

UAS Type Certification Application Procedure Operation Manual

<UAS Type Certification Application Sheet>

06. Verification of UAS Type Certification Application Status Payment Method for Re-Application/Handling Fees

[illegible]

01. Introduction (To everyone who wants to check the application status for UAS Type Certification)

- In the Drone Information Platform System, you apply for issuance of a UAS Type Certification, change attributes, apply for reissuance, change the application, renew the application, withdraw your application, and check the status of your application.
- 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 [Frequently Asked Questions](#) 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

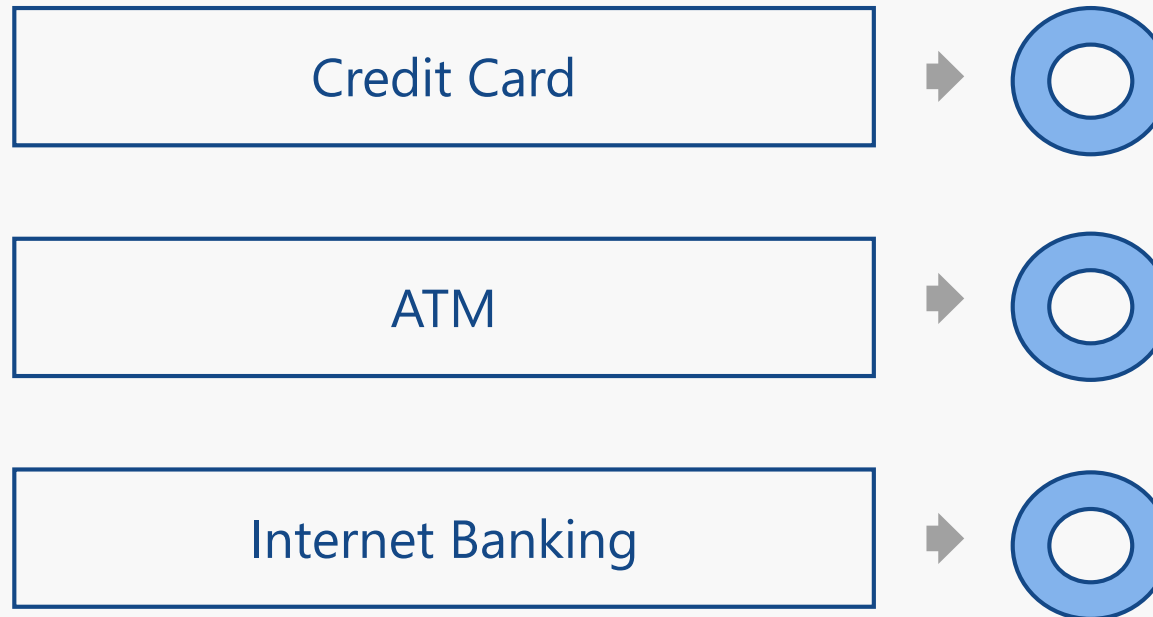
- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away 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. Checking Application status/Handling Fees payment

03-01. Requirements for UAS Type Certification Application status check/Handling fees payment (1/2)

- The payment of handling fees can be done by **“Credit Card”**, **“ATM”** as well as **“Internet Banking”**.



- Further, regarding the method for paying later, please check the manual [“Payment of Handling Fees”](#) of Drone/UAS Information Platform System - Registration.

03-01. Requirements for UAS Type Certification Application status check/Handling fees payment (2/2)

- Requirements for the procedure will be different depending upon the payment method. Please confirm before proceeding.

Various information	Item
Information required for payment	• Payment number • URL for payment
Other *Different as per payment method	• Drone Information Platform System Account • Credit Card • Cash Card • Internet Banking Account Information

04. Requirements for UAS Type Certification Application status check/Handling fees payment

Check the application status for UAS Type Certification on Drone Information Platform System, and pay the handling fees.

Checking Application status/Start the Payment

Step 1 : Log in to the Drone Information Platform System

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

Step 2: Proceed to list of applications status

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

Step 3: Check the application status

Press the "Details" button to check the details on application status/application description.

Step 4: Payment of Handling Fees

Press the "Select Payment" button to pay handling fees.

