

# **Drone Information Platform System Operation Manual**

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# UAS Certification Application Procedure Operation Manual

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<UAS Certification Application Sheet>

# 01. New Application Method for UAS Certification

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# 01. Introduction (To everyone who wants to apply 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 UA Certification Application

Please prepare the following information for UA Certification Application.

Various information	Item
Contact information	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Phone Number</li> <li>• E-mail address</li> <li>• Home Address/Address of the person</li> </ul>
Information for UA Type for application	<ul style="list-style-type: none"> <li>• UA Type Name</li> <li>• Name or Full Name of the Designer</li> <li>• Location of the head office or the main office of the Designer</li> <li>• Location of the head office or the main office of the Manufacturer</li> <li>• Documents file to be used in inspection</li> </ul>
Information on Handling Fees	<ul style="list-style-type: none"> <li>• Handling Fees Amount</li> </ul>
Other  *It will be different on the basis of method of identity verification.	<ul style="list-style-type: none"> <li>• Drone Information Platform System Account</li> <li>• Individual Number Card</li> <li>• To scan the face information in IC chip of the Individual Number Card Card reader or smartphone</li> <li>• Driving license</li> <li>• Passport</li> <li>• Other Identity Verification documents</li> </ul>

\*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.

# 04. Steps for New Application for UAS Certification

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

## Start New Application for UAS Certification

### 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 application description selection screen

Select the "New Application UAS Certification" button on the main menu.

### Step 3: Select the application description

Select the application classification, category.

### Step 4: Pre-Verification checks to be done

Enter the information like Class of UAS Certification of the UAS Certification or UAS Category etc.

### Step 5: To Verify Identity

Individual Number / Driver's License or Passport (eKYC) / Mailing of Documents or select\*.

### Step 6: To Enter the Applicant Information

Enter the applicant's information such as Full Name or address etc.

### Step 7: To Enter the UAS Certification Information

Enter the information of Type name or Designer to apply.

### Step 8: To Enter the Other Information

Enter the handling fees etc.

### Step 9: To Verify the Application Information

Review the entered information and apply.

### Step 10: Verification of Arrival

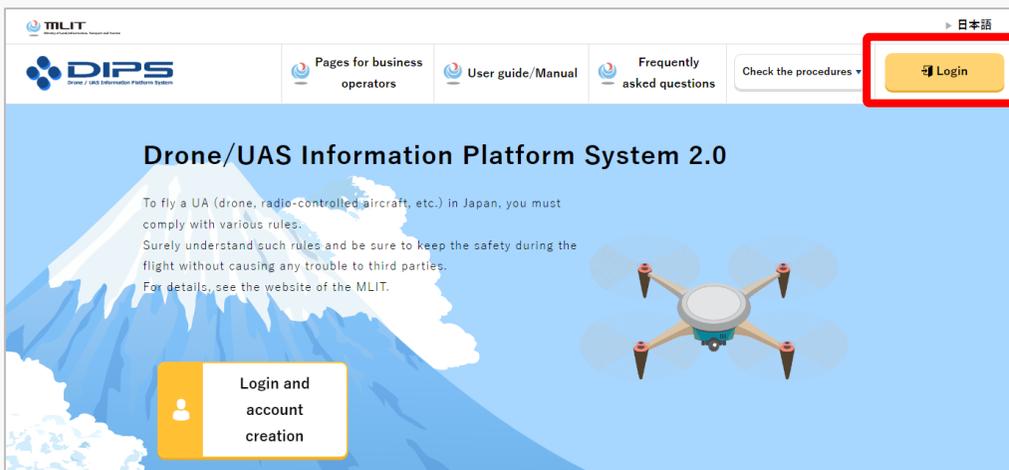
Since a confirmation mail will be sent to those who have newly applied for UAS Certification, so open the mail and verify its arrival.

## New Application for UAS 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.

\*If you have verified your identity by mailing your driver's license or passport (eKYC)/document, your identity will be verified.

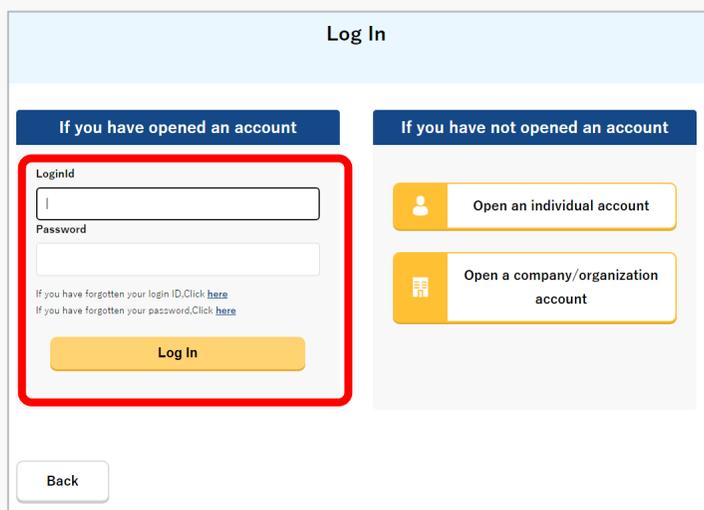
## 05. Step 1: Log in to the Drone Information Platform System (1/3)



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.

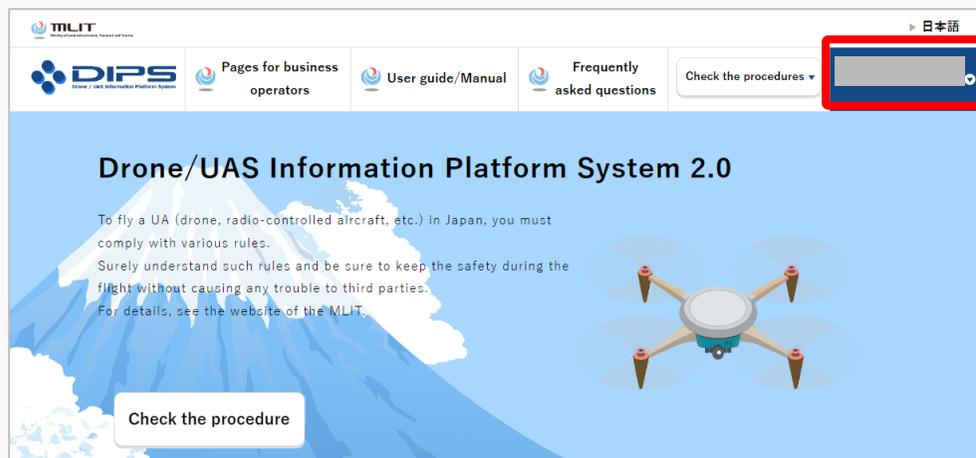


### Points to note!

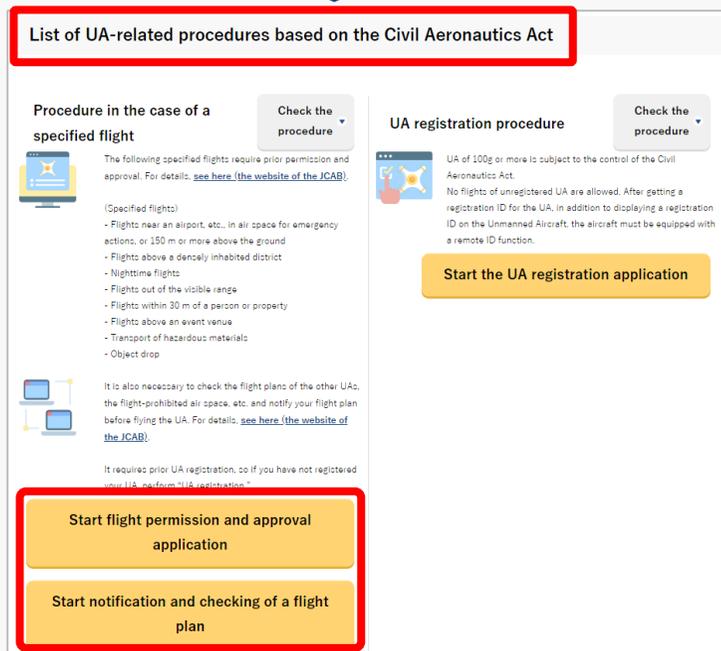
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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 UAS 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 application description selection screen

### UAS Certification Menu

Click here if you want to complete the procedure in person

<b>UAS Certification New Application</b>	Check application status / withdrawal / payment
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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	Change of UAS Certification
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
Expiration date update	Deleting UAS Certification
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.	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. 

On the UAS Certification Menu page, press the "UAS Certification New Application" button.

## 07. Step 3: Select the application description

### Select Application Details

Please select whether to apply for a single UAS or multiple aircraft at once.

Also, please enter whether the aircraft you are applying for has been UAS Type Certification.

\*= In the case of batch application for multiple machines, only UAS Type Certification and the same model can be applied. Bulk applications that include

Single application/Multiple applications in bulk   Single UAS application  Multiple UAS application

Class of UAS type certification   UAS Type Certification aircraft  Uncertified UAS

to go back

Next

Select the application description.

Select “single application” for only 1 plane or “batch application” for multiple planes.

\*In case of batch application for multiple planes, it is possible to apply only for the same UAS Types that have been UAS Type certified.

Select whether to apply for a type-certified plane or to apply for a type-uncertified plane.

\*In case you select the plane that has been applied for as a single unit and has been type certified

To [“Step4: Pre-Verification checks to be done \(1\)”](#)

In case you select the plane that has been applied for as a single unit and has not been type certified

To [“Step4: Pre-Verification checks to be done \(2\)”](#)

In case you choose applications for multiple planes at once

To [“Step4: Pre-Verification checks to be done \(3\)”](#)

# 08. Step 4: Pre-Verification checks to be done (1)

(1) In case you select the plane that has been applied for as a single unit and has been type certified

### Pre-identity check

Enter UAS Type Certificate Number of UAS Type Certification aircraft and select the aircraft to be applied.

class of UAS certification 1  class 1 UAS certification  class 2 UAS certification

class 1 UAS type certificate number 1  Issue

class 2 UAS type certificate number 1  Issue

\* In the case of UAS Type Certification, UAS Type Certificate Number will be displayed on the unmanned aircraft.

Selection of the UAS 1

Selecti on	model name	registration mark	manufacturing numb er	name of manufactur er	presence or absenc e of modification
<input type="checkbox"/>	██████████	██████████	1	██████████	Yes
<input checked="" type="checkbox"/>	██████████	██████████	1	██████████	No
<input type="checkbox"/>	██████████	██████████	1	██████████	Yes
<input type="checkbox"/>	██████████	██████████	1	██████████	No

??

to go back

**Proceed to identity verificati on**

Select the "Class of UAS Certification" of the plane to apply for.

Enter the "UAS Type Certificate Number" for the applicable category.

Check in the selection column of the plane to apply.

After entering the information for the UAS certification that you are applying for, press "Proceed to identity verification".

# 08. Step 4: Pre-Verification checks to be done (2)

## (2) In case you select the plane that has been applied for as a single unit and has not been type certified

Pre-identity check

Please enter the information of UAS Certification you are applying for.

class of UAS certification ?

class 1 UAS certification  class 2 UAS certification

Type of UAS ?

Airplane v

Select Authority ?

- v

The desired inspection agency If not found ?

you wish to be inspected by th\*

If you select "I want the inspection by the country", the inspection will take longer than Registered Unmanned Aircraft Inspection Organization. In this regard, we will accept the application with your consent.

\*Note

In order to apply for a new UAS Certification, it is necessary to coordinate in advance with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance regarding the inspection contents and schedule of UAS Certification. Even if you apply without prior adjustment, your application will not be accepted.

Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism

to go back

Proceed to identity verification

Select Class of UAS Certification, UA Category.

In case the "Class of UAS Certification" to be applied for is "Type 2",

Please select the desired inspection agency.

\*If you cannot find the inspection agency you want,

In the "Select Authority" column, select "-",

In the "The desired inspection agency If not found" column, please select "you wish to be inspected by the country".

Regarding inspection, please confirm that you have made prior arrangements with the inspection organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism, and put a check the "Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism".

After entering the information for the UAS certification that you are applying for, press "Proceed to identity verification".

# 08. Step 4: Pre-Verification checks to be done (3)

## (3) In case you choose applications for multiple planes at once

**Pre-identity check**

Enter UAS Type Certificate Number of UAS Type Certification aircraft and select the aircraft to be applied.

class of UAS certification ?  class 1 UAS certification  class 2 UAS certification

class 1 UAS type certificate number ? Number  Issue

class 2 UAS type certificate number ? Number  Issue

\* In the case of UAS Type Certification, UAS Type Certificate Number will be displayed on the unmanned aircraft.

Selection of the UAS ?

Selecti on	model name	registration mark	manufacturing numb er	name of manufactur er	presence or absenc e of modification
<input checked="" type="checkbox"/>			1		No
<input checked="" type="checkbox"/>			1		No
<input type="checkbox"/>			1		No



to go back

Proceed to identity verificati on

Select the Category of UAS Certification to be applied.

Enter the certificate number corresponding to the class.

Select the plane to apply for and enter check in the selection column.

After entering the information for the UAS certification that you are applying for, press "Proceed to identity verification".

## 09. Please check before selecting the identity verification method

There are 4 categories of Identity verification methods.

Please check the operation method that matches the identity verification method to be used from the following.

Identity Verification Method	Operating Method
Individual Number Card	<p>The system scans the information on the face of the Identity Number Card to link the Identity Number Card and perform identity verification.</p> <p>In the procedure following scanning methods are available depending on the device used. Refer to the relevant instruction pages for more detailed instructions.</p> <ul style="list-style-type: none"> <li>• <a href="#">Scan with IC card reader (IC card reader authentication)</a></li> <li>• <a href="#">Scan with a smartphone (2D barcode authentication)</a></li> </ul>
Online authentication with a driver's license	<p>"eKYC" is an online identity verification method.</p> <p>It can be used by only those who have smart phones.</p> <p>A 2D barcode will appear on the screen during the procedure. Use the camera function of your smartphone to scan that 2D barcode and follow the instructions on the screen to take a picture of the front of your driver's license, etc.</p> <p>*Click <a href="#">here</a> to use eKYC.</p>
Online authentication with a passport	<p>"eKYC" is an online identity verification method.</p> <p>It can be used by only those who have smart phones.</p> <p>A 2D barcode will appear on the screen during the procedure. Use the camera function of your smartphone to scan that 2D barcode and follow the instructions on the screen to take a picture of the front page of your passport, etc.</p> <p>When the videography is completed, the page to enter applicant information will open. In the "Identity Verification Documents" section of the opened page, please upload an image of an identity verification document showing the name, address and date of birth of the owner of the plane.</p> <p>*Click <a href="#">here</a> to use eKYC.</p>
Mailing identity verification documents	<p>Identity verification is done by mailing the documents. The e-mail you will receive after submitting your application will contain the address to send your identity verification documents. Check the e-mail and submit your identity verification documents by mail.</p> <p>*In case you have not mailed your identity verification documents or do not have all the necessary documents for submission, you will not be able to proceed with the subsequent procedures.</p> <p>*For the details of the identity verification documents and the mailing address, refer to the website of the Ministry of Land, Infrastructure, Transport and Tourism <a href="#">here</a></p> <p>*Click on the link to open the external site.</p>

# 10. Step 5: To Verify Identity

Identity verification Selection

When applying for deletion of UAS, we will verify your identity.  
Choose your identity verification method below.

Identity verification Selection

Individual number IC card reader authentication       2D barcode authentication

If you have an IC card reader, use "IC card reader authentication", and if you have an NFC-enabled smartphone Select "2D Barcode Authentication" and press the "Next" button.

Note: To verify your identity using your My number Card, use My Portal AP.  
 If you have not installed Mynaportal AP, [check the procedure to install the Mynaportal AP](#) For more information.

\*If you would like to check if your phone supports NFC, go to [Here](#) (This will open an external site)

Driver's license (eKYC)

Electronic know your Customer (eKYC) is a complete online identity verification method.

Only those who have a smartphone can use it.

Select this and press the Next button to view the 2D barcode. Read the 2D barcode with the camera function of the smartphone, and follow the screen to take a picture of the surface of the driver's licence.

1,450 yen per UAC to be applied is required as a fee related to the application.

If you apply for multiple UAC at the same time, you will need to pay 1,450 yen for the first UAC and 1,050 yen for the second and subsequent UAC, and you will need to pay the total amount.

Note: It cannot be used with PC or doublet terminals. The use of eKYC is subject to the following conditions: [Here](#) For more information.



to go back

Next

After selecting the method for identity verification press "Next" button.

An external site or application will open according to the identity verification button that you have selected. Perform the identity verification according to the instructions by external site or application.

The procedure is described in the [Methods for identity verification](#) manual.

# 11. Step 6: To Enter the Applicant Information (1/2)

Check the applicant information.

**UAS Certification application screen**

STEP 01  
Requested by Information

STEP 02  
UAS information

STEP 03  
Additional information

STEP 04  
Check application information

STEP 05  
Application completed

Please enter your applicant information.

**Applicant's information**

Applicant classification

---

full name

---

Furigana

---

address

---

Date of birth

---

# 11. Step 6: To Enter the Applicant Information (2/2)

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

Phone number ⓘ

Country/Region

E-mail address ⓘ

Input the contact information, and press the "Next" button.

## 12. Step 7: To Enter the UAS Certification Information (1/3)

**UAS Certification application screen**

STEP 01  
Requested by  
Information
STEP 02  
UAS information
STEP 03  
Additional  
information
STEP 04  
Check application  
information
STEP 05  
Application  
completed

Please select the new UAS you wish to apply for from the DRS registered aircraft list below.  
If you wish to apply for a non-DRS registered UAS, please press Next while not selecting it.

