
<UAS Certification Application Edition>

06. How to Withdraw Application for UAS Certification by Agent

Table of Contents

01. Introduction (to users who want to withdraw application for UAS certification by agent)	p.06-2
02. Matters that require attention when using the Drone Information Platform System	p.06-3
03. Items required for withdrawing application for UAS certification by agent	p.06-4
04. Steps for withdrawing application for UAS certification by agent	p.06-5
05. Step 1: Log in to the Drone Information Platform System	p.06-6
06. Step 2: Proceed to the application status list screen	p.06-9
07. Step 3: Select the application procedures that you want to withdraw	p.06-10
08. Step 4: Withdraw the application	p.06-11

01. Introduction (to users who want to withdraw the UAS certification application by agent)

- 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 Infrastructure 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 Infrastructure 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. Items required for withdrawing UAS certification application by agent

Please prepare the following information for withdrawing UAS certification application by agent.

Type of Information	Item
Other information	• Drone Information Platform System account • Application request number

04. Steps for withdrawing UAS certification application by agent

Use the following steps to withdraw application in the Drone Information Platform System.

Start withdrawing UAS certification application by agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to application status list screen

At the Main Menu, click the "Confirm application status/Withdraw/Pay" button.

Step 3: Select withdrawal application procedures

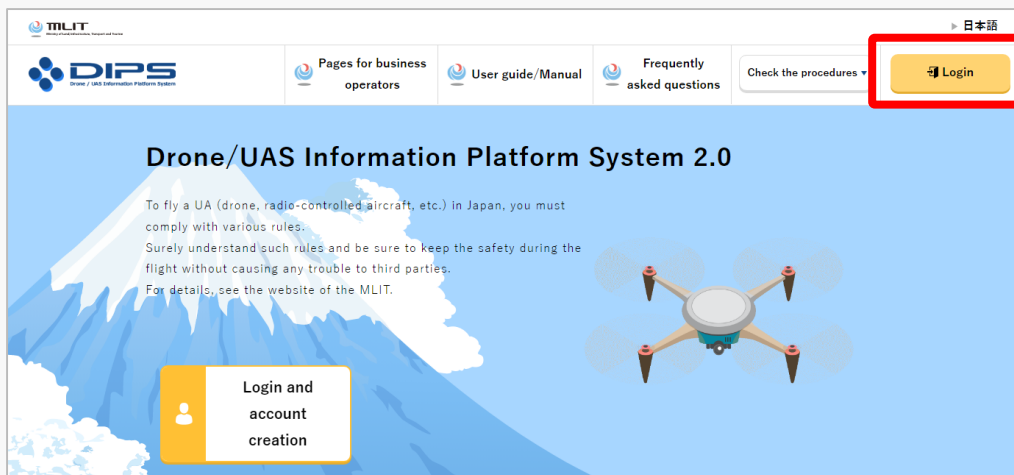
Click the "Withdrawal" button and confirm the details of application contents.

Step 4: Withdraw the application

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

Complete withdrawing UAS certification application by agent

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.

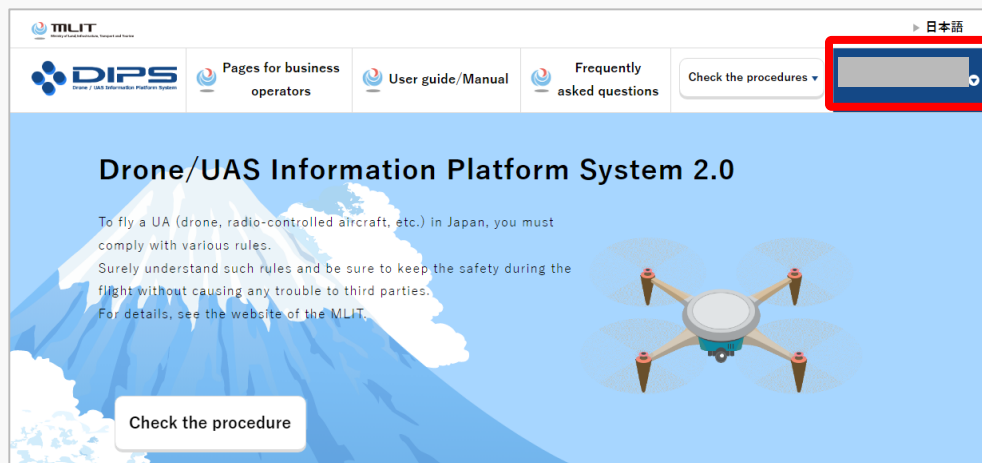
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

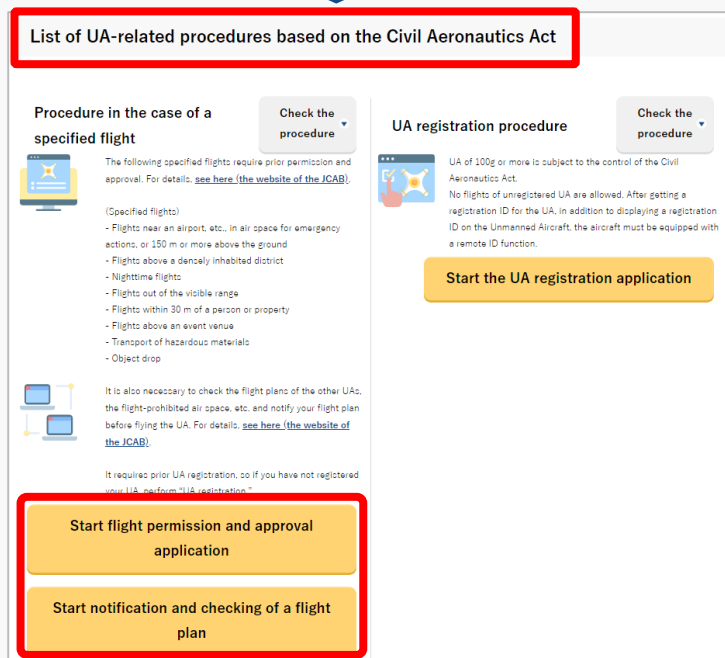
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 application status 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.

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.

At the UAS Certification Menu page, click “Check application status/withdrawal/payment” button under “Click here if you want to go through the procedure by an agent.”

06. Step 3: Select withdrawal application procedures

Select the application procedures that you want to confirm.

You can search by "application number", "Type of application", "application status", and "UAS certificate number".

Confirm the application status in the "application status" field.

To withdraw the application, click "Withdrawn" button for withdrawal application procedures.

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.

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.

application number ⓘ

Type of application ⓘ

Please select

application status ⓘ

Please select

UAS certificate number ⓘ

search

Search Results: 1 case

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

1

to go back

06. Step 4: Withdraw the application

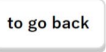
Details of UAS Certification application status

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.

Withdraw the application through the following steps.

If you have confirmed the application content and it is OK to withdraw the application, click "Withdrawn" button.

Click "Withdrawn" button to complete the withdrawal.

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