

UAS Certification Application Procedure Operation Manual

<UAS Certification Application Sheet>

08. Requesting Other Than an Application for Issuance of UAS Certification to a Representative

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01. Introduction (For Those Wishing to Request Other Than an Application for Issuance for UAS Certification to a Representative)

- 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 Requesting Other Than an Application for Issuance for UAS Certification to a Representative

Prepare the following information to request other than an application for issuance for UAS Certification to a representative.

Various information	Item
Other	• Drone Information Platform System Account

04. Steps for Requesting Other Than for an Application for Issuance for UAS Certification to a Representative

Make your application request using the following steps in the Drone Information Platform System.

Start requesting other than for an application for issuance for UAS Certification to the representative

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 Screen for Other Procedures

Select the Request to Request/Cancel button in the main menu.

Step 3: Select Request Procedures Other than Application for Issuance to a Representative

Press the Request Procedures Other Than Application for Issuance to a Representative button.

Step 4: Select an Application to Request a Representative

Select an application to request a representative.

Step 5: Select Application to Transfer Authority to a Representative

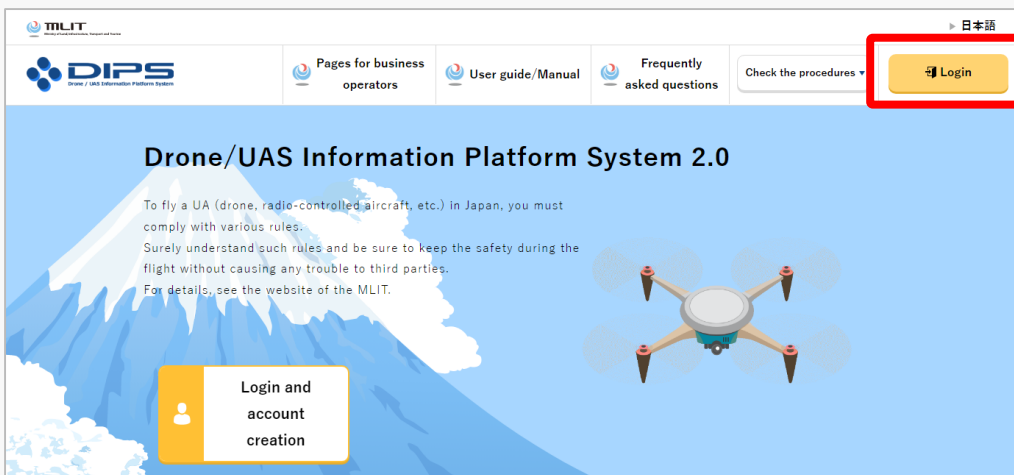
Confirm information such as the UAS Certification number, and set the representative.

Step 6: Notification of Password to a Representative (Outside the System)

Communicate the password for representative setting received by email to the representative.

Requesting other than for an application for issuance for UAS Certification to the representative is completed.

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

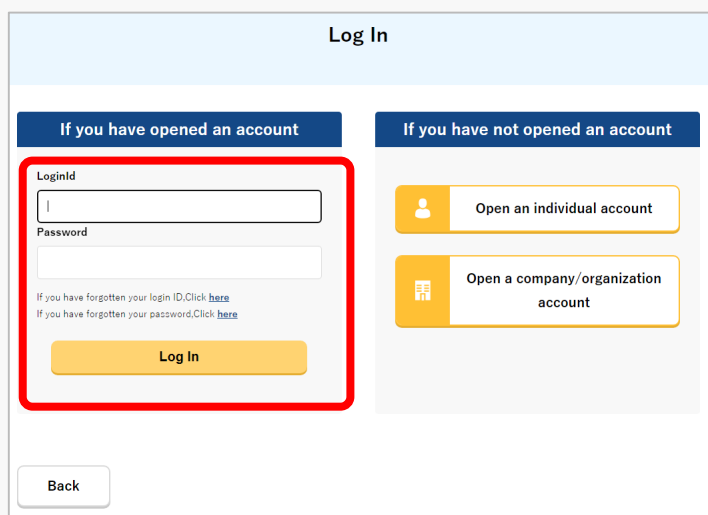


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.

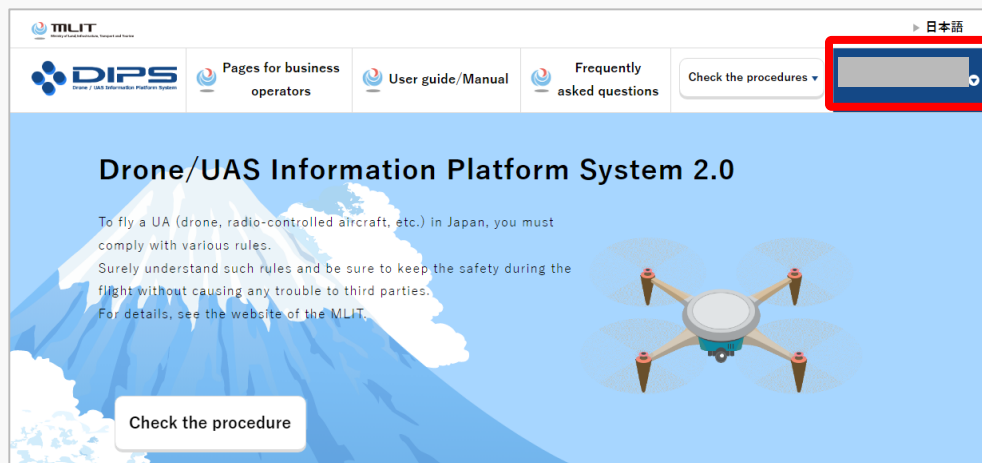


Points to note!

