button to view the 2D barcode. Read the 2D barcode with the camera function of the smartphone, and follow the screen to take a picture of the surface of the driver's license.

1,450 yen per UAC to be applied is required as a fee related to the application.

If you apply for multiple UAC at the same time, you will need to pay 1,450 yen for the first UAC and 1,050 yen for the second and subsequent UAC, and you will need to pay the total amount.

Note: It cannot be used with PC or doublet terminals. The use of eKYC is subject to the following conditions: [Here](#) For more information.

When you have selected your identity verification method, press the "Next" button.

An external website or app will open according to the identity verification method you selected. Implement identity verification according to the explanation at the external website or the app.

Instructions are also provided in the manual [for how to verify your identity](#).

to go back

Next

P.04-13

10. Step 5: Enter Applicant Information (1/2)

UAS Certification application screen

STEP 01
Requested by Information

STEP 02
Additional Information

STEP 03
Check application information

STEP 04
Application completed

Please enter your applicant information.

Applicant's information

Applicant classification

full name

Furigana

address

Date of birth

Confirm the applicant information.

10. Step 5: Enter Applicant Information (2/2)

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

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

11. Step 6: Enter Other Information

UAS Certification application screen

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

Please provide additional information.

other

Reason for deletion ⓘ

to go back **Next** interruption

Enter the reason for deletion, then press "Next" button.

If you want, pressing "interruption" button interrupts the application. Suspended application can be resumed from the application status list screen.

12. Step 7: Confirm Application Information (1/2)

Application information confirmation screen

STEP 01
Requested by Information

STEP 02
Additional Information

STEP 03
Check application information

STEP 04
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

Contact information

full name

Furigana

Check Applicant Information / Contact Information / UA Information / Other Information.

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.

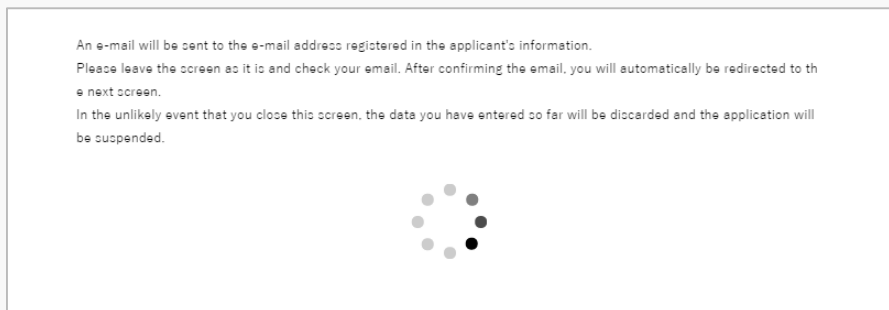
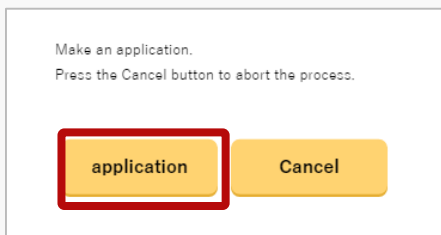
If there is no problem in the entered information contents, "Application for cancellation" button Please press.



to go back

Application for cancellation

12. Step 7: Confirm 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.

13. Step 8: Confirm 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 [REDACTED]

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。

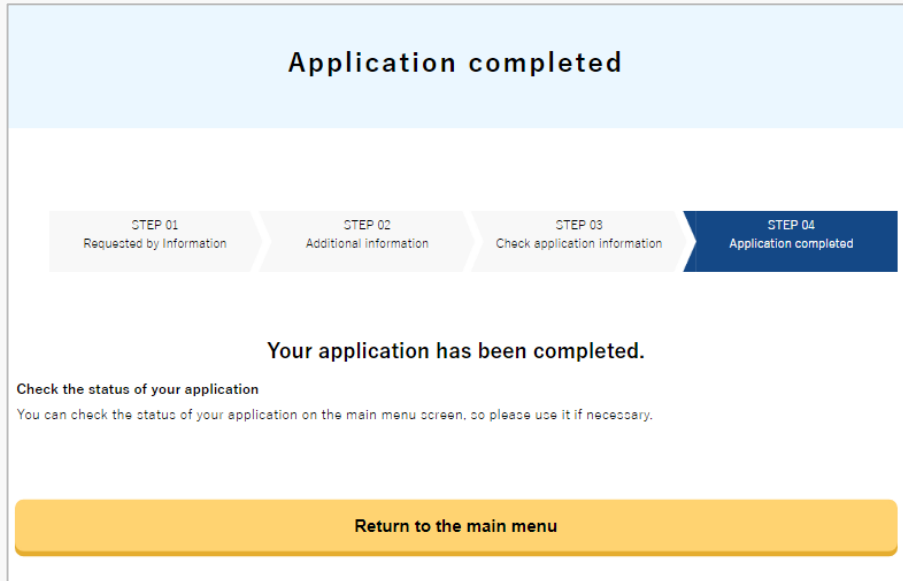
ブラウザの×ボタンで画面を閉じてください。
The e-mail address has been authenticated.
If you have performing the application operation on the terminal / screen, continue the operation.

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".

13. Step 8: Confirm Arrival (2/2)



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