Completion of Handling fees payment

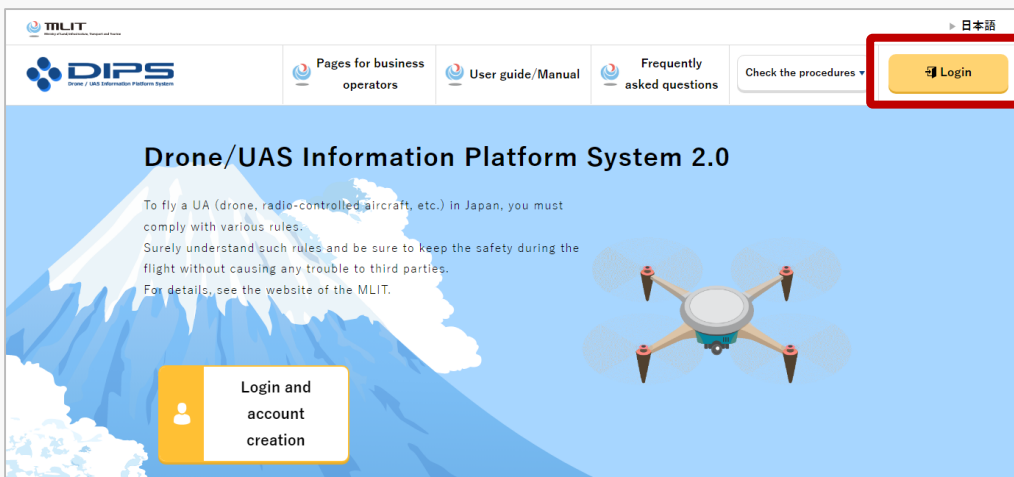
An email will be sent to applicant's email address.

Once the application description is confirmed by Japan Civil Aviation Bureau, the handling fee payment number and payment URL will be sent to the email address registered in the account.

After mail notification, handling fees payment can be done.

After checking the application description, payment of handling fees is required. Please check [here](#) for payment method.

04-01. Step 1: Log in to the Drone Information Platform System (1/2)

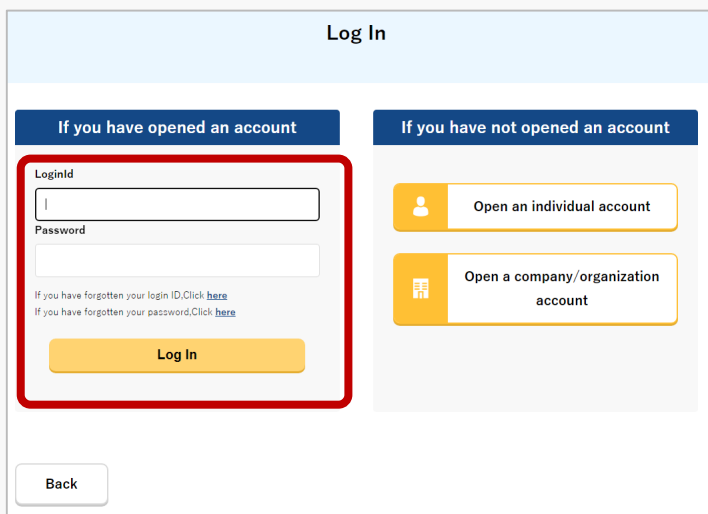


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.

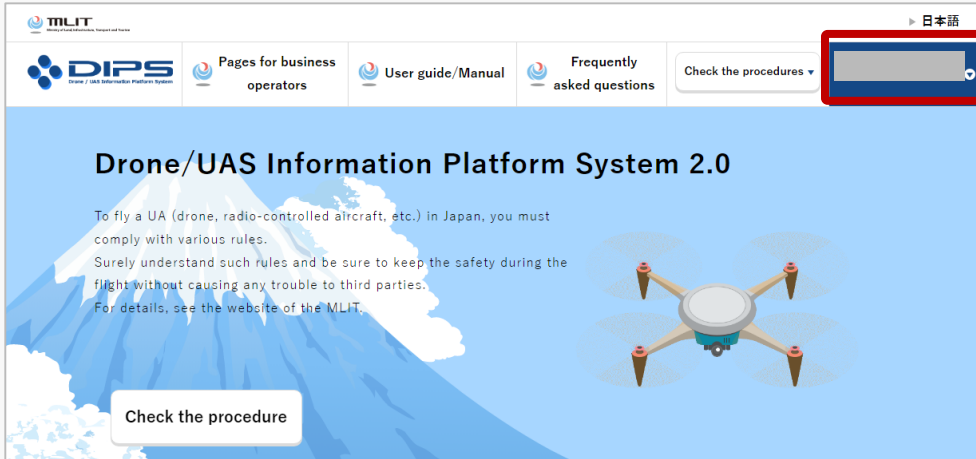


Points to note!

