

UAS Certification Application Procedure Operation Manual

<UAS Certification Application Sheet>

06. Withdrawal Method of UAS Certification Application

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01. Introduction (To everyone who wants to withdraw application for 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. Requirements for UAS Certification Application Withdrawal

Please prepare the following information for UAS Certification Application Withdrawal.

Various information	Item
Other	• Drone Information Platform System Account • Application Reception Number

04. Steps for UAS Certification Application Withdrawal

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

Start Withdrawal of UAS Certification Application

Step 1 : Login 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 list of applications status

Select the "Application Status check/Withdraw/Payment" button on the main menu.

Step 3: Select the application procedure to withdraw

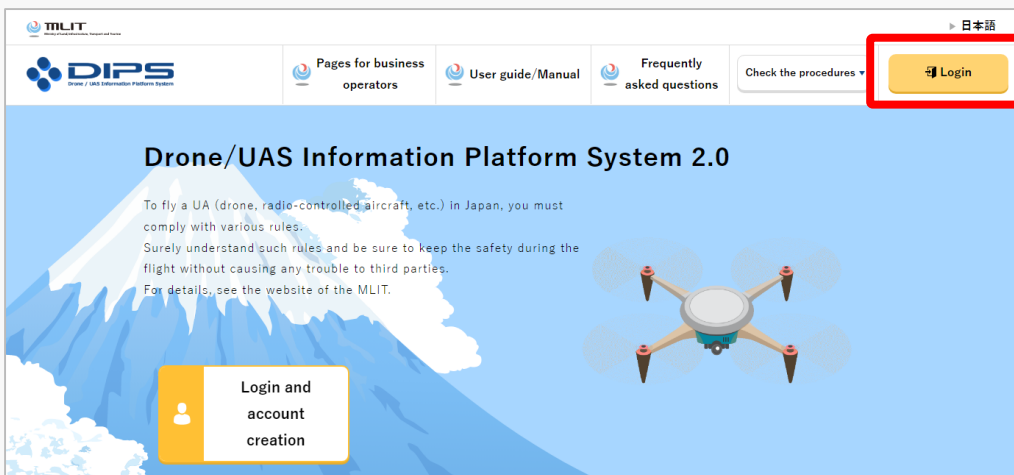
Press the "Withdraw" button to check the details on application description.

Step 4: Application withdrawal

Click the "Withdraw" button on the application status details screen, and withdraw the application.

Withdrawal of UAS Certification Application is completed

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

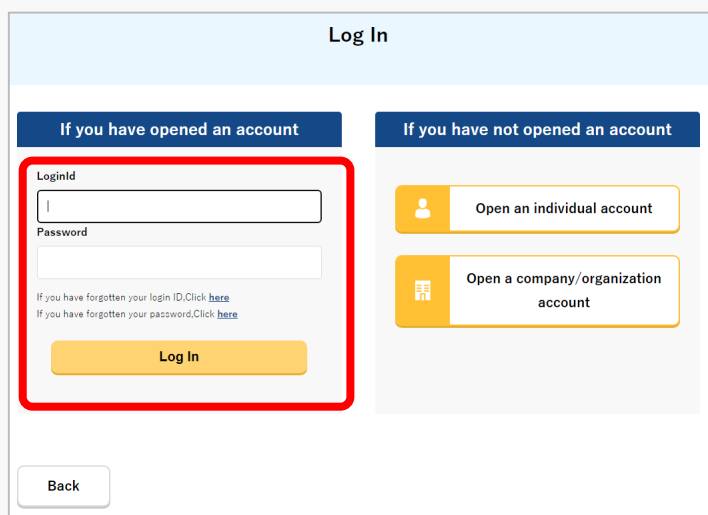


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.



Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID, Click [here](#)
If you have forgotten your password, Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

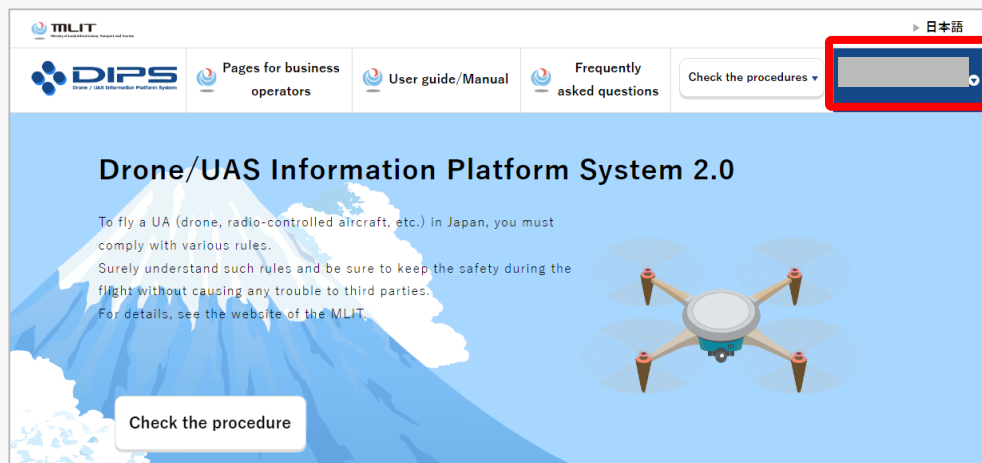
Back

Points to note!

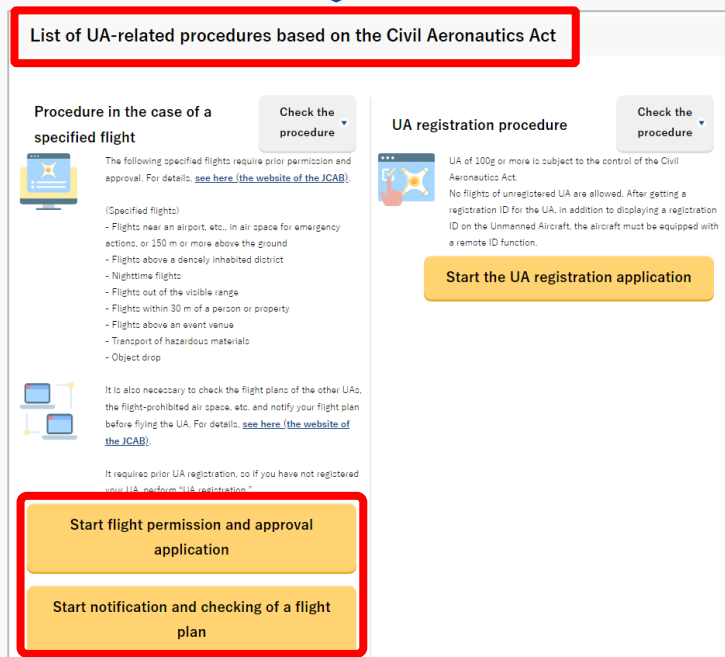
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 list of applications status

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 “Check application status /withdrawal/payment” button on the UAS Certification menu page.

07. Step 3: Select the application procedure to withdraw

List of UAS certificate application status

A list of applications is displayed.

It may take some time for the application details to be reflected in the application status list.

You can check the details of your application status by pressing the Details button.

You can pay the fee by pressing the "Payment" button.

Press the "Re-Apply" button to re-apply for correction instructions.

You can withdraw your application after checking the details of your application status by pressing the "Withdraw" button.

You can resume a suspended application by pressing the "Resume Creation" button.

The search results have exceeded the processable limit, so up to 100 are displayed.

application number ⓘ

Type of application ⓘ

Please select ▼

application status ⓘ

Please select ▼

UAS certificate number ⓘ

search

Search Results: 100 case

application number	Type of application	application status	The date of receipt	Details	Withdrawn, re-application, resumption of creation	Payment Selection
	Application for issuance			Details	Withdrawn	

Select the Application procedure that you want to check.

Search can be done through "Application Reception Number", "Application Category", "Application Status", and "UAS Certificate Number".

Application status check can be done in the "Application Status" column.

In case of withdrawal, the withdrawal application procedure
Press the "Withdrawn" button.

08. Step 4: Application withdrawal

Details of UAS Certification application status

The detailed information of the selected application is displayed on UAS Certification application status list screen.
If you wish to withdraw your application, please press the "Withdraw" button at the bottom of the screen.

application status 

application number

Type of application

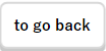
application status

Preferred Inspection Body

If you can't find the laboratory you want

The date of receipt





The procedure is complete

Your application has been withdrawn.

Application withdraw.

Check the application details, if you want to withdraw the application, please press the "Withdrawn" button.

When you press the "Withdrawn" button, the withdrawal will be completed.

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