**Information about the UAS you are applying for**

Selec tion	model name	registration mark	manufacturing n umber	name of manuf acturer	presence or abs ence of modifi cation
<input type="checkbox"/>	██████	0	1	██████	Yes
<input type="checkbox"/>	██████	1	1	██████	No
<input checked="" type="checkbox"/>	██████	2	1	██████	Yes
<input type="checkbox"/>	██████	3	1	██████	No
<input type="checkbox"/>	██████	4	1	██████	Yes
<input type="checkbox"/>	██████	5	1	██████	No
<input type="checkbox"/>	██████	6	1	██████	Yes
<input type="checkbox"/>	██████	7	1	██████	No
<input type="checkbox"/>	██████	8	1	██████	Yes
<input type="checkbox"/>	██████	9	1	██████	No

to go back
Next

Enter the information of the plane that you are applying.

If the plane is previously registered in the Drone Registration System (DRS), it will be displayed in the information column of the plane to be applied for.

In case you are applying for plane that has been registered with DRS in advance, check the selection check box on the left and press the "Next" button.

In case you are applying for the plane that is not registered with DRS, press the "Next" button without making a selection.

# 12. Step 7: To Enter the UAS Certification Information (2/3)

**UAS Certification application screen**

STEP 01  
Requested by  
Information
STEP 02  
UAS information
STEP 03  
Additional  
Information
STEP 04  
Check: application  
Information
STEP 05  
Application  
completed

Please enter the information of the new UAS you wish to apply for.

Information about the UAS you are applying for -

<b>class of UAS certification</b>	Class 1 UAS certification
<b>model name</b>	<input type="text"/>
<b>Name of the designer</b>	<input type="text"/>
<b>Designer Address</b>	Country/Region <input type="text"/> State/Province <input type="text"/> <input type="text"/>
<b>registration mark</b>	123
<b>Whether or not it has been used for aviation.</b>	<input type="radio"/> It is not used for aviation <input type="radio"/> It was used for aviation
<b>Name of manufacturer</b>	製造者氏名
<b>The address or principal of the manufacturer</b>	Country/Region <input type="text"/> State/Province <input type="text"/> <input type="text"/>
<b>The location of the office</b>	<input type="text"/>
<b>manufacturing number</b>	456
<b>Type of UAS</b>	Airplane

Enter the information of the plane that you are applying.

Required information to be entered will differ depending on the plane type.

## 12. Step 7: To Enter the UAS Certification Information (3/3)

A person who has obtained UAS Type Certification, etc. (Design and manufacturer of self-made machines) whether or not they are maintained.  Yes  None

A person who has obtained UAS Type Certification, etc. Maintenance record materials by the designer and manufacturer for self-built machines. **Select**  Not selected

Purpose of Use

flight in a no-fly zone  Airspace around airports, etc. where aircraft take-off and landing are frequently carried out and designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure safe and smooth air traffic at airports, etc., and designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure the safety of air traffic at such airports, etc. and the airspace above them.

Airspace above the approach, transition, or horizontal or extended approach, conical or outer horizontal surface, or airspace designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure the safety of take-off and landing of aircraft.

Airspace at a height of 150 m or more from the ground or water surface

Over densely populated areas of people or houses

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

Please press the "Selection" button for maintenance record materials by the person who received type certification (designer and manufacturer for self-made machines) and upload the file of the documents used for inspection.

The file extension must be PDF, JPEG (JPG), PNG, XLS, XLSX, DOC, DOCX, or GIF, and the maximum file size is 20MB.

If you are applying for plane that has not been used for flying within 1 month of registration, please attach a photo of the UAS Type Certification display (the photo must be clear and must have been taken within the past 1 month, and the image must be processed, must not be counterfeited or otherwise fraudulently added.) In case the UA was maintained by the manufacturer, etc., please attach a document that proves the verification.

After input is completed press "Next" button.

## 13. Step 8: To Enter the Other Information

**UAS Certification application screen**

STEP 01 Requested by Information    STEP 02 UAS information    **STEP 03 Additional**    STEP 04 Check application information    STEP 05 Application completed

Please provide additional information.

**Inspection method information**

Desired selection of inspection bodies

The desired inspection agency you wish to be inspected by the country

If not found

In the case of "wanting to be inspected by the government", it depends on the congestion situation.  
The inspection period may take some time.

**remarks**

remarks

**Fee information**

Fee amount Yen

fee-related documents

Select on \* Not selected

to go back    **Next**    interruption

Enter the other information.

Check the inspection method information.

Input the handling fees.

In case of attaching a handling fee related document, please press the "Select" button to upload the file.

After input, press "Next".

You can cancel the application by pressing the "interruption" button. In case of resume, you can resume from the application status list screen.

# 14. Step 9: To Verify the Application Information (1/2)

**Application information confirmation screen**

STEP 01 Requested by Information
STEP 02 UAS information
STEP 03 Additional information
STEP 04 Check application information
STEP 05 Application completed

Please check UAS 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.

**Applicant's information** -

Division

full name

Furigana

address

Date of birth

Identity verification classification

**Contact information** -

full name



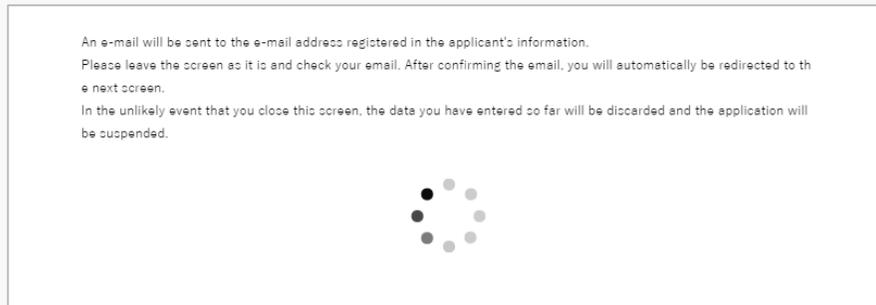
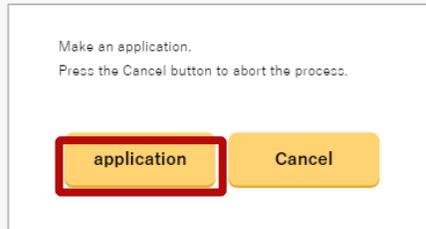
to go back
application
Correction of remarks

Check the applicant/contact information/UA information/inspection method information/handling fee information/remarks.

In case there is an error in the entered information contents, please correct it by pressing the "Modify" button at the bottom of each information.

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

## 14. Step 9: To Verify the Application Information (2/2)



An 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.

## 15. Step 10: Verification of Arrival (1/2)

\* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System  
\* You cannot reply to this e-mail address.

Dear [REDACTED]

Thank you for using the Drone/UAS Information Platform System.

This e-mail is to check with the applicant whether there are any illegal procedures for UAS Type Certification.

If you do not have any idea of this email, such as not currently being processed through the Drone/UAS Information Platform System, please contact us via Frequently Asked Questions and Inquiries below.

If you are happy to proceed as it is, please press the URL below to complete the authentication of your email address.



**認証完了**  
**Authentication completed**

メールアドレスの認証を確認しました。  
端末・画面で申請操作を行っていた場合、操作を続けてください。

ブラウザの×ボタンで画面を閉じてください。

The e-mail address has been authenticated.  
If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

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".

# 15. Step 10: Verification of Arrival (2/2)

### Application completed



**Your application has been completed.**

In the case of a national inspection, an e-mail regarding the payment of the fee will be sent after confirming the details of the procedure, so please pay the fee when you receive the e-mail. In the case of an inspection by Registered Unmanned Aircraft Inspection Organization, please follow the instructions of Registered Unmanned Aircraft Inspection Organization to pay the fee.US>

<Note>>

Fees may not be eligible for payment. Please check the 'Frequently Asked Questions and Inquiries' for a list of organizations that are eligible for payment. In the case of an organization that is not eligible for payment, please do not make payment even if you receive a notification of payment request.

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 certification
- Status after change

# UAS Certification Application Procedure Operation Manual

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<UAS Certification Application Sheet>

## 02. UAS Certification Attribute Change Method

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# 01. Introduction (For Those Wishing to Change the Attributes of the 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. Necessary Items for Attribute Changes in UAS Certification

Prepare the following information to change the attributes of UAS Certification.

Various information	Item
Contact information	<ul style="list-style-type: none"><li>• Full name</li><li>• Phone Number</li><li>• E-mail address</li><li>• Home Address/Address of the person</li></ul>

## 04. Step to Change Attributes in UAS Certification

Make your attribute changes using the following steps in the Drone Information Platform System.

### Start the attribute changes in UAS Certification

#### 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 UA List Screen

Select the Changes to UAS Certification button in the main menu.

#### Step 3: Proceed to UAS Certification Change screen

Select the application information whose attributes you want to change for UAS Certification from the model list screen.

#### Step 4: Implement Attribute Changes to UAS Certification

UAS Certification Enter the content to change on the change screen.

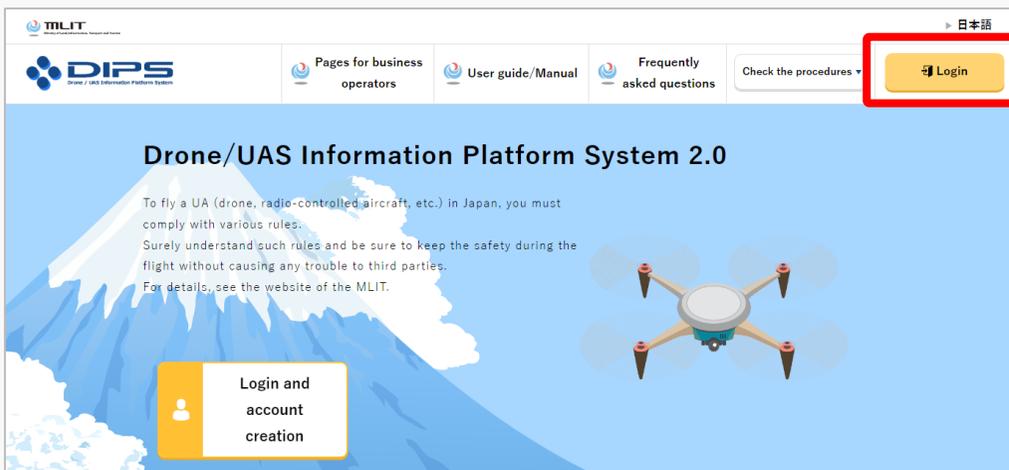
#### Step 5: Check Changes

Confirm the information that you entered, and apply.

### Attribute changes of the UAS Certification are completed.

This completes the Attribute Changes.

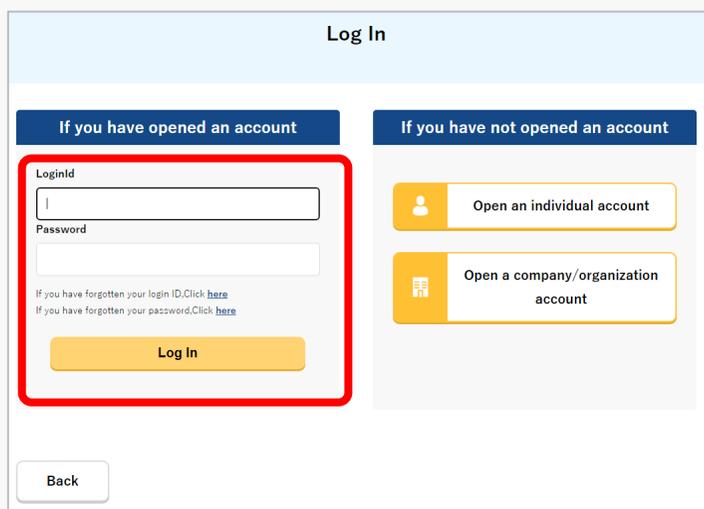
## 05. Step 1: Log in to the Drone Information Platform System (1/3)



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.

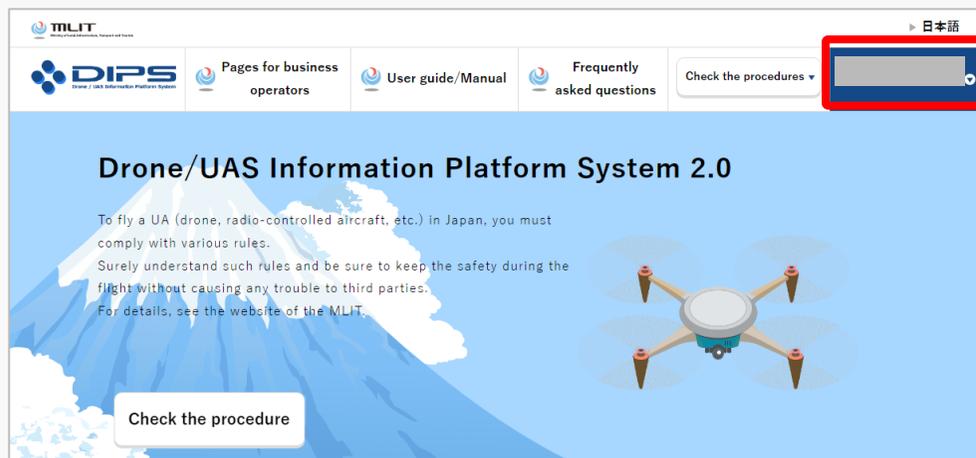


### Points to note!

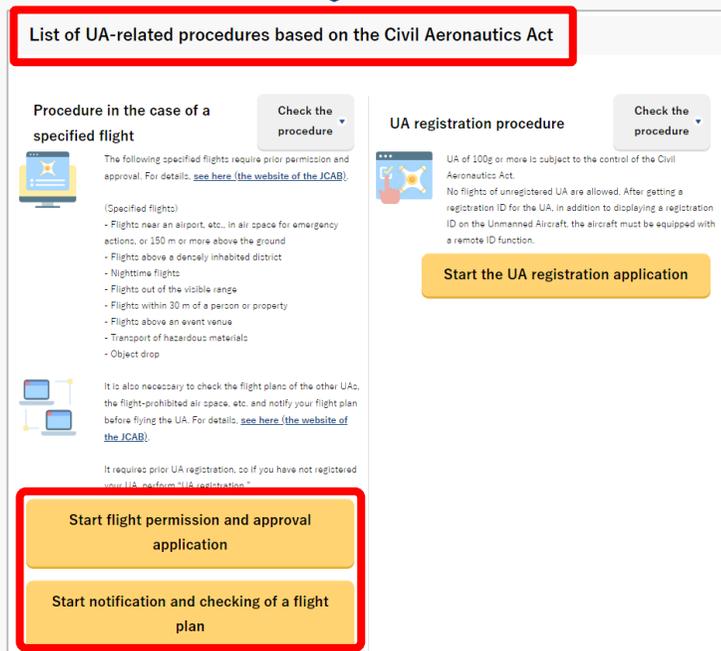
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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 UA List Screen

### UAS Certification Menu

Click here if you want to complete the procedure in person

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
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.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
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 “Change of UAS Certification” button in the UAS Certification Menu page.

# 07. Step 3: Proceed to UAS Certification Change screen

**UAS List**

Select the UAS whose contact information you want to change.

UAS certificate number ⓘ
registration mark ⓘ
Name of manufacturer ⓘ

model name ⓘ

search

Search Results: 51 cases

Select All

Sel ecti on	UAS certi ficate nu mber	registrati on mark	Manufacturer's name or name	model na me	UAS Stat us	Phone nu mber	E-mail Address	Expiration date	Details
<input type="checkbox"/>	████	████	████	████	████	████	████	████	<span style="font-size: x-small; border: 1px solid #ccc; padding: 2px;">Details</span>
<input type="checkbox"/>	████	████	████	████	████	████	████	████	<span style="font-size: x-small; border: 1px solid #ccc; padding: 2px;">Details</span>
<input type="checkbox"/>	████	████	████	████	████	████	████	████	<span style="font-size: x-small; border: 1px solid #ccc; padding: 2px;">Details</span>
<input checked="" type="checkbox"/>	████	████	████	████	████	████	████	████	<span style="font-size: x-small; border: 1px solid #ccc; padding: 2px;">Details</span>

<< < 1 2 3

to go back
Enter information to change

Select the application information whose attributes you want to change for UAS Certification from the model list screen, and press the "Enter information to change" button.

# 08. Step 4: Implement Attribute Changes to UAS Certification

On the UAS Certification change screen, enter the content to change in the Contact information and press the "Next" button.

**UAS Certification change screen**

STEP 01 Requested by Information    STEP 02 Checked for changes    STEP 03 Change complete

Please enter your contact information.

**Contact information**

full name ⓘ

Furigana ⓘ

address ⓘ  
Country/Region   
State/Province

department name ⓘ

Phone number ⓘ  
Country/Region

E-mail address ⓘ

# 09. Step 5: Check Changes (1/2)

Change confirmation screen

STEP 01  
Requested by Information

STEP 02  
Checked for changes

STEP 03  
Change complete

After confirming the entered contact information, press the "Confirm" button.

Contact information [-]

full name

Furigana

address

department name

Phone number

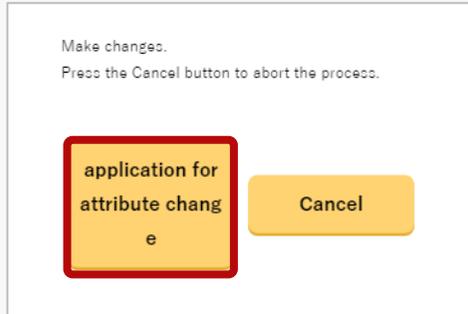
E-mail address

Confirm the contact information that you entered.