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

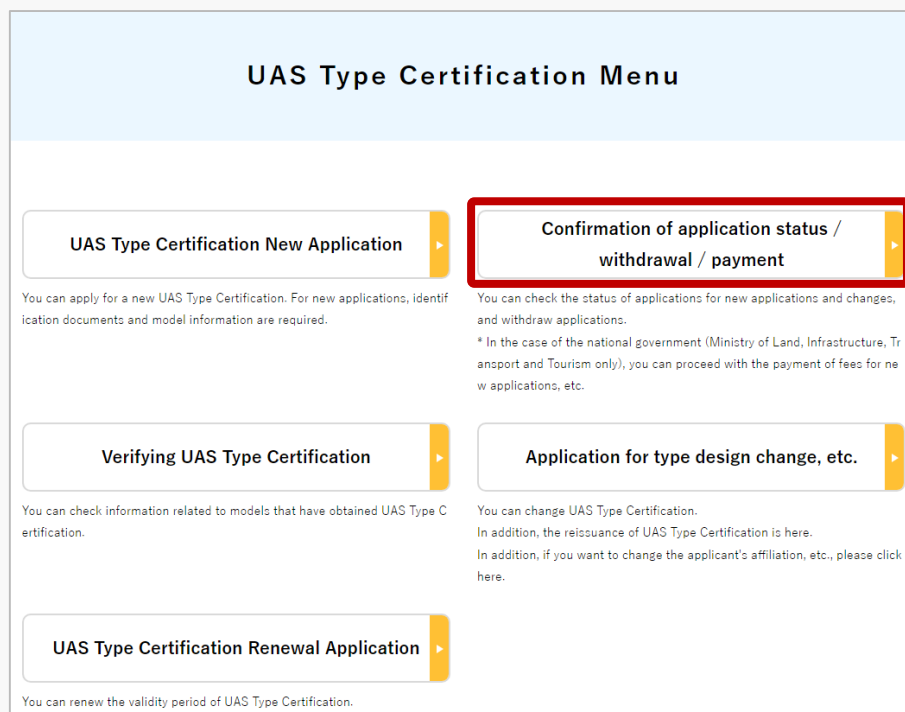
04-01. Step 1: Log in to the Drone Information Platform System (2/2)



Upon successful login, the name of the registered account will appear in the upper right corner of the "DIPS2.0" portal screen.

Please proceed to the process from the "Business Page" button on the top of the screen.

04-02. Step 2: Proceed to list of applications status



Press the "Confirmation of application status /withdrawal/payment" button on the UAS Type Certification menu page.

04-03. Step 3:Check the application status (1/2)

List of applications for UAS Type Certificate

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.

application number ⓘ

Type of application ⓘ

application status ⓘ

Class of UAS type certification ⓘ

UAS Type Certificate Number ⓘ

search

Search Results: 1 case

application number	Type of application	application status	The date of receipt	Class of UAS type certification	model name	Details	Withdrawn and reapplied	Payment Selection
						Details	Withdrawn	

1

to go back

Select the Application procedure that you want to check.

Search can be done through "application number", "Type of application", "application status", " Class of UAS type certification", and " UAS Type Certificate Number ".

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

In case of checking the details of application status, press the "Details" button.

04-03. Step 3:Check the application status (2/2)

Details of application status for UAS Type Certificate

The detailed information of the application selected on the application status list screen is displayed.

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

Applicant's information

Applicant classification

full name

Furigana

address

Date of birth

Identity verification classification

to go back

1 case ago

After 1 case

Application status details can be checked.

After completing the checking, press the "to go back" button to return to the "Application status list screen".

04-04. Step 4:Payment of Handling Fees

Payment of handling fees.

Press the “Payment Selection” button.

Please refer to [Drone/UAS Information Platform System-Registration Manual](#) for payment method.

List of applications for UAS Type Certificate

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.

application number ⓘ

Type of application ⓘ

application status ⓘ

Class of UAS type certification ⓘ

UAS Type Certificate Number ⓘ

search

Search Results: 2 case

application n umber	Type of a pplicatio n	applicati on status	The date of receipt	Class of UAS type certificat ion	model name	Details	Withdrawn a nd reapplied	Payment Sel ection
						Details	Withdraw n	Payment Selection

05. Re-Application of UAS Type Certification

05-01. Requirements for UAS Type Certification Re-Application

Please prepare the following information for UAS Type Certification Application.

