

UAS Certification Application Procedure Operation Manual

<UAS Certification Application Sheet>

07. Method to request a new application for UAS certification to an agency

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01. Introduction (To everyone who wish to request a new application for UAS certification to an agency)

- 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 to request a new application for UAS certification to an agency

Please prepare the following information to request for a new application for UAS certification from an agent.

Various information	Item
Other	Drone Information Platform System Account

04. Steps to request a new application for UAS certification to an agency

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

Start Request for New Application for UAS Certification to an agency

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 other procedure screen

Select the "Request/Cancellation to an agency" button on the main menu.

Step 3 : Request for new application to an agency

Press "Request new application to agent" button to issue a password to be notified to the agent.

Step 4 : To notify the password to an agent (outside the system)

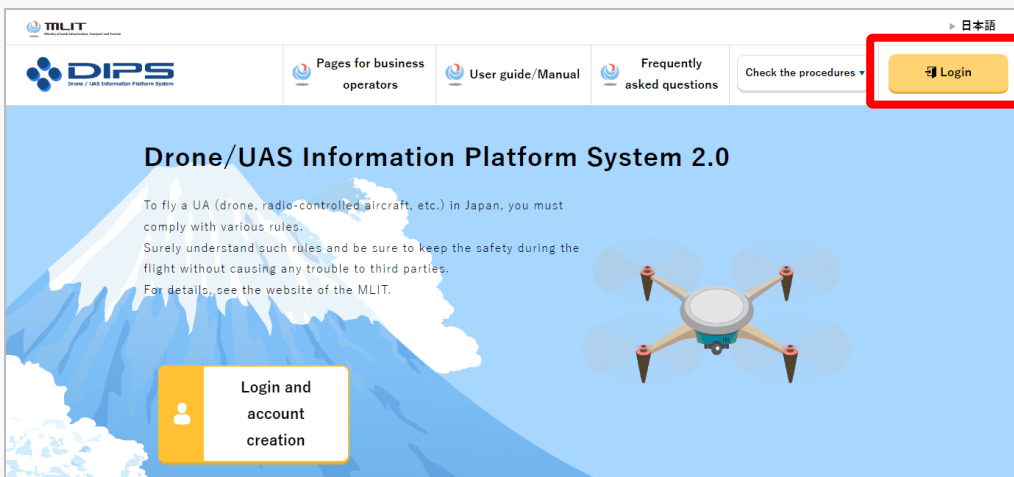
Inform agent the password for setting you received by email.

Step 5 : Set up an agent from the UA registration Main menu

You can issue a password to request an agent perform any procedure except for new registration for UA registered in DIPS2.0.

New application request for UAS certification to agent completed

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

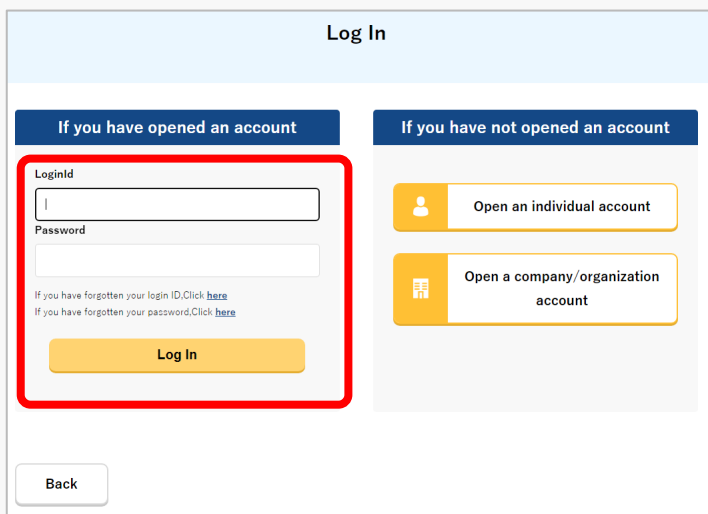


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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