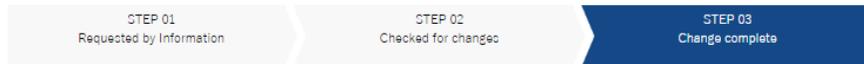
If there is an error in the content you entered, press the "Modify a contact" button to correct the information.

If there is no problem with the content you entered, press the "application for attribute change" button.

# 09. Step 5: Check Changes (2/2)



**The procedure is complete**



The procedure for changing your contact information has been completed.

**Return to the main menu**

The confirmation screen for changing contact information displayed. If there is no problem, press the “application for attribute change” button.

When you press the “application for attribute change” button a message indicating that the application is complete is displayed. This completes the changes.

**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

# UAS Certification Application Procedure Operation Manual

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<UAS Certification Application Sheet>

## 03. UAS Certification

# Renewal Application Method

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# 01. Introduction (For Those Wishing to Apply for Renewal to UAS Certification)

- In the Drone Information Platform System, you can apply for issuance of UA authentication, 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 UA authentication.
- 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 Applying for Renewal Application to UAS Certification

Prepare the following information to apply to Renew UA authentication.

Various information	Item
Contact information	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Phone Number</li> <li>• E-mail address</li> <li>• Home Address/Address of the person</li> </ul>
Information for UA Type for application	<ul style="list-style-type: none"> <li>• UA Type Name</li> <li>• Name or Full Name of the Designer</li> <li>• Location of the head office or the main office of the Designer</li> <li>• Location of the head office or the main office of the Manufacturer</li> <li>• Documents file to be used in inspection</li> </ul>
Information on Handling Fees	<ul style="list-style-type: none"> <li>• Handling Fees Amount</li> </ul>
Other  *It will be different on the basis of method of identity verification.	<ul style="list-style-type: none"> <li>• Drone Information Platform System Account</li> <li>• Individual Number Card</li> <li>• To scan the face information in IC chip of the Individual Number Card Card reader or smartphone</li> <li>• Driving license</li> <li>• Passport</li> <li>• Other Identity Verification documents</li> </ul>

\*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.

# 04. Steps for Renewal Application for UAS Certification

Implement the application with the following steps in the Drone Information Platform System.

## Start UA authentication renewal application

### 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 UA List Screen

Select the Changes to UAS Certification button in the main menu.

### Step 3: Select Unmanned Aircraft (UA) for Application for Renewal

Select the application information of the UA authentication from the UAS Type list screen.

### Step 4: Implement Checks Before Confirming Your Identity

\* In the case of uncertified UAS type  
Enter information such as the class of UAS certification of the UA authentication to apply for renewal and the UA type and others.

### Step 5: Confirm Your Identity

Select\* either My Number/Driver's License or Passport (eKYC)/mail documentation.

### Step 6: Enter Applicant Information

Enter the applicant information such as your name and address and other pertinent information.

### Step 7: Enter the UAS Certification Information

Enter information such as the UAS Type name and designer to apply the renewal.

### Step 8: Enter Other Information

Enter the amount of the fee.

### Step 9: Confirm Application Information

Confirm the information that you entered, and implement the renewal application.

### Step 10: Confirm Arrival

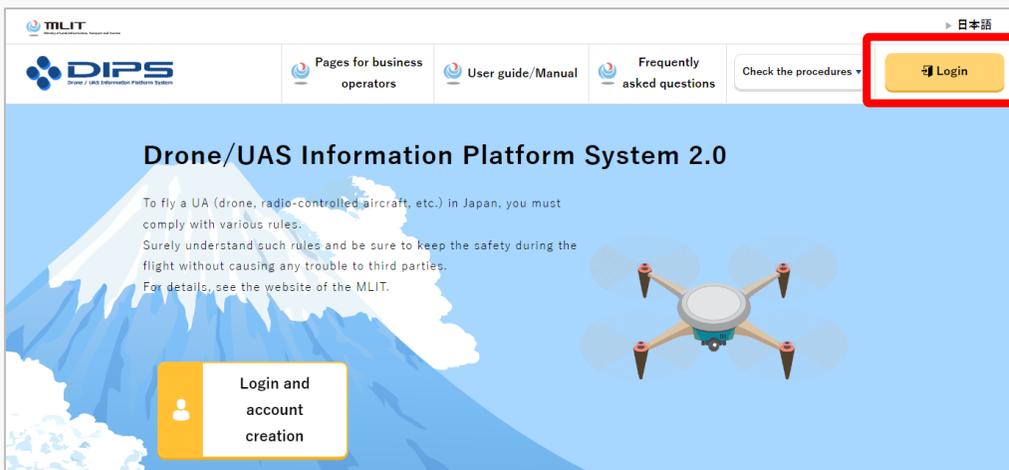
A confirmation email will be sent to you when you have applied to UA authentication, so open the email and confirm its arrival.

## UA authentication renewal application is completed.

You will be notified by an email message sent to your email address when the Civil Aviation Bureau has confirmed the content of the application.

\* If you verify your identity using your driver's license or passport (eKYC) or by mailing documentation, your identity will be verified.

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

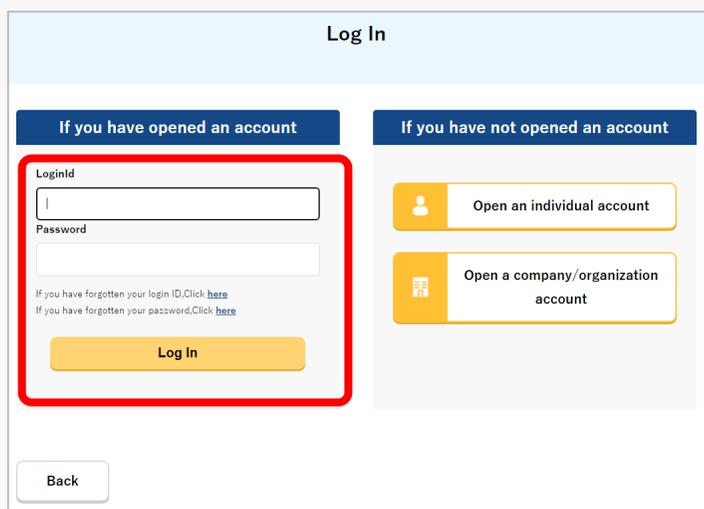


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.

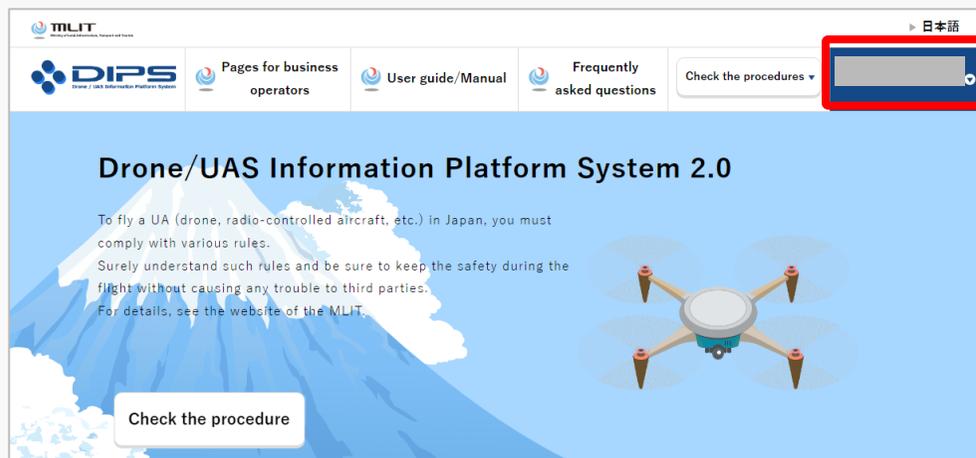


### Points to note!

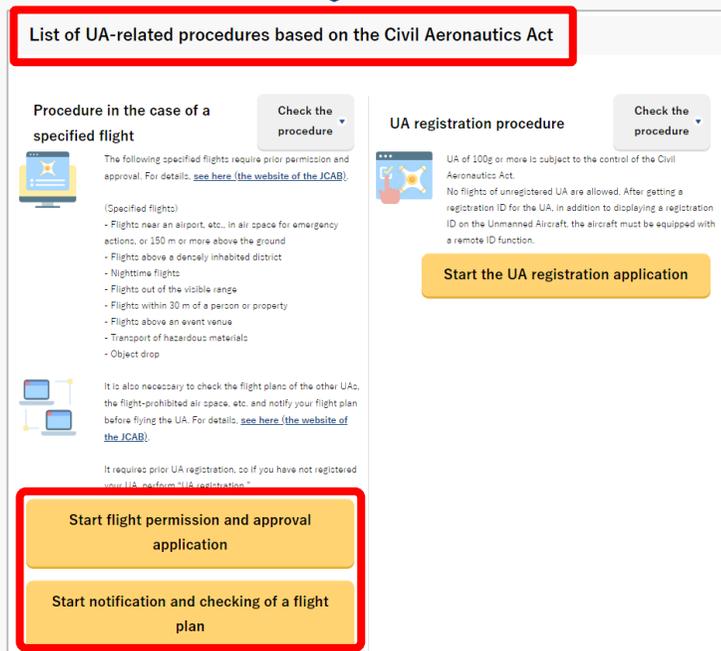
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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 UA List Screen

### UAS Certification Menu

Click here if you want to complete the procedure in person

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
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.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
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 “Expiration date update” button in the UAS Certification Menu page.

# 07. Step 3: Select Unmanned Aircraft (UA) for Application for Renewal (1/2)

### UAS List

Please select the UAS for which you want to update.

UAS certificate number <sup>?</sup>      registration mark <sup>?</sup>      Name of manufacturer <sup>?</sup>

model name <sup>?</sup>

**search**

Search Results: 53 cases

Sel ecti on	UAS certi cate numb er	registratio n mark	Manufacturer's na me or name	model nam e	Last update d	UAS Statu s	Expiration d ate	Details
<input checked="" type="checkbox"/>	██████	████	██████	██████	██████	██████	██████	Details



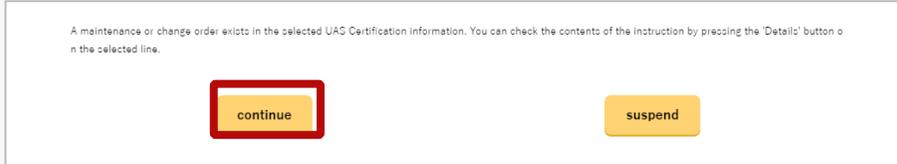
1   2   3   ▶   ▶▶

to go back

Enter information to change

Select UA Information for the application for renewal from UAS List screen, then push “Enter information to change” button.

## 07. Step 3: Select Unmanned Aircraft (UA) for Application for Renewal (2/2)



If a service order or change order exists in the selected UAS Certification information, a screen shown on the left is displayed.

To continue the application for renewal, press "continue" button.

# 08. Step 4: Implement Checks Before Confirming Your Identity

## \* In the case of uncertified UAS type

**Pre-identity check**

Please enter the information of UAC Certification you are applying for.

**Select Update Content** ?  Extended expiration date only  
 Application for renewal with change of aircraft information

**Class of UAS type certification** ?

**class of UAS certification** ?

**Type of UAS** ?

**Select Authority** ?

**The desired inspection agency** ?   
If not found ?

**\*Note**  
In order to apply for a renewal UAC Certification, it is necessary to coordinate in advance with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance regarding the inspection contents and schedule of UAC Certification. Even if you apply without prior adjustment, your application will not be accepted.

Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism

to go back

**Proceed to identity verification**

Select the content to apply for renewal.

\* Depending on the content selected, the information to enter in subsequent procedures will vary.

If there are two types of class of UAS certification to apply for renewal, select the UA to be inspected.

\* If you cannot find your desired UA to inspect:

If you select "-" in "Select Authority" field, select "you wish to be inspected by the country" in "The desired inspection agency If not found" field.

Regarding the inspection, check that it is pre-adjusted with the inspection agency or the MLIT, Civil Aviation Bureau, and select "Pre-coordinated with the inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism".

After confirming the contents, press "Proceed to identity verification".

# 09. Confirm Before Selecting Identity Confirmation Method

There are four ways to verify your identity. See below for instructions on how to verify your identity.

Method to Confirm Your Identity	Operation Method
My Number Card	<p>Link your My Number Card and verify your identity by reading your My Number Card information. The following reading methods are available depending on the device used for the procedure. See the description page for details on specific procedures.</p> <ul style="list-style-type: none"> <li>• <a href="#">Reading with an IC card reader (IC card reader authentication)</a></li> <li>• <a href="#">Reading using a smartphone (2D barcode authentication)</a></li> </ul>
Online verification using your driver's license	<p>This is a method of confirming your identity using eKYC online. This is available only to those who have a smartphone. A 2D barcode is displayed on the screen during the procedure, so use your smartphone camera to read the 2D barcode. Then, follow the screen to take a picture of the front surface of your driver's license.</p> <p>* See <a href="#">this</a> page for information on using eKYC.</p>
Online verification using your passport	<p>This is a method of confirming your identity using eKYC online. This is available only to those who have a smartphone. A 2D barcode is displayed on the screen during the procedure, so use your smartphone camera to read the 2D barcode. Then, follow the screen to take a picture of your personal information in your passport.</p> <p>Once you have finished capturing the necessary information, you'll be taken to a page where you can enter your applicant information. Upload the image of your identity authentication document that shows your name, address, and date of birth in the identity authentication document section on the opened page.</p> <p>* See <a href="#">this</a> page for information on using eKYC.</p>
Mailing identity confirmation documentation	<p>Mail documentation that verifies your identity. The email that you will receive after you have applied will have an address to where you can send your identity verification documentation. Check your email and submit your identity verification documentation by regular surface mail.</p> <p>* If the identity authentication document is not mailed or if the necessary documents for submission are not available, the subsequent procedure cannot be implement.</p> <p>* Confirm the contents of the identity confirmation documentation and the mailing address <a href="#">here</a>.</p>

\* When you click on the link, an external website will open.

## 10. Step 5: Confirm Your Identity

### Identity verification Selection

When applying for UAS renewal, we will verify your identity.  
Choose your identity verification method below.

**Identity verification Selection**

Individual number IC card reader authentication       2D barcode authentication

If you have an IC card reader, use "IC card reader authentication", and if you have an NFC-enabled smartphone, select "2D Barcode Authentication" and press the "Next" button.

Note: To verify your identity using your My number Card, use My Portal AP.  
If you have not installed Mynportal AP, [check the procedure to install the Mynportal AP](#) for more information.  
\*If you would like to check if your phone supports NFC, go to [Here](#) (This will open an external site)

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Driver's license (eKYC)

Electronic know your Customer (eKYC) is a complete online identity verification method.

Only those who have a smartphone can use it.  
Select this and press the Next button to view the 2D barcode. Read the 2D barcode with the camera function of the smartphone, and follow the screen to take a picture of the surface of the driver's license.

1,450 yen per UAS to be applied is required as a fee related to the application.

If you apply for multiple UAS at the same time, you will need to pay 1,450 yen for the first UAS and 1,050 yen for the second and subsequent UAS, and you will need to pay the total amount.

Note: It cannot be used with PC or doublet terminals. The use of eKYC is subject to the following conditions: [Here](#) for more information.

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Passport (eKYC)

When you have selected your identity verification method, press the "Next" button.

An external website or app will open according to the identity verification method you selected. Implement identity verification according to the explanation at the external website or the app.

Instructions are also provided in the manual [for how to verify your identity](#).



# 11. Step 6: Enter Applicant Information (1) (1/2)

## \* Only when extending the expiration date

**UAS Certification application screen**

STEP 01 Requested by Information    STEP 02 UAC information    STEP 03 Additional information    STEP 04 Check application information    STEP 05 Application completed

**Applicant's information**

Applicant classification	<input type="text"/>
full name	<input type="text"/>
Furigana	<input type="text"/>
address	<input type="text"/>
Date of birth	<input type="text"/>

Confirm the applicant information.

# 11. Step 6: Enter Applicant Information (1) (2/2)

**\* Only when extending the expiration date**

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

OO Department OO Section

Phone number ⓘ

Country/Region

E-mail address ⓘ

Enter the contact information, and press the "Next" button.

# 11. Step 6: Enter Applicant Information (2) (1/2)

\* In the case of renewal application when changing UA information

**UAS Certification application screen**

STEP 01 Requested by Information    STEP 02 UAC information    STEP 03 Additional information    STEP 04 Check application information    STEP 05 Application completed

---

**Applicant's information**

Applicant classification

---

full name

---

Furigana

---

address

---

Date of birth

---

Confirm the applicant information.

# 11. Step 6: Enter Applicant Information (2) (2/2)

\* In the case of renewal application when changing UA information



The screenshot shows a web form titled "Contact information". The form contains several input fields: "full name", "Furigana", "address" (with sub-fields for "Country/Region" and "State/Province"), "department name" (with radio buttons for "Department" and "Section"), "Phone number" (with sub-fields for "Country/Region" and a numeric field), and "E-mail address". A red rectangular border highlights the entire form area. At the bottom left is a "to go back" button, and at the bottom center is a yellow "Next" button with a red border.

Enter the contact information, and press the "Next" button.