Various information	Item
Information on Applicant	• Full name • Date of birth • Phone Number • E-mail address • Home Address/Address of the person • Address to send documents
Type Information	• Class of UAS Type Certification/Type Name/Designer's Full Name or Name/UA Category • Designer's Address or Location of main office/Expected Inspection Organization/Airframe Weight • Maximum Take-off weight/Risk Category/UA Serial number • Inspection Documents
Other	• Drone Information Platform System Account

*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.

06. Steps for Re-Application for UAS Type Certification

Check the application status for UAS Type Certification on Drone Information Platform System, and reapply.

Re-Application start

Step 1 : Log in to the Drone Information Platform System

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

Step 2: Proceed to list of applications status

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

Step 3: To revise the Type Information

Press the "Details" button to check the details on application status/application description.

Step 4: Verify the Application Information

Review the entered information and apply.

Step 5: Verification of Arrival

Since a confirmation mail will be sent to those who have re-applied for UAS Type Certification, so open the mail and verify its arrival.

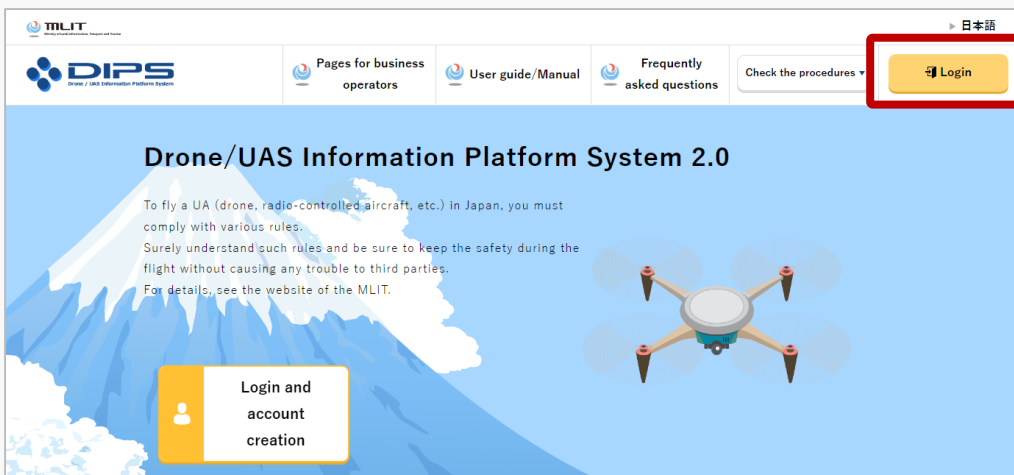
Re-Application for UAS Type Certification is completed

The details of your application will be checked by the Japan Civil Aviation Bureau, and you will be notified by email when the confirmation is complete.

Once the application description is confirmed by Japan Civil Aviation Bureau, if the revision is required, revision request will be sent to the email address registered in the account.

After mail notification, re-application can be done.

06-01. Step 1: Log in to the Drone Information Platform System (1/2)



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.

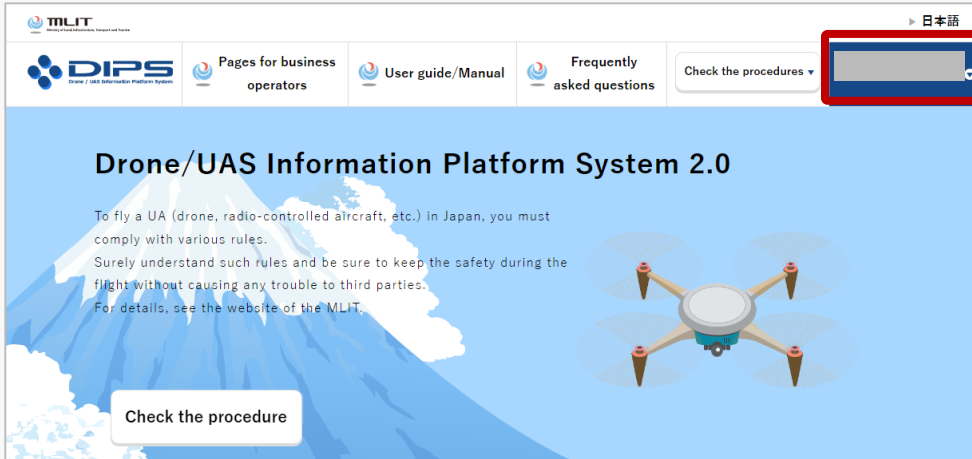
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