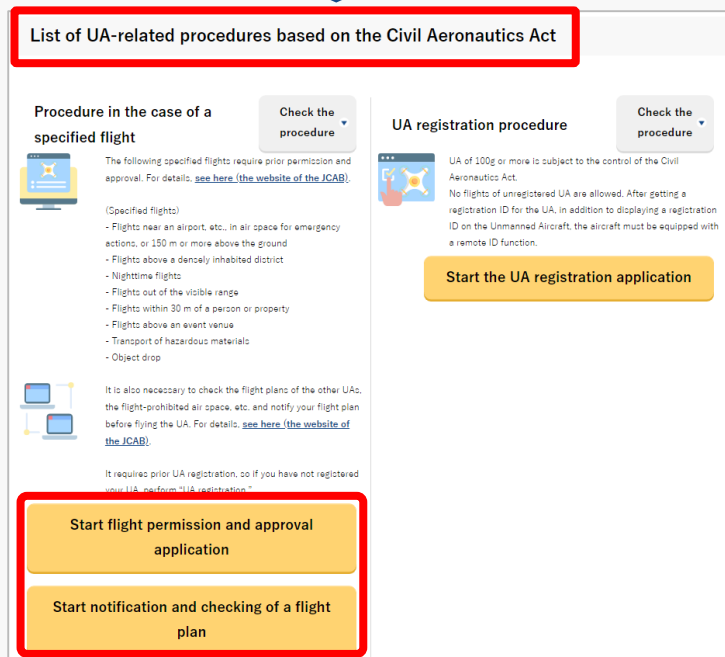
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 the Screen for Other Procedures

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.

Click here if you want to go through the procedure by an agent.

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

07. Step 3: Select Request Procedures Other than Application for Issuance to a Representative

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

Press "Request for procedures other than new application to agent" button on the Other Procedures menu page.

08. Step 4: Select an Application to Request a Representative

UAS List

STEP 01
UAS selection

STEP 02
confirmation of UAS selection

STEP 03
The procedure is complete

Request an agent to perform procedures other than a new application to an agent you can check the UAS and perform the request procedure.

To complete the request procedure, select the UAS to be requested and press the 'Request/Cancel to Agent' button.

To cancel a request, select the UAS you want to cancel and press the 'Request/ Cancel to Agent' button.

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

search

Search Results:1case

Selection	UAS certificate number	registration mark	Manufacturer's name or name	model name	holding of application authority	UAS Status	Expiration date	Details
⊙							2024/03/08	Details

1

to go back

Request/Cancellation of Agent

Select an application to request a representative, then press "Request/Cancellation of Agent" button.

09. Step 5: Select Application to Transfer Authority to a Representative

Confirmation of the UAS to be requested or cancelled by the agent



If there is no error with the UAS to request or cancel the procedure from the agent, please press the Agent Settings button.

UAS certificate number	registration mark	manufacturer	model name	holding of application authority	expiration date
					2024/03/08

to go back

proxy setting

Confirm UAS certificate number, registration mark, manufacturer, model name, holding of application authority, expiration date.

If there is an error in the content you entered, press "to go back" button to return to the previous screen and correct the information.

If there is no problem with the content you entered, press "proxy setting" button.

10. Step 6: Notification of Password to a Representative (Outside the System)

You have issued a password for proxy settings.

I am sending you the password by email that I need to ask your representative. If you request a procedure, please make sure to inform your representative of the password provided for subsequent procedures.

Return to the main menu

An email is issued with a password for setting the representative, so confirm the email with the password for setting the representative, and communicate to the representative the password for setting the representative, your login ID and name for the Drone Information Platform System.

Dear [redacted]

Thank you for using the drone information infrastructure system.

We have issued a password for proxy settings.

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

*Please be careful when handling this password as it is used to set up a representative.

The agent inputs the password for agent setting, the login ID of your the Drone/UAS Information Platform System, and the name to the Drone/UAS Information Platform System.

You can start the process of changing UAS Certification.

Please set up a representative within one month from today.

If you exceed one month, your proxy password will become invalid and you will not be able to accept your application.

If you want to cancel the procedure for setting up a representative, please cancel it at the following URL.

■ Airframe certificate number

[redacted]

■ Proxy setting password

[redacted]