# 11. Step 6: Enter Applicant Information (3) (1/2)

\* For UA with certified UAS type

**UAS Certification application screen**

STEP 01 Requested by Information    STEP 02 UAS information    STEP 03 Additional information    STEP 04 Check application information    STEP 05 Application completed

---

**Applicant's information**

Applicant classification

---

full name

---

Furigana

---

address

---

Date of birth

---

Confirm the applicant information.

# 11. Step 6: Enter Applicant Information (3) (2/2)

\* For UA with certified UAS type

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

OO Department OO Section

Phone number ⓘ

Country/Region

E-mail address ⓘ

Enter the contact information, and press the "Next" button.

# 12. Step 7: Enter UAS Certification Information (1)

\* Only when extending the expiration date

**UAS Certification application screen**

STEP 01  
Requested by Information
STEP 02  
UAS information
STEP 03  
Additional information
STEP 04  
Check application information
STEP 05  
Application completed

Please enter the information of the UAS you wish to apply for renewal.

**Information about the UAS you are applying for** [-]

A person who has obtained UAS Type Certification, etc. (Design and manufacturer of self-made machines) whether or not they are maintained. i

Yes  None

A person who has obtained UAS Type Certification, etc. Maintenance record materials by the designer and manufacturer for self-built machines) i

Selection \* Not selected

to go back
Next
interruption

Select with / without a maintenance by the permittee of UAS Type Certification, for Amateur-Built UA / Others, or by UA Designer and UA Manufacturer.

“With” maintained, select the maintenance records material. Press “Selection” button to upload the file.

After entering, press “Next.”

If you want, pressing “interruption” button interrupts the application. Suspended application can be resumed from the application status list screen.

# 12. Step 7: Enter UAS Certification Information (2) (1/2)

\* In the case of renewal application when changing UA information

Enter information of the UA to apply for renewal.

Required input data depend on the type of the UA.

**UAS Certification application screen**

STEP 01 Requested by Information   **STEP 02 UAS information**   STEP 03 Additional information   STEP 04 Check application information   STEP 05 Application completed

Please enter the information of the UAS you wish to apply for renewal.

**Information about the UAS you are applying for** [-]

class of UAS certification

model name

Name of the designer i

Designer Address i

Country/Region

State/Province

registration mark

Name of manufacturer i



UAS Dimensions\_Full Length i  m

UAS Dimensions\_Total Height i  m

## 12. Step 7: Enter UAS Certification Information (2) (2/2)

### \* In the case of renewal application when changing UA information

A person who has obtained UAS Type Certification, etc. (Design and manufacturer of self-made machines) whether or not they are maintained.  Yes  None

A person who has obtained UAS Type Certification, etc. Maintenance record materials by the designer and manufacturer for self-built machines)  Selection  \* Not selected

Purpose of Use

flight in a no-fly zone  Airspace around airports, etc. where aircraft take-off and landing are frequently carried out and designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure safe and smooth air traffic at airports, etc., and designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure the safety of air traffic at such airports, etc. and the airspace above them.  
 Airspace above the approach, transition, or horizontal or extended approach, conical or outer horizontal surface, or airspace designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure the safety of take-off and landing of aircraft.  
 Airspace at a height of 150 m or more from the ground or water surface  
 Over densely populated areas of people or houses

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

Press the “Selection” button for the service record materials by the person who has received UAS Type Certification and the like (design and manufacturer for self-made aircraft) and upload the file of the documentation used in the inspection.

File extensions can be PDF, JPEG (JPG), PNG, XLS, XLSX, DOC, DOCX, and GIF. The file size is limited to 20MB. When the UA Manufacturer or others service the UA, attach Post-Maintenance Checks documents.

After entering, press “Next” button.

If you want, pressing “interruption” button interrupts the application. Suspended application can be resumed from the application status list screen.

# 12. Step 7: Enter UAS Certification Information (3) (1/2)

## \* For UA with certified UAS type

**UAS Certification application screen**

STEP 01  
Requested by  
Information
STEP 02  
UAS information
STEP 03  
Additional  
Information
STEP 04  
Check application  
Information
STEP 05  
Application  
completed

Please enter the information of the UAS you wish to apply for renewal.

Information about the UAS you are applying for -

A person who has obtained UAS Type Certification, etc.  
(Design and manufacturer of self-made machines) whether or not they are maintained. ⓘ

Yes  None

---

A person who has obtained UAS Type Certification, etc.  
Maintenance record materials by the designer and manufacturer for self-built machines. ⓘ

Selection

---

A person who has obtained UAS Type Certification, etc.  
(In the case of self-built UAS, the designer and the manufacturer) completed maintenance. ⓘ

Yes  None

---

A person who has obtained UAS Type Certification, etc.  
(For self-made machines, the designer and the manufacturer) documents the results of maintenance completion. ⓘ

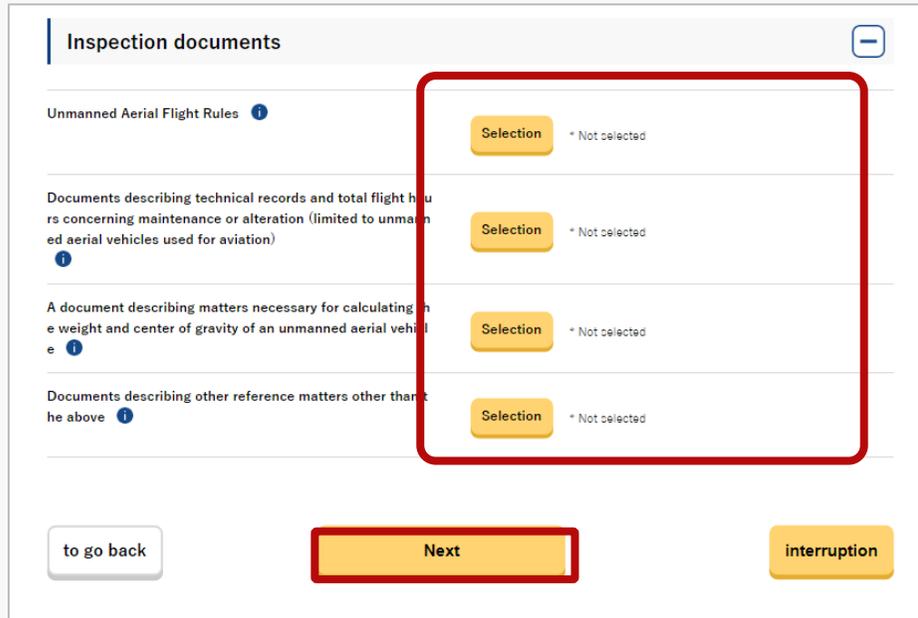
Selection \* Not selected

Enter information of the UA to apply for renewal.

If you have materials as attached files, press "Selection" button to upload.

# 12. Step 7: Enter UAS Certification Information (3) (2/2)

\* For UA with certified UAS type



Inspection documents

Unmanned Aerial Flight Rules ⓘ

Documents describing technical records and total flight hours concerning maintenance or alteration (limited to unmanned aerial vehicles used for aviation) ⓘ

A document describing matters necessary for calculating the weight and center of gravity of an unmanned aerial vehicle ⓘ

Documents describing other reference matters other than the above ⓘ

Selection \* Not selected

Selection \* Not selected

Selection \* Not selected

Selection \* Not selected

to go back      Next      interruption

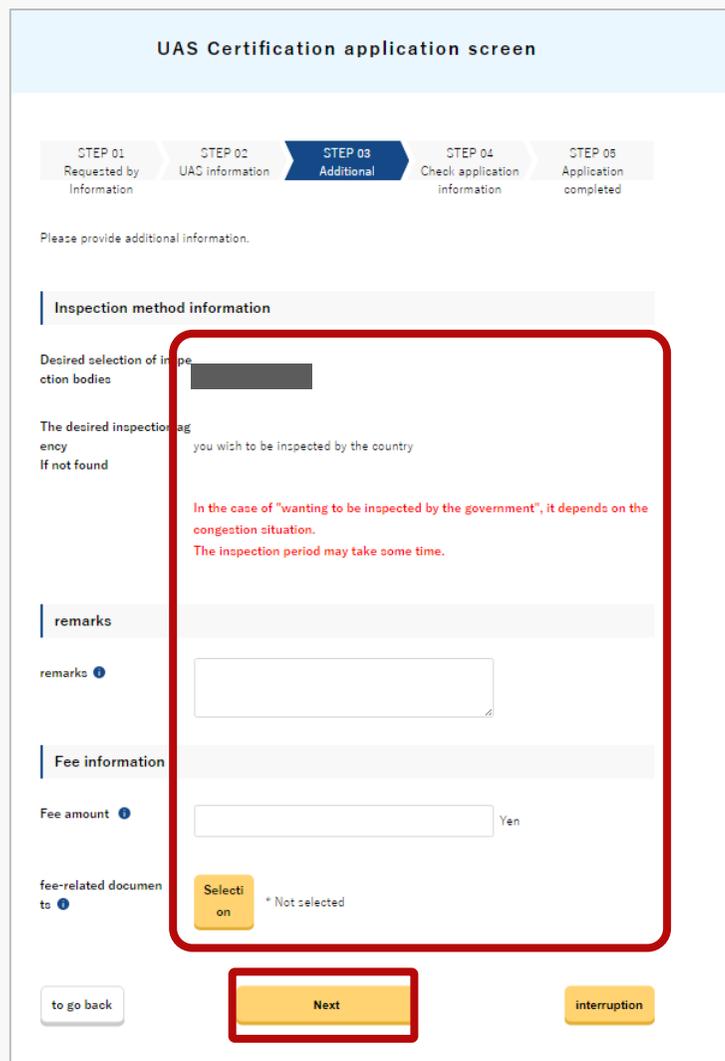
Select inspection documents as required, press "Next."

If you have documents as attached files, press "Selection" button to upload.

If you want, pressing "interruption" button interrupts the application. Suspended application can be resumed from the application status list screen.

# 13. Step 8: Enter Other Information (1)

\* Only when extending the expiration date



Enter the other information.

Check the inspection method information.

Input the handling fees.

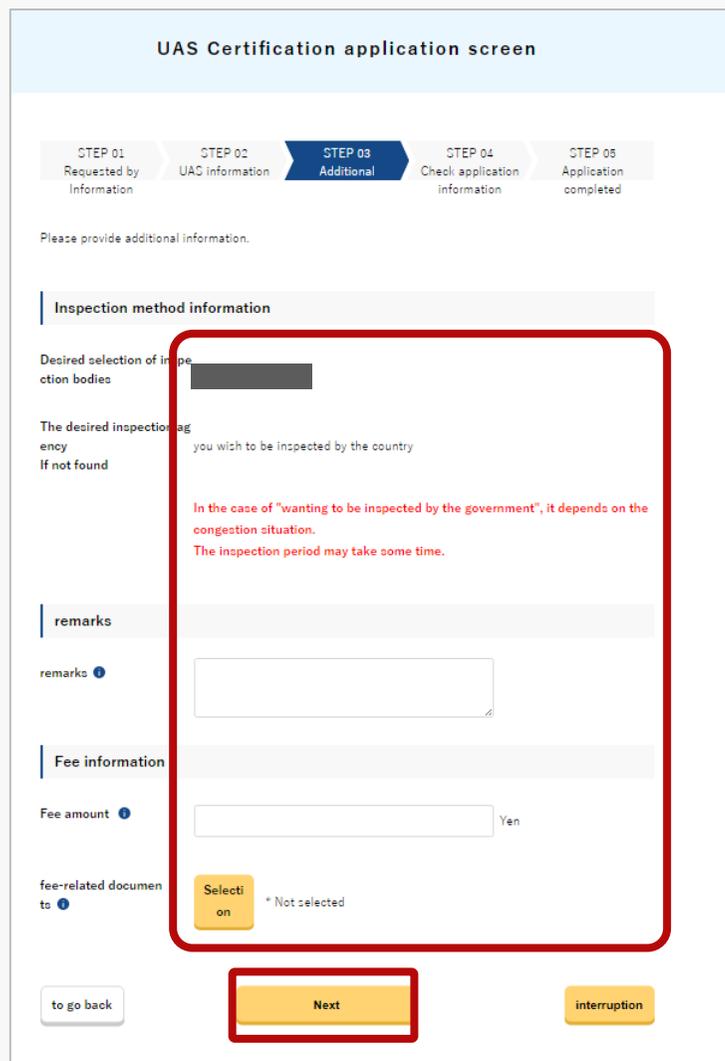
In case of attaching a handling fee related document, please press the "Selection" button to upload the file.

After input, press "Next".

You can cancel the application by pressing the "interruption" button. In case of resume, you can resume from the application status list screen.

# 13. Step 8: Enter Other Information (2)

\* In the case of renewal application when changing UA information



**UAS Certification application screen**

STEP 01 Requested by Information    STEP 02 UAS information    **STEP 03 Additional**    STEP 04 Check: application information    STEP 05 Application completed

Please provide additional information.

**Inspection method information**

Desired selection of inspection bodies

The desired inspection agency you wish to be inspected by the country

If not found

In the case of "wanting to be inspected by the government", it depends on the congestion situation.  
The inspection period may take some time.

**remarks**

remarks

**Fee information**

Fee amount Yen

fee-related document to

Selection \* Not selected

to go back    **Next**    interruption

Enter the other information.

Check the inspection method information.

Input the handling fees.

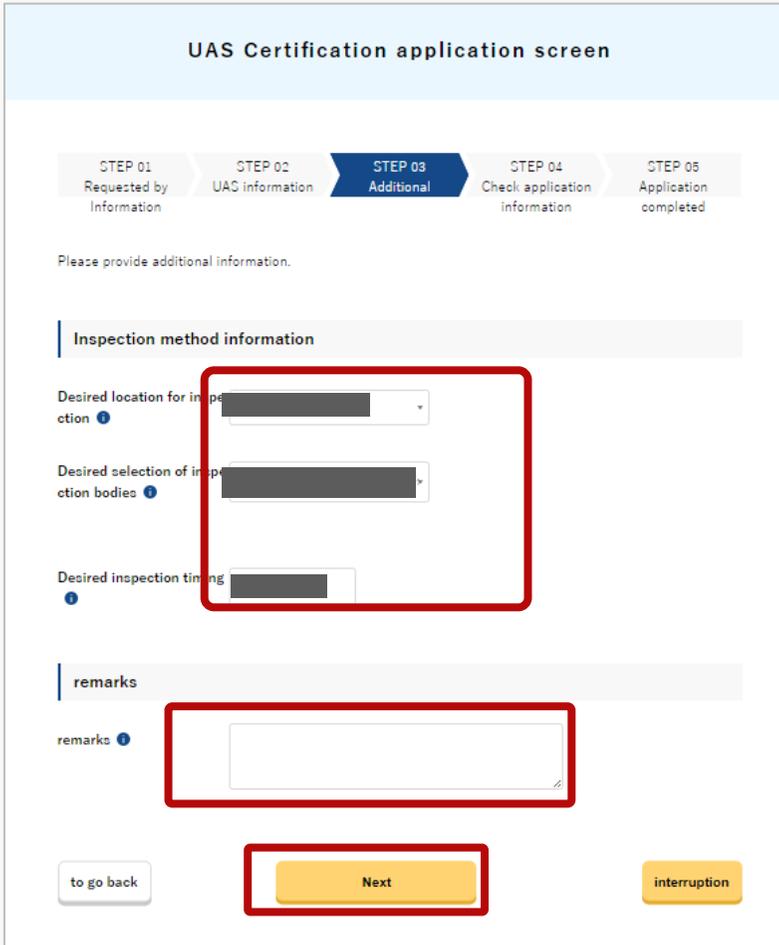
In case of attaching a handling fee related document, please press the "Selection" button to upload the file.

After input, press "Next".

You can cancel the application by pressing the "interruption" button. In case of resume, you can resume from the application status list screen.

# 13. Step 8: Enter Other Information (3)

\* For UA with certified UAS type



The screenshot shows the 'UAS Certification application screen' at Step 03, 'Additional'. A progress bar at the top indicates the current step. Below the progress bar, the user is prompted to provide additional information. The form is divided into two sections: 'Inspection method information' and 'remarks'. The 'Inspection method information' section contains three dropdown menus: 'Desired location for inspection', 'Desired selection of inspection bodies', and 'Desired inspection timing'. The 'remarks' section contains a text input field. At the bottom of the screen, there are three buttons: 'to go back', 'Next', and 'interruption'. Red boxes highlight the dropdown menus and the 'Next' button.

Enter the other information.

Check the inspection method information.

Enter remarks as required.

After input, press "Next".

You can cancel the application by pressing the "interruption" button. In case of resume, you can resume from the application status list screen.

# 14. Step 9: Confirm Application Information (1) (1/2)

## \* Only when extending the expiration date

Application information confirmation screen



Please check UAS 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.