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

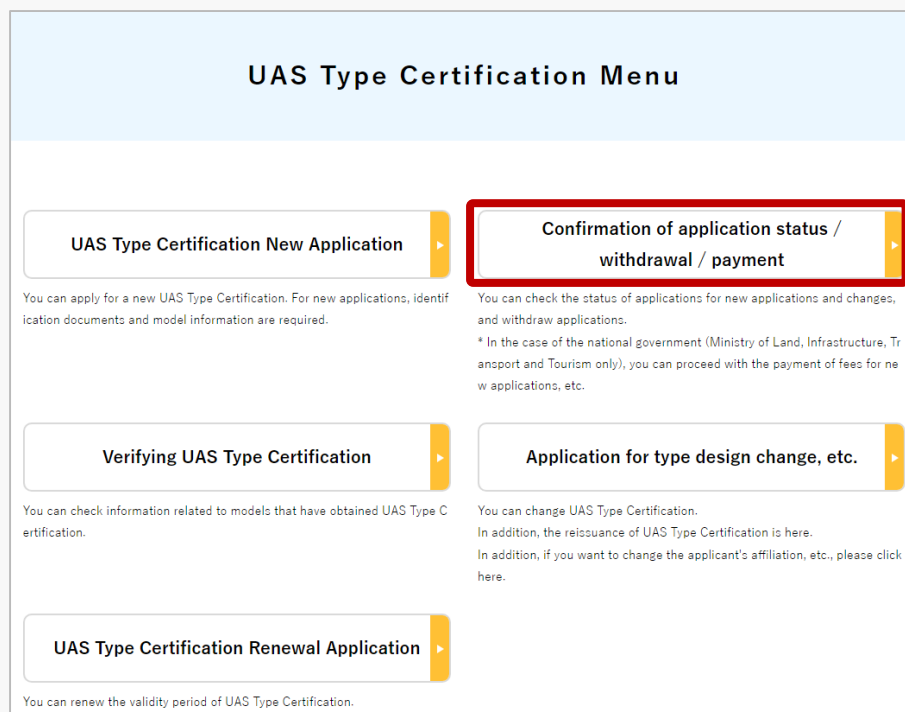
06-01. Step 1: Log in to the Drone Information Platform System (2/2)



Upon successful login, the name of the registered account will appear in the upper right corner of the "DIPS2.0" portal screen.

Please proceed to the process from the "Business Page" button on the top of the screen.

06-02. Step 2: Proceed to list of applications status



Press the "Confirmation of application status /withdrawal/payment" button on the UAS Type Certification menu page.

06-03. Step 3: To revise the Type Information (1/3)

List of applications for UAS Type Certificate

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.

application number ⓘ

Type of application ⓘ

application status ⓘ

Class of UAS type certification ⓘ

UAS Type Certificate Number ⓘ

search

Search Results: 1 case

application number	Type of application	application status	The date of receipt	Class of UAS type certification	model name	Details	Withdrawn and reapplied	Payment Selection
						Details	Reapply	

Select the Application procedure that you want to re-apply.

Press the "Reapply" button.

06-03. Step 3: To revise the Type Information (2/3)

Application information list will be displayed.

Verify the Applicant/Type Information/other information.

If there is an error in the entered information, please revise it by pressing the "Modify" button at the bottom of each information.

Application information confirmation screen

STEP 01
Correction of application information

STEP 02
Application completed

Please check the type 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.

Authority information

Preferred Inspection Body

If you can't find the laboratory you want

Modify Authority

Fee information

Fee amount

fee-related documents

Fee correction

remarks

remarks

Correction of remarks

to go back

application

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06-03. Step 3: To revise the Type Information (3/3)

UAS Type Certification application screen

STEP 01
Correction of application information

STEP 02
Application completed

Enter your UAS Type Certification.

Information on the model to be applied for

Class of UAS type certification

To add series type information, press the add series model button.

Add series model

method of flight

- ☒ Night flight
- ☒ Flying beyond visual line of sight
- ☒ Flights where a distance of 30 meters or more from a person or property cannot be secured
- ☒ Flying over the entertainment site
- ☒ Transport of dangerous goods
- ☒ Property Drop

Inspection documents

Selection * Not selected

to go back

Correction complete

Verify/revise the Type information.