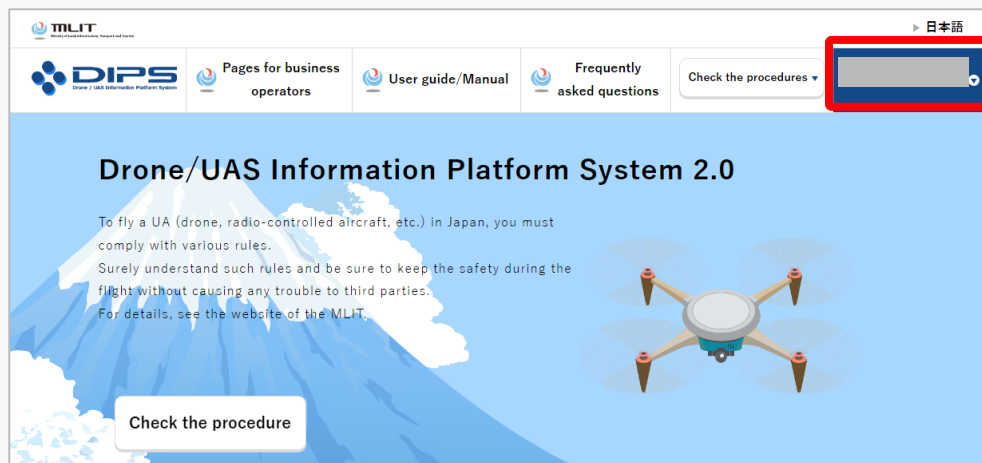
Back

Points to note!

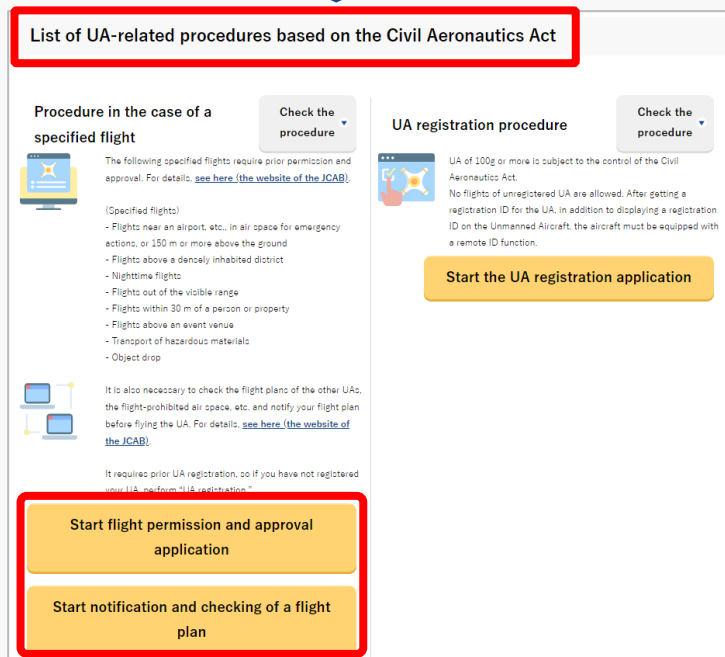
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 other procedure 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.

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 an 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.

Press the “Request/Termination of proxy” button on the UAS Certification Menu page.

07. Step 3: Request for new application to an agency

Other Procedures

Requesting a new application from a representative

You can issue a password to request a new application from your representative.

Please notify the agent of the password issued along with the identification document, power of attorney, information about the UAS, etc.

Request for procedures other than new application to agent

You can issue a password to request a representative to perform procedures other than new applications, such as changing registered UAS Certification or cancelling UAS Certification.

Please notify the agent of the password issued along with the power of attorney, information about the UAS, etc.

Cancellation of Request to Agent

By canceling the request to your representative for various procedures, you will be able to carry out various procedures on your own hands.

to go back

Do you want to issue a password to notify your representative?

OK

Cancel

On the other procedures menu page, press the "Requesting a new application from a representative" button.

A message will be displayed asking whether to issue a password to notify the agency. To issue, press the "OK" button.

08. Step 4: To notify the password to an agent (outside the system)

Dear [REDACTED]

Thank you for using the drone information infrastructure system.

Password for proxy setting has been issued.

To the agent Please provide the following password for the agent setting, your login ID and name of your the Drone/UAS Information Platform System.

Note: This is a password for setting up a proxy, so please be careful when handling it.

The agent can start a new application for UAS Certification by entering the password for setting the agent, the login ID and name of your the Drone/UAS Information Platform System into the Drone/UAS Information Platform System.

Please complete the procedure for setting up a proxy within one month from today.

If it exceeds one month, the password for proxy setting will be invalid and the application will not be accepted.

■ Password for proxy setting
[REDACTED]

Please check the email for issuing the password for agency setting, and tell agency the agency setting password, your drone information platform system login ID and name.

09. Step 5: Set up an agent from the UA registration Main menu

When requesting an agent to apply for UAS Certification, it is necessary to set up an agent for UA registered in DIPS2.0 in advance. Please refer to [this guide](#) for the procedure to request an agent.