Applicant's information [-]

Division

full name

Furigana

address

Date of birth

Contact information [-]

full name

Furigana



to go back

Application for renewal

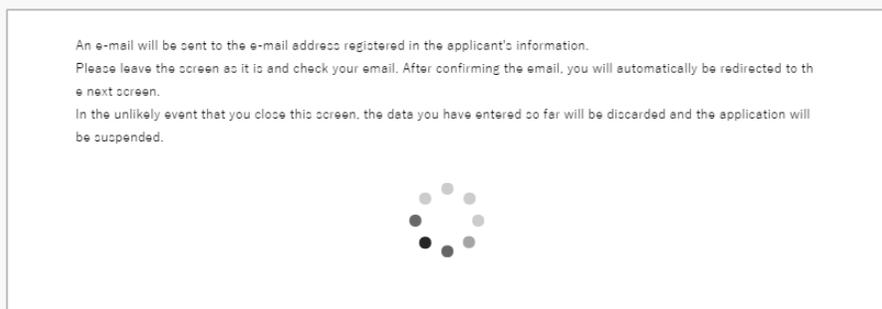
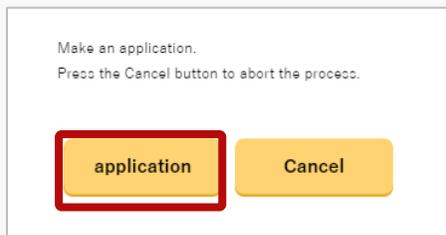
Confirm the applicant/contact information/UA information/inspection method information/fee information/remarks.

In case there is an error in the entered information contents, please correct it by pressing the "Modify" button at the bottom of each information.

If there is no problem in the entered information contents, "Application for renewal" button Please press.

## 14. Step 9: Confirm Application Information (1) (2/2)

\* Only when extending the expiration date



An 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.

# 14. Step 9: Confirm Application Information (2) (1/2)

## \* In the case of renewal application when changing UA information

Application information confirmation screen



Please check UAS 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.

Applicant's information
[-]

Division

full name

Furigana

address

Date of birth

Contact information
[-]

full name

Furigana

Confirm the applicant/contact information/UA information/inspection method information/fee information/remarks.

In case there is an error in the entered information contents, please correct it by pressing the "Modify" button at the bottom of each information.

If there is no problem in the entered information contents, "Application for renewal" button Please press.



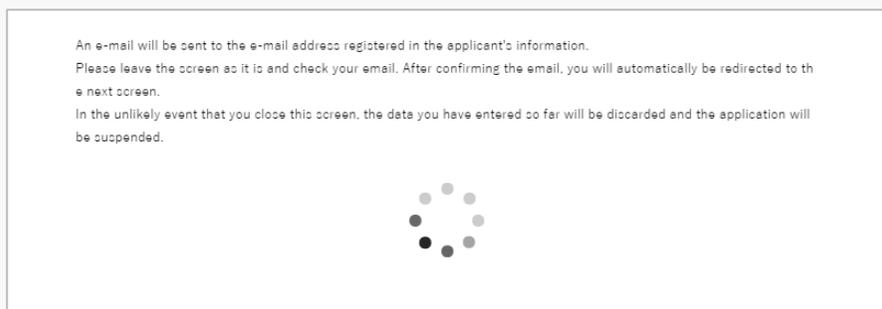
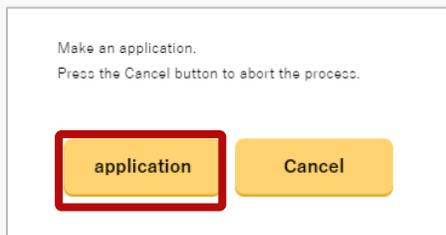
to go back

Application for renewal

P.03-31

# 14. Step 9: Confirm Application Information (2) (2/2)

## \* In the case of renewal application when changing UA information



An 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.

# 14. Step 9: Confirm Application Information (3) (1/2)

\* For UA with certified UAS type

Application information confirmation screen

STEP 01  
Requested by Information
STEP 02  
UAS information
STEP 03  
Additional information
STEP 04  
Check application information
STEP 05  
Application completed

Please check UAS 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.

Applicant's information
[-]

Division

full name

Furigana

address

Date of birth

Contact information
[-]

full name

Furigana

Check Applicant Information / Contact Information / UA Information / Inspection Documents / Inspection Method Information / Remarks.

If a mistake is found in the data entry, correct it by pressing "Modify" button on the bottom of each information.

If no problem is found in the entry, press "Application for renewal" button.

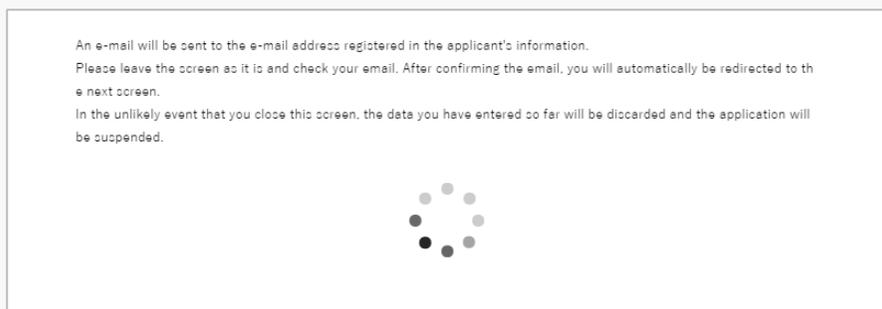
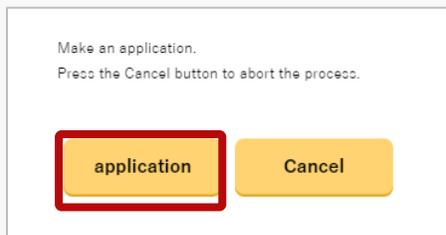
to go back

Application for renewal

P.03-33

# 14. Step 9: Confirm Application Information (3) (2/2)

## \* For UA with certified UAS type



An 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.

## 15. Step 10: Confirm Arrival (1/2)

\* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System  
\* You cannot reply to this e-mail address.

Dear [REDACTED]

Thank you for using the Drone/UAS Information Platform System.

This e-mail is to check with the applicant whether there are any illegal procedures for UAS Type Certification.

If you do not have any idea of this email, such as not currently being processed through the Drone/UAS Information Platform System, please contact us via Frequently Asked Questions and Inquiries below.

If you are happy to proceed as it is, please press the URL below to complete the authentication of your email address.



**認証完了**  
**Authentication completed**

メールアドレスの認証を確認しました。  
端末・画面で申請操作を行っていた場合、操作を続けてください。

ブラウザの×ボタンで画面を閉じてください。

The e-mail address has been authenticated.

If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

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".

# 15. Step 10: Confirm Arrival (2/2)

## Application completed



**Your application has been completed.**

In the case of a national inspection, an e-mail regarding the payment of the fee will be sent after confirming the details of the procedure, so please pay the fee when you receive the e-mail. In the case of an inspection by Registered Unmanned Aircraft Inspection Organization, please follow the instructions of Registered Unmanned Aircraft Inspection Organization to pay the fee.US>

<Note>>

Fees may not be eligible for payment. Please check the 'Frequently Asked Questions and Inquiries' for a list of organizations that are eligible for payment. In the case of an organization that is not eligible for payment, please do not make payment even if you receive a notification of payment request.

**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.

Return to the main menu

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 certification
- Status after change

# UAS Certification Application Procedure Operation Manual

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<UAS Certification Application Sheet>

## 04. Method to Apply for Cancellation of UAS Certification

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# 01. Introduction (For Those Wishing to Apply for Cancellation of 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. Necessary Items for Applying for Cancellation of UAS Certification

Prepare the following information to apply for cancellation of UAS Certification .

Various information	Item
Contact information	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Phone Number</li> <li>• E-mail address</li> <li>• Home Address/Address of the person</li> </ul>
Information for UA Type for application	<ul style="list-style-type: none"> <li>• UA Type Name</li> <li>• Name or Full Name of the Designer</li> <li>• Location of the head office or the main office of the Designer</li> <li>• Location of the head office or the main office of the Manufacturer</li> <li>• Documents file to be used in inspection</li> </ul>
Other *It will be different on the basis of method of identity verification.	<ul style="list-style-type: none"> <li>• Drone Information Platform System Account</li> <li>• Individual Number Card</li> <li>• To scan the face information in IC chip of the Individual Number Card Card reader or smartphone</li> <li>• Driving license</li> <li>• Passport</li> <li>• Other Identity Verification documents</li> </ul>

\*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.

## 04. Steps for Applying for Cancellation of UAS Certification

Apply for Cancellation of UAS Certification with the following steps in the Drone Information Platform System.

### Start applying for cancellation of UAS Certification

#### 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 UA List Screen

Select the Changes to UAS Certification button in the main menu.

#### Step 3: Select UA for Application for Cancellation

Select the UAS Certification to apply for cancellation from the UA list screen.

#### Step 4: Confirm Your Identity

Select\* either My Number/Driver's License or Passport (eKYC)/mail documentation.

#### Step 5: Enter Applicant Information

Enter the applicant information such as your name and address and other pertinent information.

#### Step 6: Enter Other Information

Enter the amount of the fee.

#### Step 7: Confirm Application Information

Confirm the information that you entered, and cancel the application.

#### Step 8: Confirm Arrival

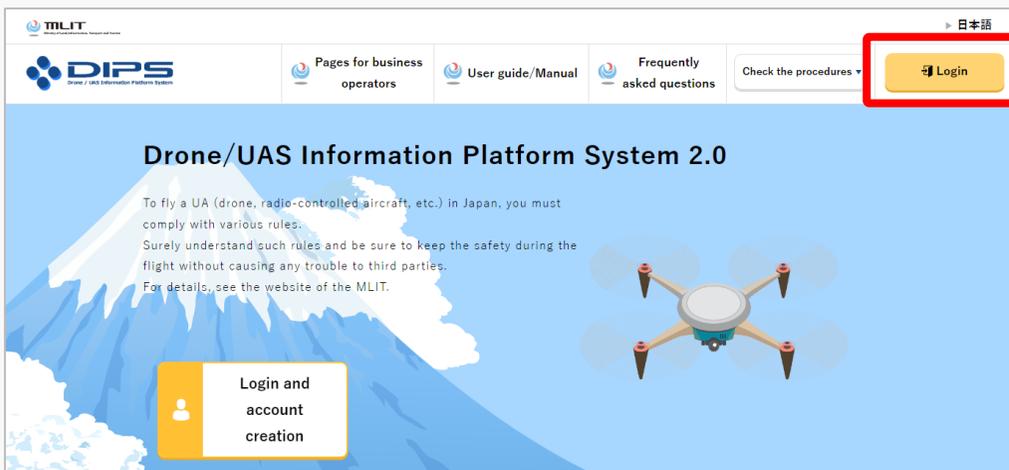
A confirmation email will be sent to you when you have applied to cancel UAS Certification, so open the email and confirm its arrival.

### Applying for Cancellation of UAS Certification is completed.

You will be notified by an email message sent to your email address when the Civil Aviation Bureau has confirmed the content of the application.

\* If you verify your identity using your driver's license or passport (eKYC) or by mailing documentation, your identity will be verified.

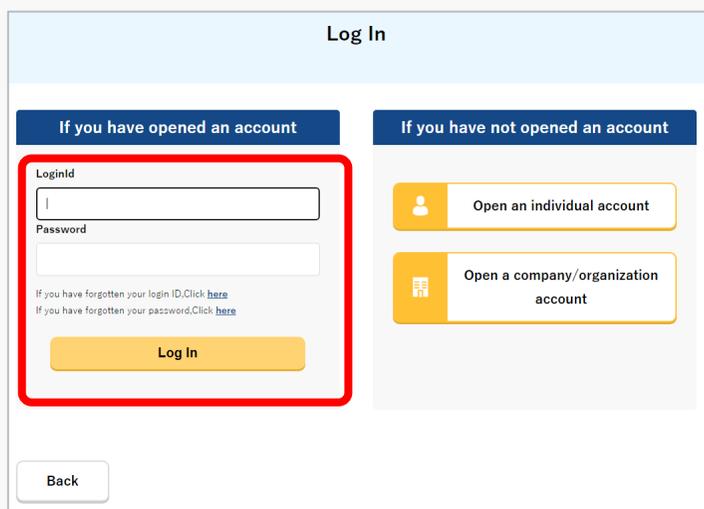
## 05. Step 1: Log in to the Drone Information Platform System (1/3)



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.

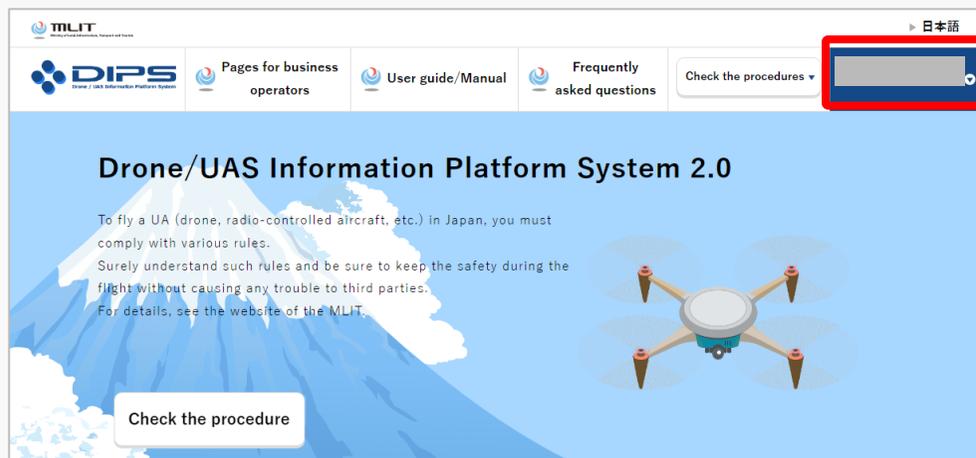


### Points to note!

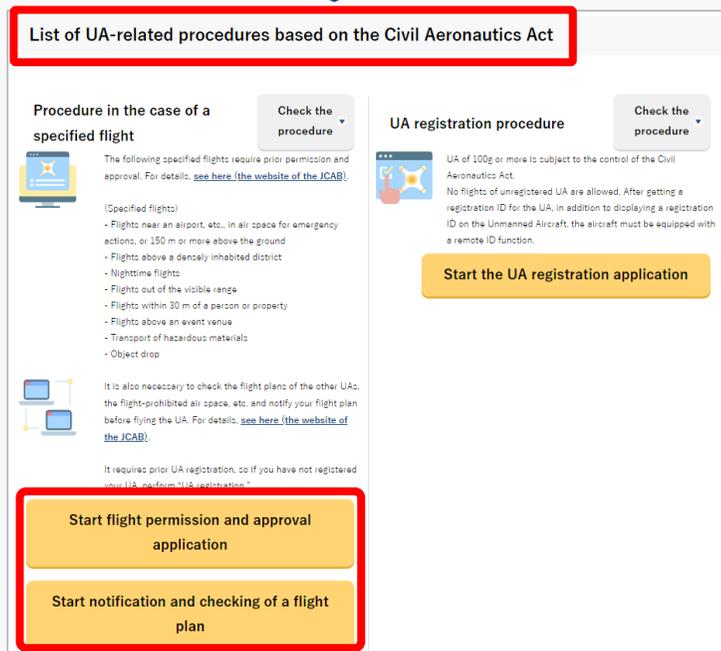
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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 UA List Screen

Press the “Deleting UAS Certification” button in the UAS Certification Menu page.

### UAS Certification Menu

Click here if you want to complete the procedure in person

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
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.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
You can make the necessary settings when requesting a proxy to perform various procedures or cancelling a request to a proxy.	

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

# 07. Step 3: Select UA for Application for Cancellation (1/2)

## UAS List

Please select the UAS for which you want to be erased.

UAS certificate number ?      registration mark ?      Name of manufacturer ?

model name ?

search

Search Results: 52 case

Sele ction	UAS certifica te number	registration mark	Manufacturer's name or name	model name	UAS Status	Expiration da te	Details
<input style="width: 20px; height: 20px; border: 1px solid red;" type="radio"/>	██████████	██	██████████	██████	██████	██████	Details

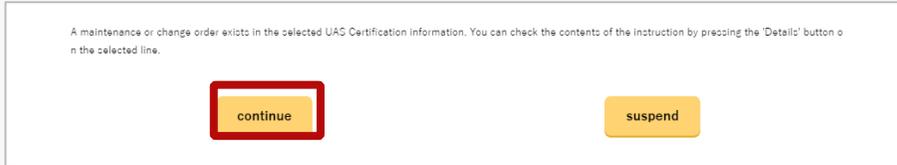


1
2
3
▶
▶▶

to go back
Enter information to be erased

Select the UAS Certification information for application for cancellation from the UA list screen, and press "Enter information to be erased" button.

## 07. Step 3: Select UA for Application for Cancellation (2/2)



If a service order or change order exists in the selected UAS Certification information, a screen shown on the left is displayed.

To continue application for cancellation, press "continue" button.

# 08. Confirm Before Selecting Identity Confirmation Method

There are four ways to verify your identity. See below for instructions on how to verify your identity.

Method to Confirm Your Identity	Operation Method
My Number Card	<p>Link your My Number Card and verify your identity by reading your My Number Card information. The following reading methods are available depending on the device used for the procedure. See the description page for details on specific procedures.</p> <ul style="list-style-type: none"> <li>• <a href="#">Reading with an IC card reader (IC card reader authentication)</a></li> <li>• <a href="#">Reading using a smartphone (2D barcode authentication)</a></li> </ul>
Online verification using your driver's license	<p>This is a method of confirming your identity using eKYC online. This is available only to those who have a smartphone. A 2D barcode is displayed on the screen during the procedure, so use your smartphone camera to read the 2D barcode. Then, follow the screen to take a picture of the front surface of your driver's license.</p> <p>* See <a href="#">this</a> page for information on using eKYC.</p>
Online verification using your passport	<p>This is a method of confirming your identity using eKYC online. This is available only to those who have a smartphone. A 2D barcode is displayed on the screen during the procedure, so use your smartphone camera to read the 2D barcode. Then, follow the screen to take a picture of your personal information in your passport.</p> <p>Once you have finished capturing the necessary information, you'll be taken to a page where you can enter your applicant information. Upload the image of your identity authentication document that shows your name, address, and date of birth in the identity authentication document section on the opened page.</p> <p>* See <a href="#">this</a> page for information on using eKYC.</p>
Mailing identity confirmation documentation	<p>Mail documentation that verifies your identity. The email that you will receive after you have applied will have an address to where you can send your identity verification documentation. Check your email and submit your identity verification documentation by regular surface mail.</p> <p>* If the identity authentication document is not mailed or if the necessary documents for submission are not available, the subsequent procedure cannot be implement.</p> <p>* Confirm the contents of the identity confirmation documentation and the mailing address <a href="#">here</a>.</p>

\* When you click on the link, an external website will open.