In case of adding the Serial Type Information, press the "Add series model" button and enter the required information such as the series Type name, etc.

In addition, check or revise the "purpose of flight", "prohibited area for flight", "method of flight", etc.

*In case of deleting an "inspection documents", please press the "Delete" button on the right side of the file name.

If the revision is completed, press the "Correction complete" button.

06-04. Step 4: Verify the Application Information (1/2)

Application information confirmation screen

STEP 01
Correction of application information

STEP 02
Application completed

Please check the type 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.

Authority information

Preferred Inspection Body

If you can't find the laboratory you want

Modify Authority

Applicant's information

Applicant classification

full name

Furigana

address

to go back

application

If there is no problem in the entered information, "application" button
Please press.

06-04. Step 4: Verify the Application Information (2/2)

Make an application.

Press the Cancel button to abort the process.

application

Cancel

An e-mail will be sent to the e-mail address registered in the applicant's information.

Please leave the screen as it is and check your email. After confirming the email, you will automatically be redirected to the next screen.

In the unlikely event that you close this screen, the data you have entered so far will be discarded and the application will be suspended.



A registered application confirmation screen will be displayed. If there is no problem in the entered information, press "application" button

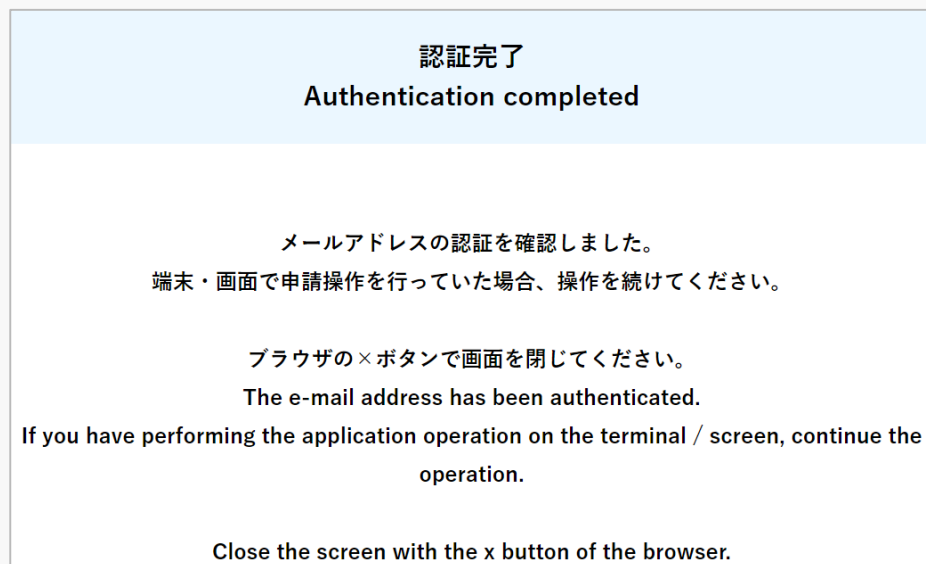
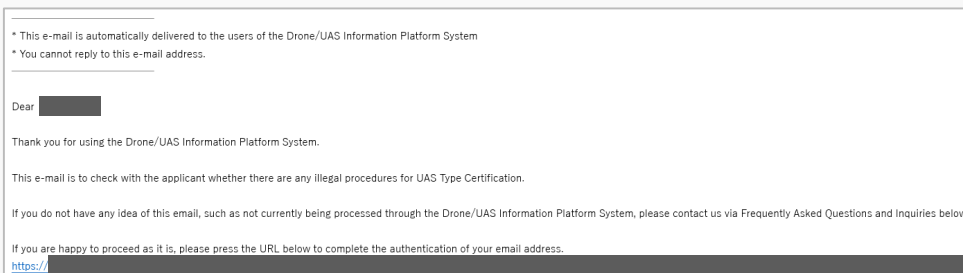
When you press the "application" button, a mail of "Notification of confirmation of various procedures" will be sent to your registered email address, so please check your email .

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.

06-05. Step 5: Verification of Arrival (1/2)



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".

06-05. Step 5: Verification of Arrival (2/2)

Application completed



Re-application completed

Check the status of your application

You can check the status of your application on the main menu screen, so please use it if necessary.

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 type certification