## 09. Step 4: Confirm Your Identity

### Identity verification Selection

When applying for deletion of UAS, we will verify your identity.  
Choose your identity verification method below.

**Identity verification Selection**

Individual number IC card reader authentication       2D barcode authentication

If you have an IC card reader, use "IC card reader authentication", and if you have an NFC-enabled smartphone, select "2D Barcode Authentication" and press the "Next" button.

Note: To verify your identity using your My number Card, use My Portal AP.  
If you have not installed Mynaportal AP, [check the procedure to install the Mynaportal AP](#) for more information.  
\*If you would like to check if your phone supports NFC, go to [Here](#) (This will open an external site)

Driver's license (eKYC)

Electronic know your Customer (eKYC) is a complete online identity verification method.

Only those who have a smartphone can use it.  
Select this and press the Next button to view the 2D barcode. Read the 2D barcode with the camera function of the smartphone, and follow the screen to take a picture of the surface of the driver's license.

1,450 yen per UAC to be applied is required as a fee related to the application.

If you apply for multiple UAC at the same time, you will need to pay 1,450 yen for the first UAC and 1,050 yen for the second and subsequent UAC, and you will need to pay the total amount.

Note: It cannot be used with PC or doublet terminals. The use of eKYC is subject to the following conditions: [Here](#) for more information.

When you have selected your identity verification method, press the "Next" button.

An external website or app will open according to the identity verification method you selected. Implement identity verification according to the explanation at the external website or the app.

Instructions are also provided in the manual [for how to verify your identity](#).



# 10. Step 5: Enter Applicant Information (1/2)

**UAS Certification application screen**

STEP 01 Requested by Information    STEP 02 Additional information    STEP 03 Check application information    STEP 04 Application completed

Please enter your applicant information.

**Applicant's information**

Applicant classification

---

full name

---

Furigana

---

address

---

Date of birth

---

Confirm the applicant information.

# 10. Step 5: Enter Applicant Information (2/2)

**Contact information**

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

OO Department OO Section

Phone number ⓘ

Country/Region

E-mail address ⓘ

Input the contact information, and press the "Next" button.

# 11. Step 6: Enter Other Information

**UAS Certification application screen**

STEP 01 Requested by Information    **STEP 02 Additional information**    STEP 03 Check application information    STEP 04 Application completed

Please provide additional information.

other

Reason for deletion ⓘ

to go back    **Next**    interruption

Enter the reason for deletion, then press "Next" button.

If you want, pressing "interruption" button interrupts the application. Suspended application can be resumed from the application status list screen.

# 12. Step 7: Confirm Application Information (1/2)

Application information confirmation screen

STEP 01  
Requested by Information

STEP 02  
Additional Information

STEP 03  
Check application Information

STEP 04  
Application completed

Please check UAS 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.

Applicant's information
⊖

Division

full name

Furigana

address

Date of birth

Contact information
⊖

full name

Furigana

Check Applicant Information / Contact Information / UA Information / Other Information.

In case there is an error in the entered information contents, please correct it by pressing the "Modify" button at the bottom of each information.

If there is no problem in the entered information contents, "Application for cancellation" button Please press.

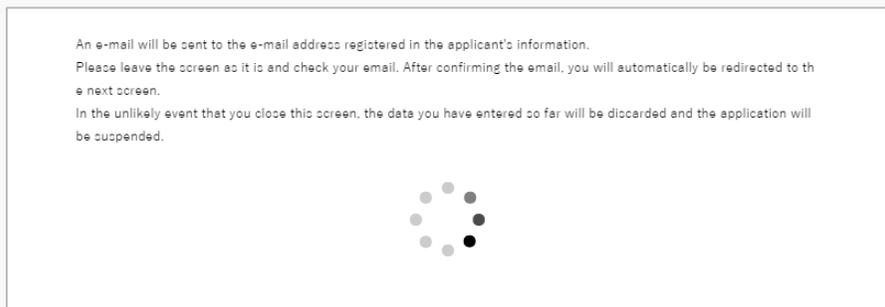
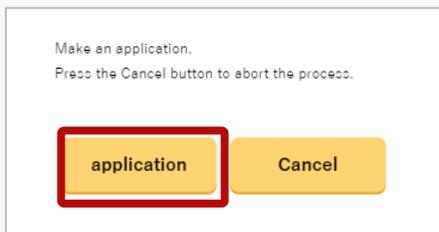
??

to go back

Application for cancellation

P.04-17

## 12. Step 7: Confirm Application Information (2/2)



An 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.

## 13. Step 8: Confirm Arrival (1/2)

\* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System  
\* You cannot reply to this e-mail address.

Dear [REDACTED]

Thank you for using the Drone/UAS Information Platform System.

This e-mail is to check with the applicant whether there are any illegal procedures for UAS Type Certification.

If you do not have any idea of this email, such as not currently being processed through the Drone/UAS Information Platform System, please contact us via Frequently Asked Questions and Inquiries below.

If you are happy to proceed as it is, please press the URL below to complete the authentication of your email address.



**認証完了**  
**Authentication completed**

メールアドレスの認証を確認しました。  
端末・画面で申請操作を行っていた場合、操作を続けてください。

ブラウザの×ボタンで画面を閉じてください。

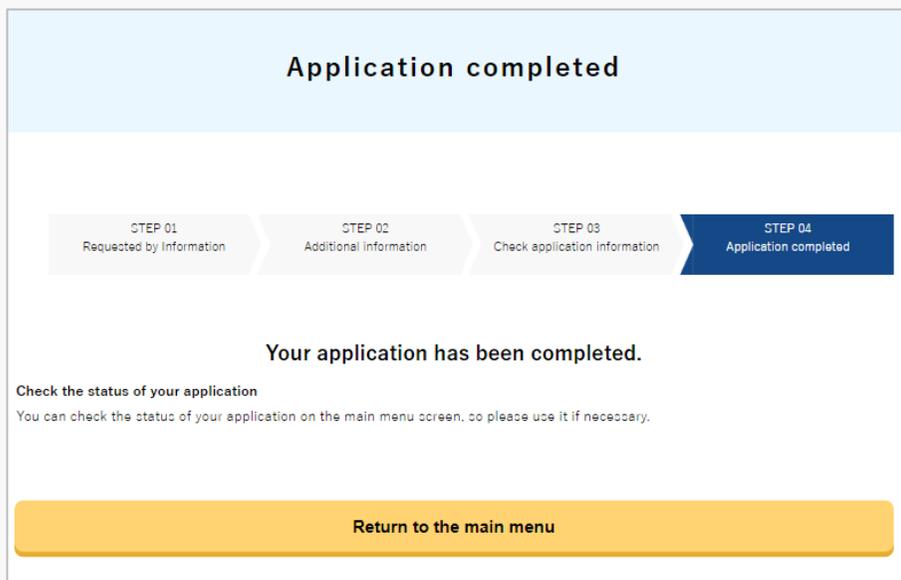
The e-mail address has been authenticated.  
If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

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".

## 13. Step 8: Confirm Arrival (2/2)



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 certification
- Status after change

# UAS Certification Application Procedure Operation Manual

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**<UAS Certification Application Sheet>**

## **05. Verification of UAS Certification Application Status Payment Method for Re-Application/Handling Fees**

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# 01. Introduction (To everyone who want to check the application status of the UAS certification, handling fees payment, and reapplication)

- 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.

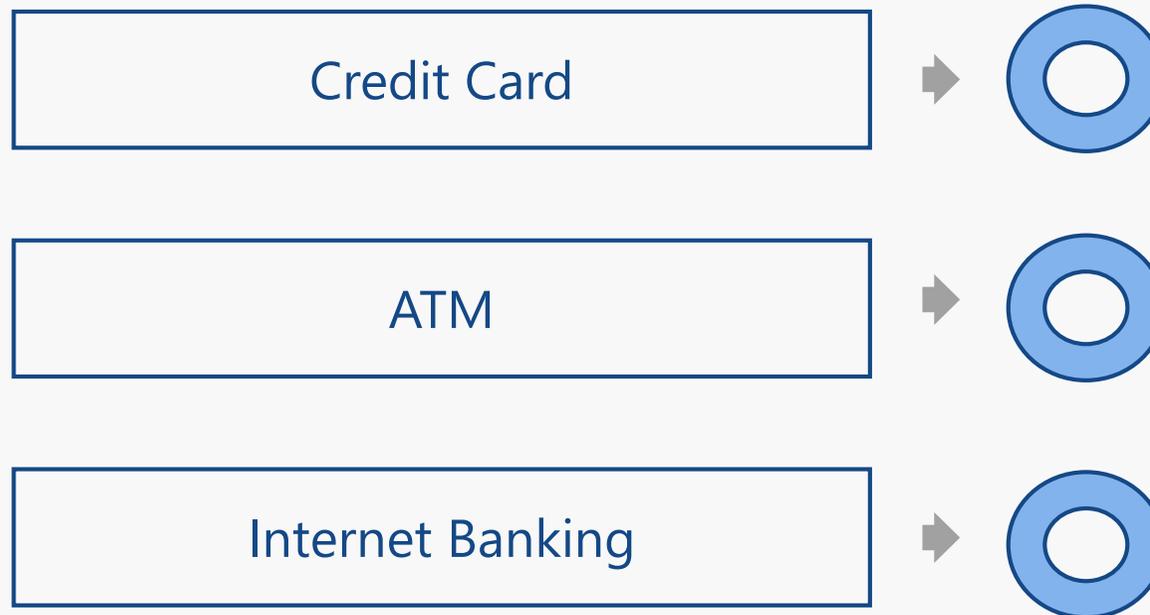
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## **03. Checking Application status/Handling Fees payment**

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

- The payment of handling fees can be done by **“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 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	<ul style="list-style-type: none"> <li>• Payment number</li> <li>• URL for payment</li> </ul>
Other *Different as per payment method	<ul style="list-style-type: none"> <li>• Drone Information Platform System Account</li> <li>• Credit Card</li> <li>• Cash Card</li> <li>• Internet Banking Account Information</li> </ul>

## 04. Steps for checking UAS Certification Application status /Handling fees payment

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

### Checking Application status/Start the Payment

#### Step 1 : Login 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.

### Payment for registration and license tax completed

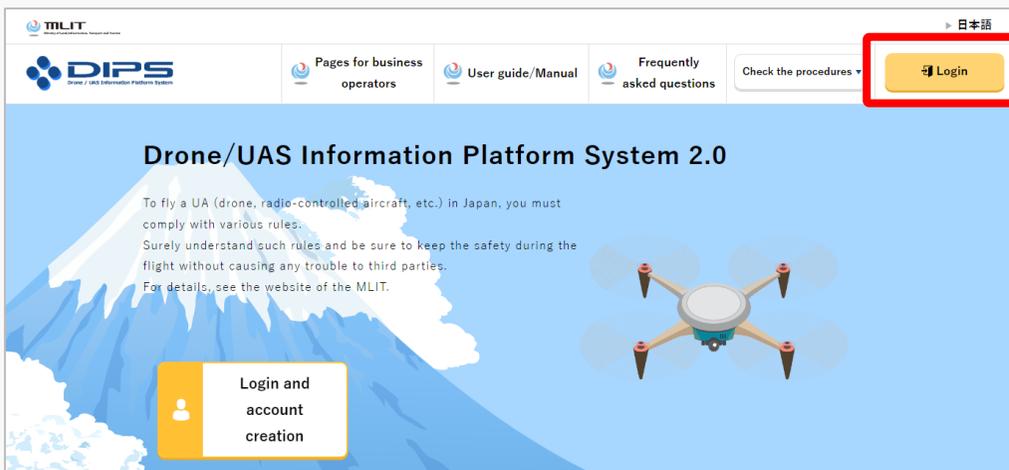
An email will be sent to applicant's email address.

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 (1/3)

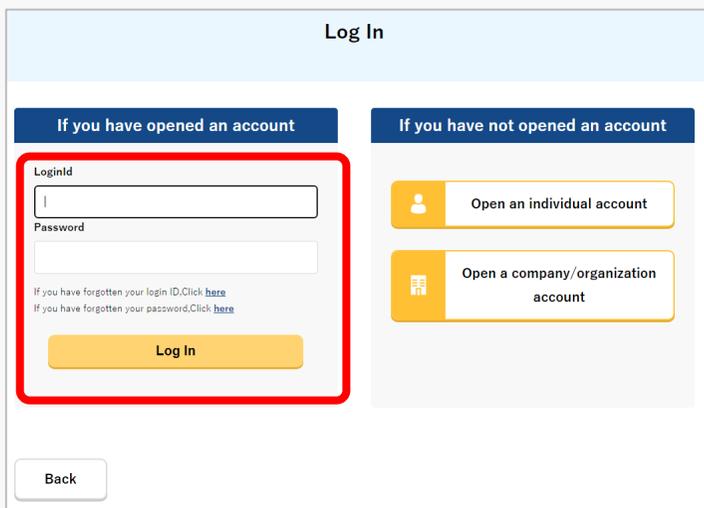


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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**

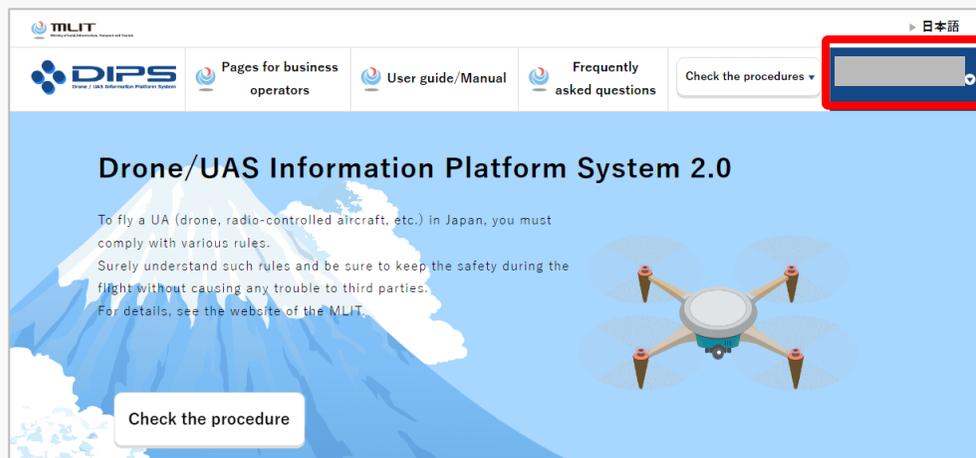
**Back**

### Points to note!

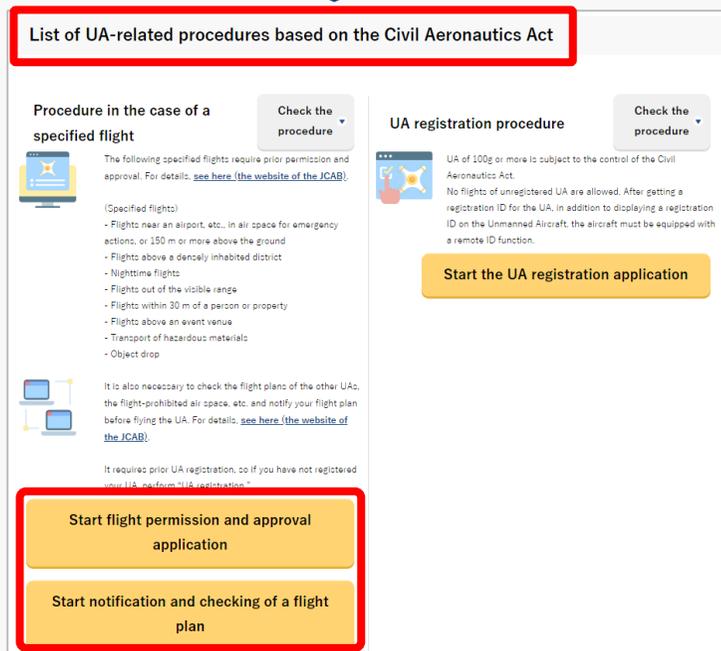
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*The login ID is 3 letters + 6 numbers.  
(Example) ABC123456

## 04-01. 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.

## 04-01. 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 UAS 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

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

### UAS Certification Menu

Click here if you want to complete the procedure in person

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
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.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
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 “Application Status check/Withdraw/Payment” button on the UAS Certification menu page.

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

### 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 cases

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

??

1

2

3

4

5

▶

▶▶

to go back

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

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

### Details of UAS Certification application status

The detailed information of the selected application is displayed on UAS Certification application status list 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

---

**Applicant's information** [-]

Applicant classification

---

full name

---

Furigana

---

address

Application status details can be checked.

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



**to go back**

< 1 case ago    > After 1 case

# 04-04. Step 4: Payment of Handling Fees

Payment of handling fees.

### 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
[REDACTED]	Application for issuance	Fees are being paid	[REDACTED]	Details	Withdrawn	Payment Selection

Press the "Payment Selection" button.

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

---

## **05. Re-Application of UAS Certification**

---

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

Please prepare the following information for UAS Certification Application.

Various information	Item
Information on Applicant	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of birth</li> <li>• Phone Number</li> <li>• E-mail address</li> <li>• Home Address/Address of the person</li> <li>• Address to send documents</li> </ul>
Plane information	<ul style="list-style-type: none"> <li>• Class of UAS Certification/Type name/Registration number/New product classification/UA Serial Number</li> <li>• Full Name or Name/Location of the head office or the main office of the Designer</li> <li>• Full Name or Name/Location of the head office or the main office of the Manufacturer</li> <li>• UA Category/UA weight/Weight category/maximum take-off weight</li> <li>• UA size (Width/Length/Height)</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Drone Information Platform System Account</li> <li>• Information on Handling Fees</li> </ul>

\*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 Certification

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

### Re-Application start

#### Step 1 : Login 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 UA 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 Certification, so open the mail and verify its arrival.

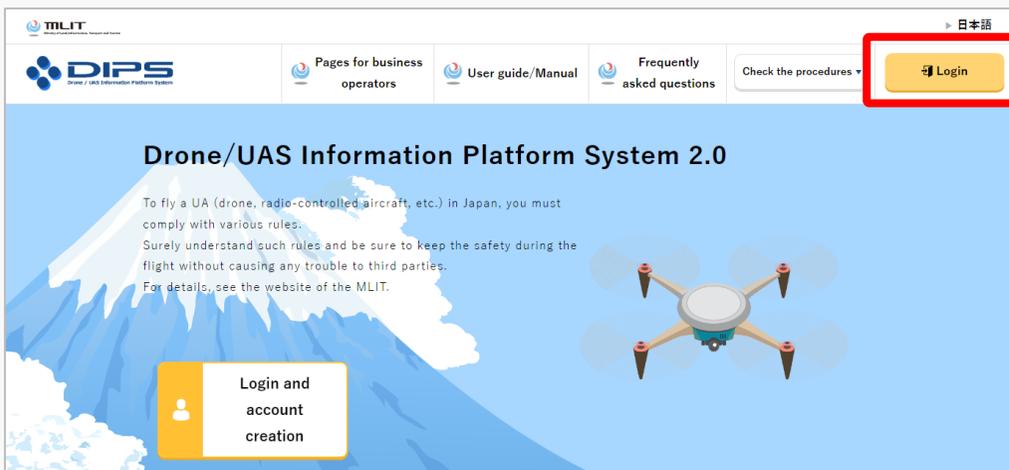
### Re-Application for UAS Certification is completed

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 (1/3)

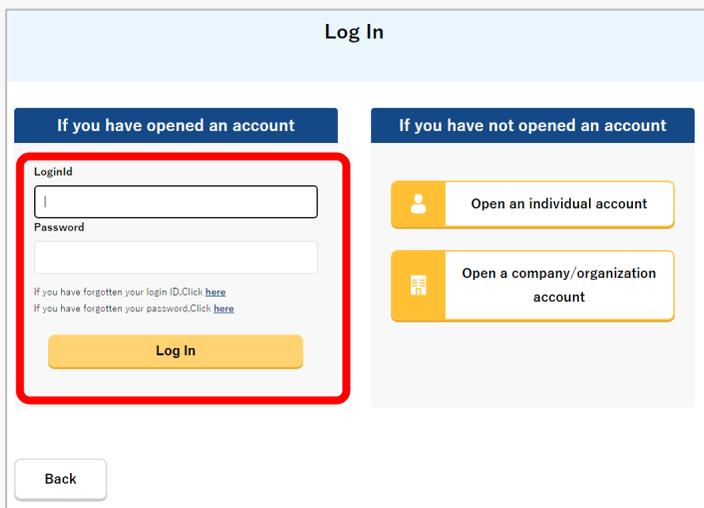


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.

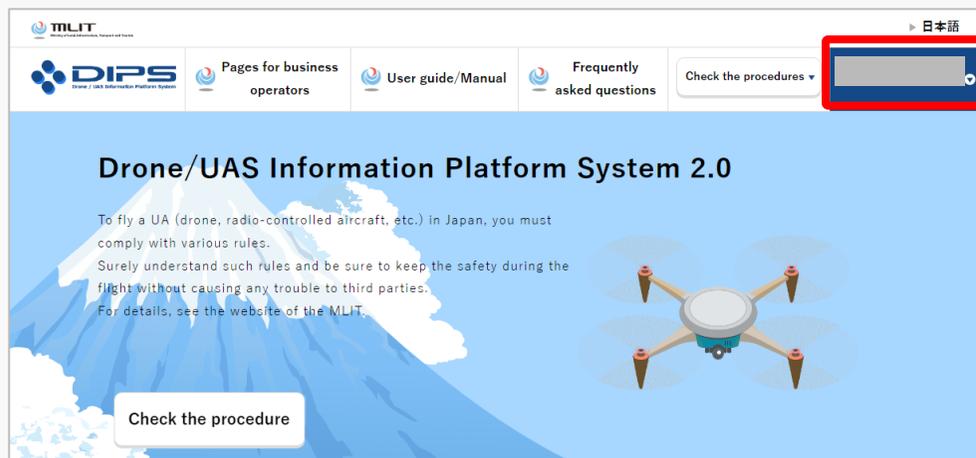


### Points to note!

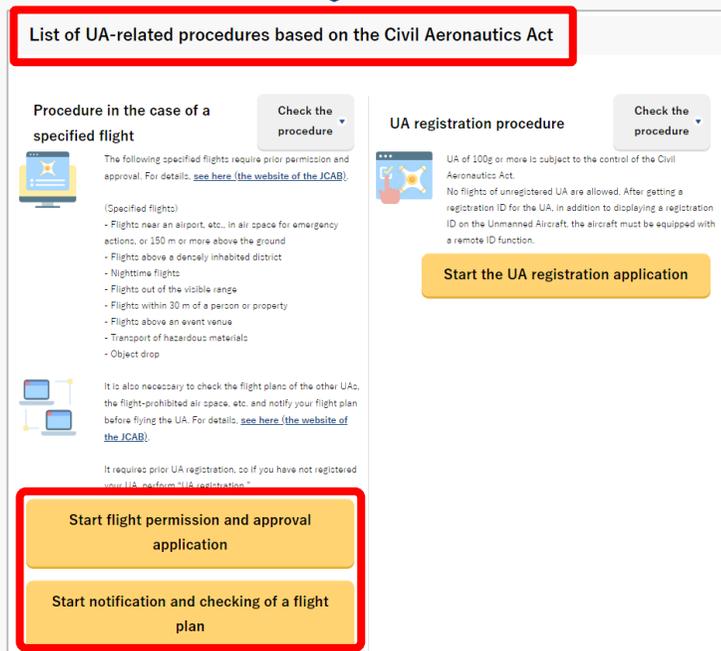
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*The login ID is 3 letters + 6 numbers.  
(Example) ABC123456

## 06-01. 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.

## 06-01. 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 UAS 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

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

### UAS Certification Menu

Click here if you want to complete the procedure in person

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
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.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
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.

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

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
[REDACTED]	Application for issuance	Corrective action in progress	[REDACTED]	Details	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Withdrawn</div> <div style="border: 2px solid red; padding: 2px 5px;">Reapply</div> </div>	Payment Selection

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

Press the "Reapply" button.

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

**Application information confirmation screen**

STEP 01 Correction of application information    STEP 02 Application completed

Please check UAS 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.

**Applicant's information** [ - ]

Division [REDACTED]

full name [REDACTED]

??

**Modification of the inspection method**

**remarks** [ - ]

remarks [REDACTED]

**Correction of remarks**

to go back    application

Verify the Applicant/UA Information/other information.

In case there is an error in the entered information contents, please correct it by pressing the "Revision" button at the bottom of each information.

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

**UAS Certification application screen**

Please enter the information of the new UAS you wish to apply for.

**Information about the UAS you are applying for** [ - ]

class of UAS certification [REDACTED]

class 1 UAS type certificate number [REDACTED]

model name [REDACTED]

registration mark [REDACTED]

Whether or not it has been used for aviation. ⓘ  It is not used for aviation  It was used for aviation

??

**Inspection documents** [ - ]

Unmanned Aerial Flight Rules ⓘ [REDACTED] **Delete**

Documents describing technical records and total flight hours concerning maintenance or alteration (limited to unmanned aerial vehicles used for aviation) ⓘ [REDACTED] **Delete**

A document describing matters necessary for calculating the weight and center of gravity of an unmanned aerial vehicle ⓘ [REDACTED] **Delete**

Documents describing other reference matters other than the above ⓘ [REDACTED] **Delete**

**to go back** **Correction complete** **interruption**

Move to the respective revision screen.

Enter the information to be revised.

\*In case of deleting an "inspection document", 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 UAS 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.

**Applicant's information**

Division

full name

Furigana

address

Date of birth

Identity verification classification



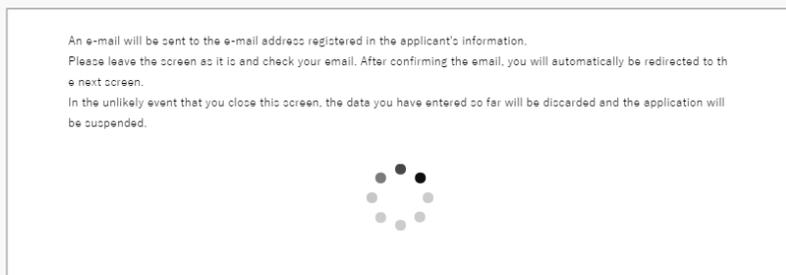
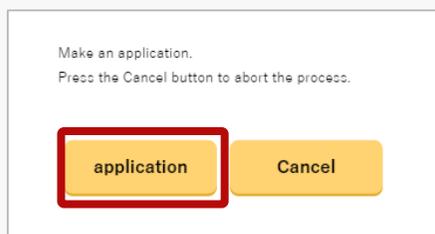
  

Revised information will be displayed.

If there is no problem in the entered information contents, "Application" button

Please press.

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



An 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)

\* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System  
\* You cannot reply to this e-mail address.

Dear [REDACTED]

Thank you for using the Drone/UAS Information Platform System.

This e-mail is to check with the applicant whether there are any illegal procedures for UAS Type Certification.

If you do not have any idea of this email, such as not currently being processed through the Drone/UAS Information Platform System, please contact us via Frequently Asked Questions and Inquiries below.

If you are happy to proceed as it is, please press the URL below to complete the authentication of your email address.



**認証完了**  
**Authentication completed**

メールアドレスの認証を確認しました。  
端末・画面で申請操作を行っていた場合、操作を続けてください。

ブラウザの×ボタンで画面を閉じてください。

The e-mail address has been authenticated.

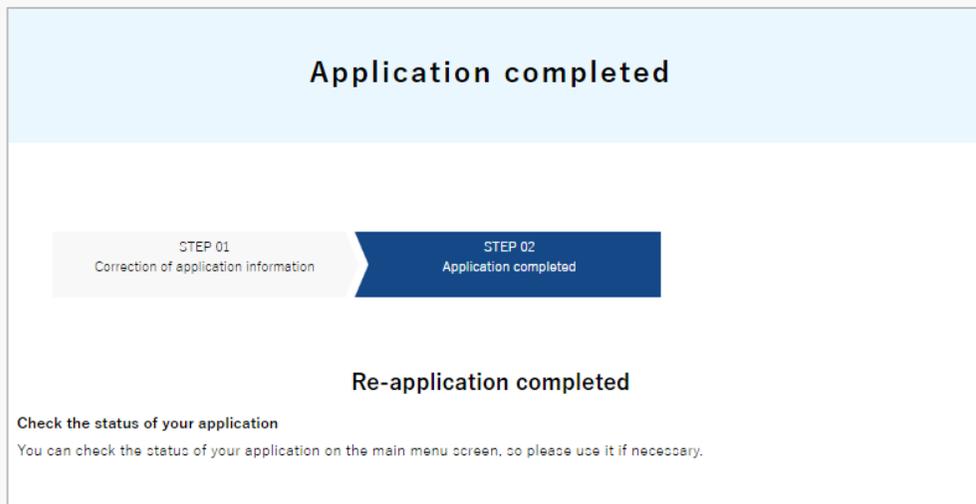
If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

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)



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 certification
- Status after change

# UAS Certification Application Procedure Operation Manual

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<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	<ul style="list-style-type: none"><li>• Drone Information Platform System Account</li><li>• Application Reception Number</li></ul>

## 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

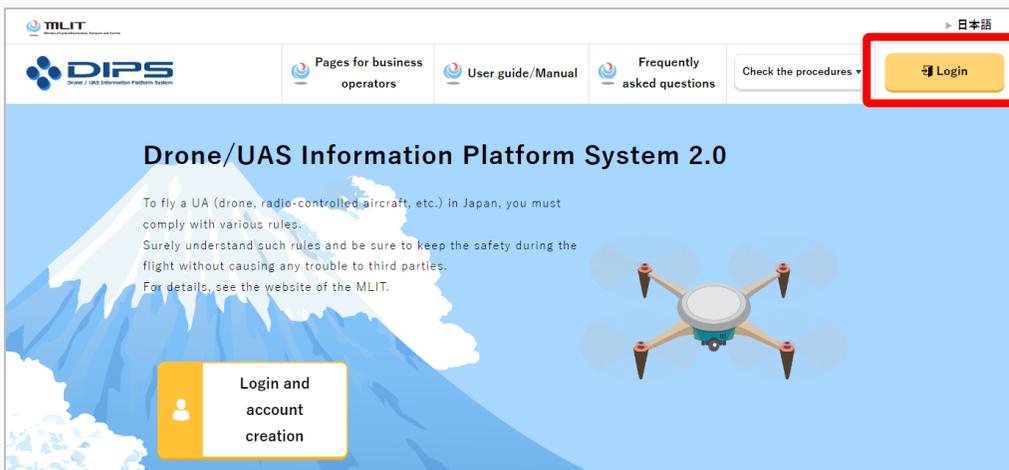
Press the "Withdraw" button to check the details on application description.

#### 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)

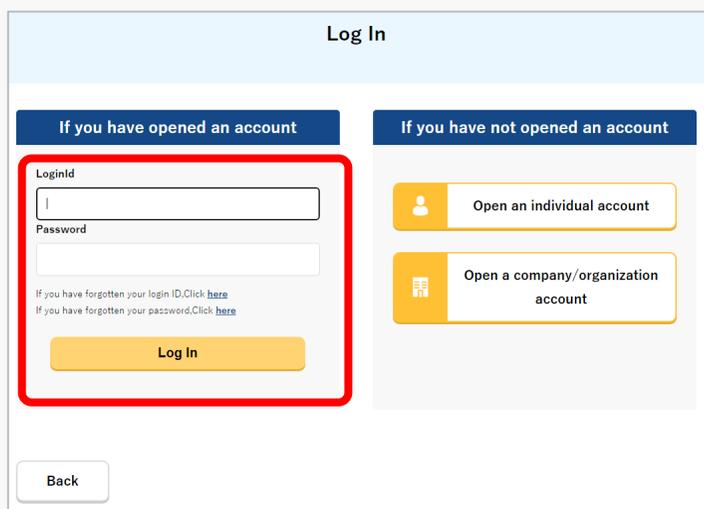


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.

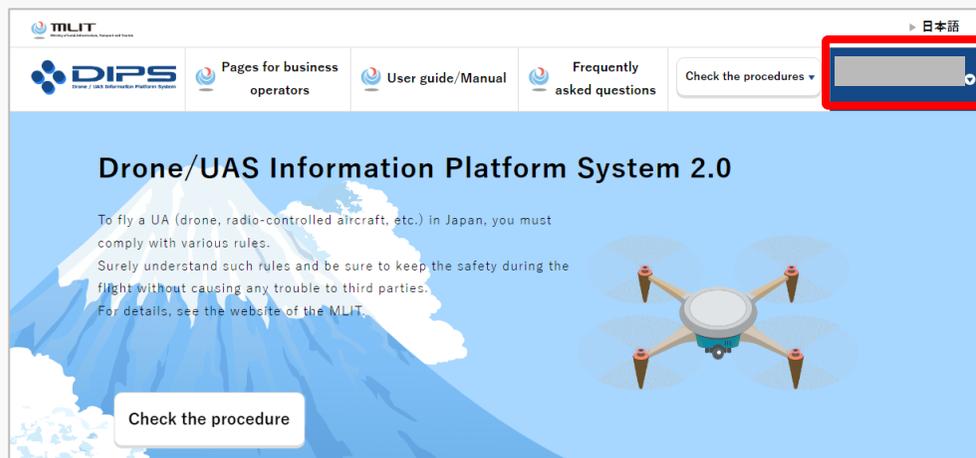


### Points to note!

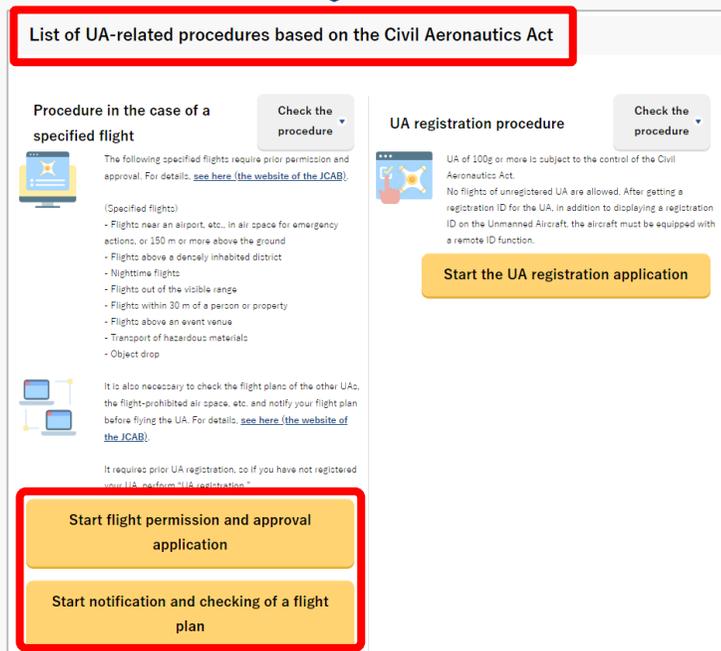
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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

<a href="#">UAS Certification New Application</a>	<a href="#">Check application status / withdrawal / payment</a>
<p>You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.</p>	<p>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.</p>
<a href="#">Confirmation of UAS Certification</a>	<a href="#">Change of UAS Certification</a>
<p>You can check the information related to UAS that have obtained UAS Certification.</p>	<p>You can change the contact information on the registered UAS Certification.</p>
<a href="#">Expiration date update</a>	<a href="#">Deleting UAS Certification</a>
<p>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.</p>	<p>You can delete a registered UAS Certification.</p>
<a href="#">Request/Termination of proxy</a>	
<p>You can make the necessary settings when requesting a proxy to perform various procedures or canceling a request to a proxy.</p>	

Click here if you want to go through the procedure by an agent. [+](#)

Press the “Check application status /withdraw/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 i      Type of application i      application status i

     Please select      Please select

UAS certificate number i

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
[REDACTED]	Application for issuance	[REDACTED]	[REDACTED]	<span style="border: 1px solid #ccc; padding: 2px 5px;">Details</span>	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 [redacted]

Type of application [redacted]

application status [redacted]

Preferred Inspection Body [redacted]

If you can't find the laboratory you want [redacted]

The date of receipt [redacted]



to go back **Withdrawn** < 1 case ago > After 1 case



**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

# UAS Certification Application Procedure Operation Manual

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<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	<ul style="list-style-type: none"><li data-bbox="658 554 1342 588">• Drone Information Platform System Account</li></ul>

# 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)

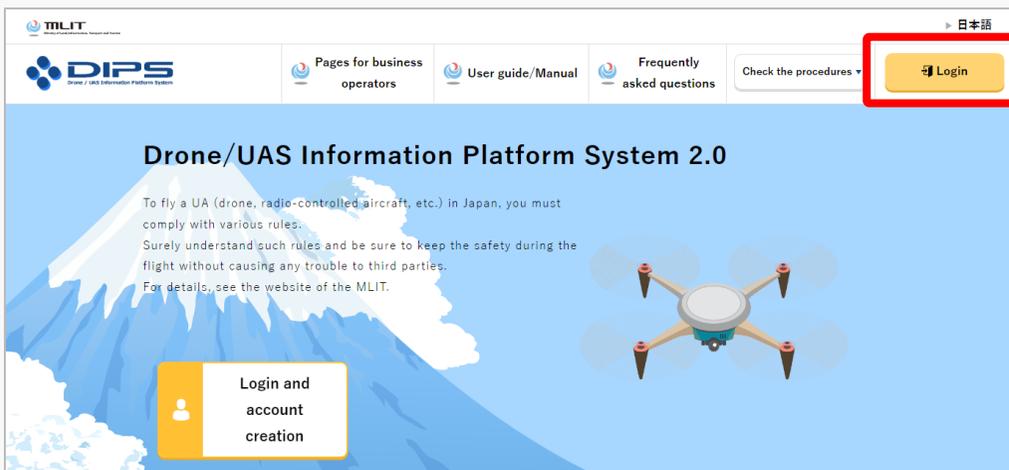
Inform agent the password for setting you received by email.

### 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

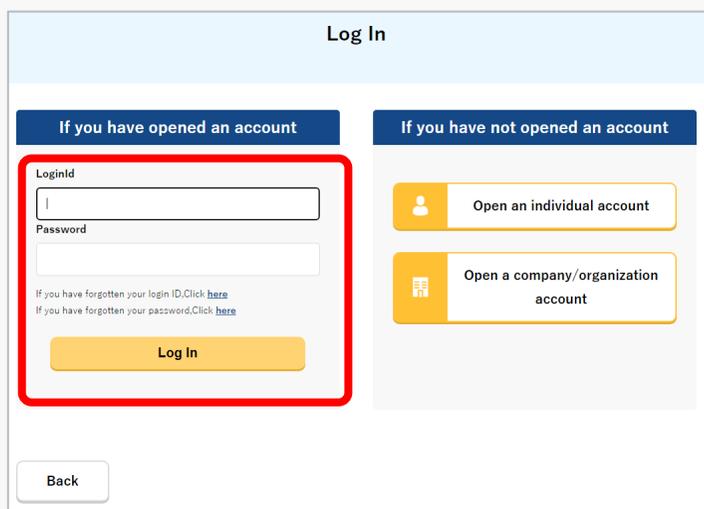
## 05. Step 1: Log in to the Drone Information Platform System (1/3)



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.

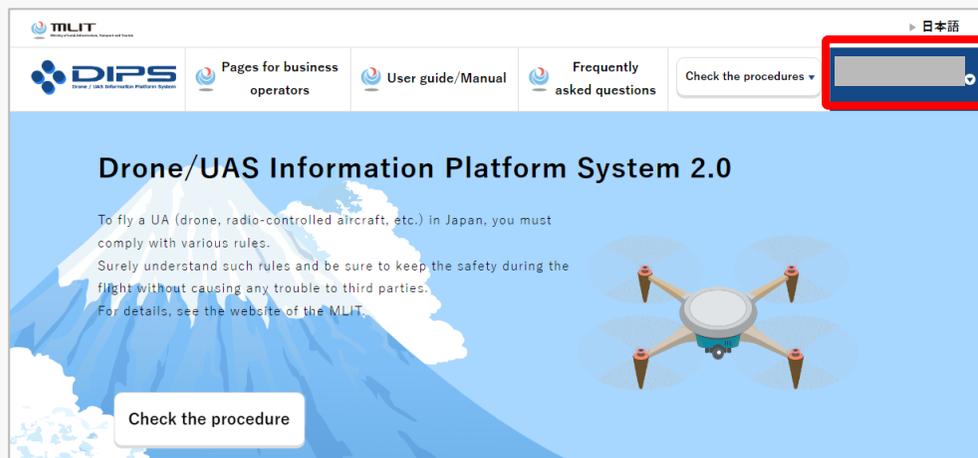


### Points to note!

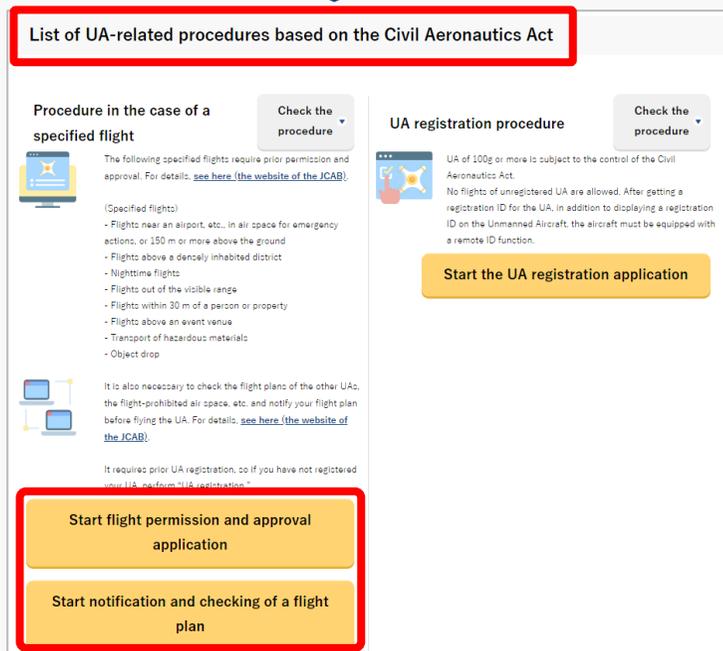
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
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.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
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.

## UAS Certification Application Procedure Operation Manual

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<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	<ul style="list-style-type: none"><li data-bbox="658 554 1342 585">• Drone Information Platform System Account</li></ul>

# 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**

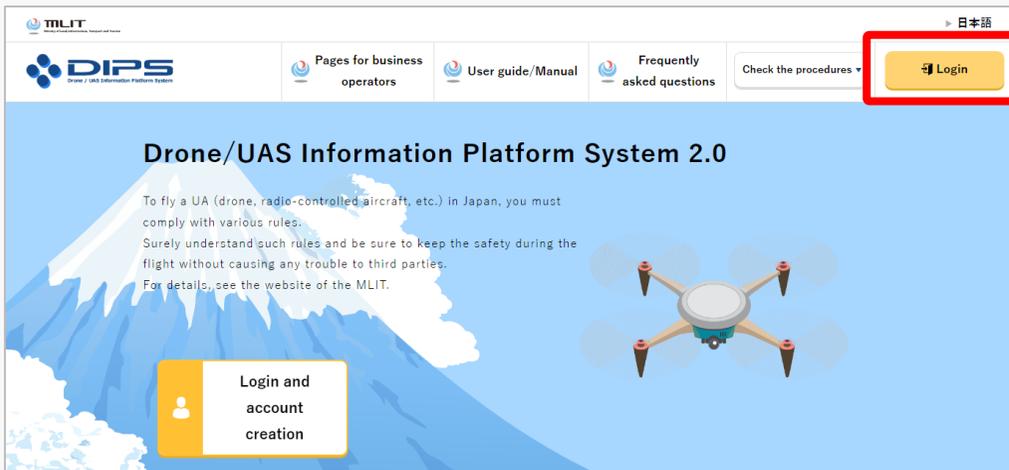
Confirm information such as the UAS Certification number, and set the representative.

**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.**

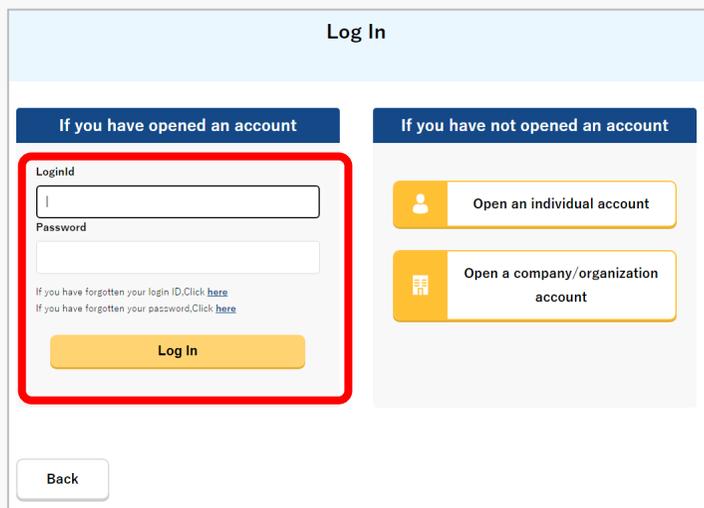
# 05. Step 1: Log in to the Drone Information Platform System (1/3)



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.

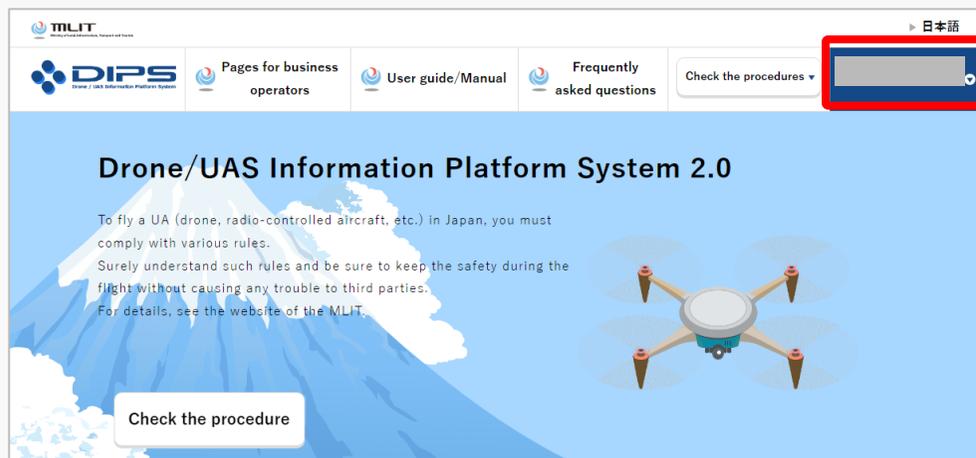


### Points to note!

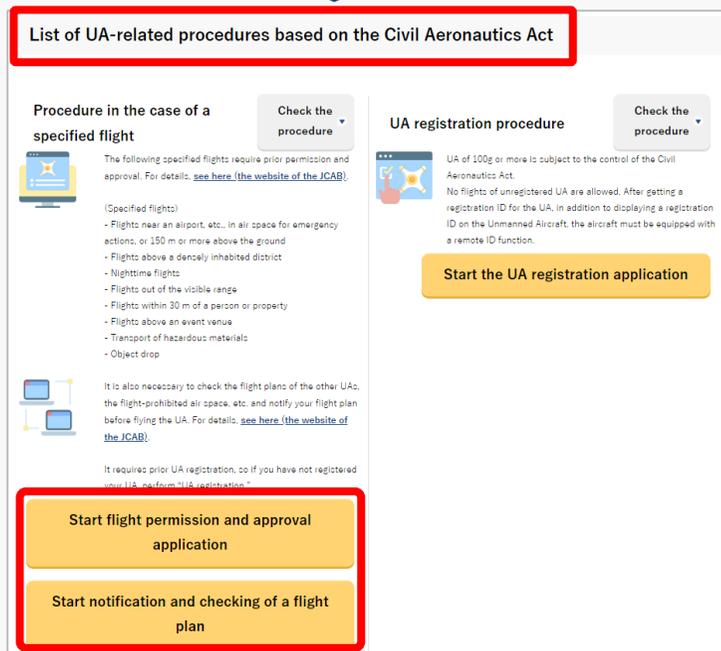
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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 UAS 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

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
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.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
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

Sele ctio n	UAS certifi cate numb er	registrat ion mark	Manufacturer's na me or name	model nam e	holding of application authority	UAS Status	Expiration d ate	Details
⊙							2024/03/08	Details

1

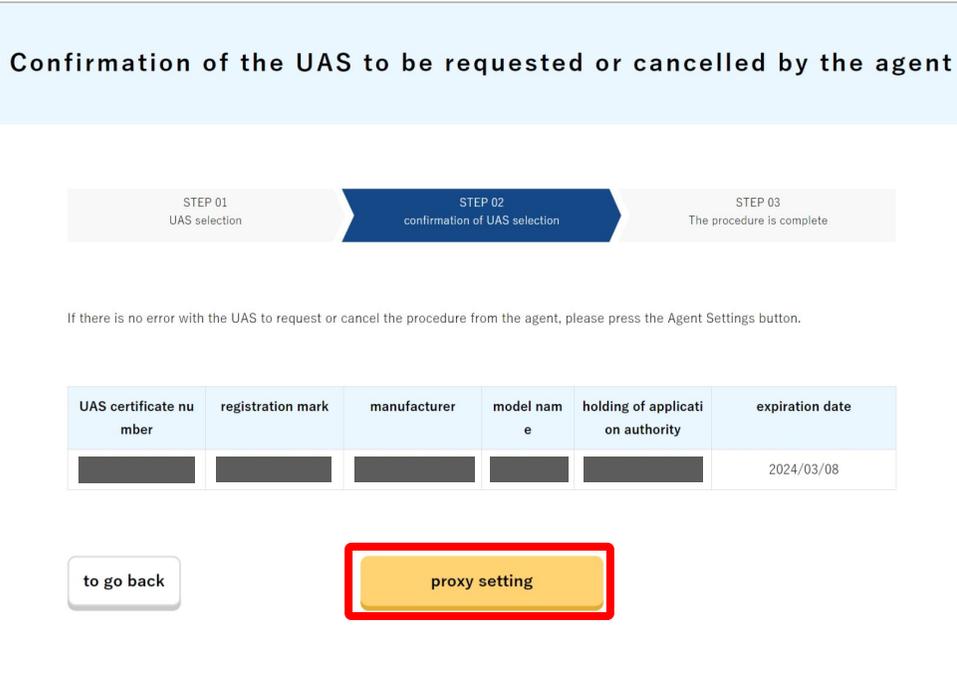
to go back

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**



STEP 01  
UAS selection

STEP 02  
confirmation of UAS selection

STEP 03  
The procedure is complete

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]

# UAS Certification Application Procedure Operation Manual

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<UAS Certification Application Sheet>

## **09. Cancellation of the Request for Procedures to the Representative**

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# 01. Introduction (For Those wishing to cancel a request for procedures 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 Cancellation of Request for Procedures to a Representative

Prepare the following information to cancel a request for procedures to a representative.

Various information	Item
Other	<ul style="list-style-type: none"><li data-bbox="658 554 1342 588">• Drone Information Platform System Account</li></ul>

## 04. Step to Cancel Request for Procedures to a Representative

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

**Start canceling a request 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 Cancel Request to a Representative**

Press the Cancel Request to a Representative button.

**Step 4: Select UA Information to Cancel Request to a Representative**

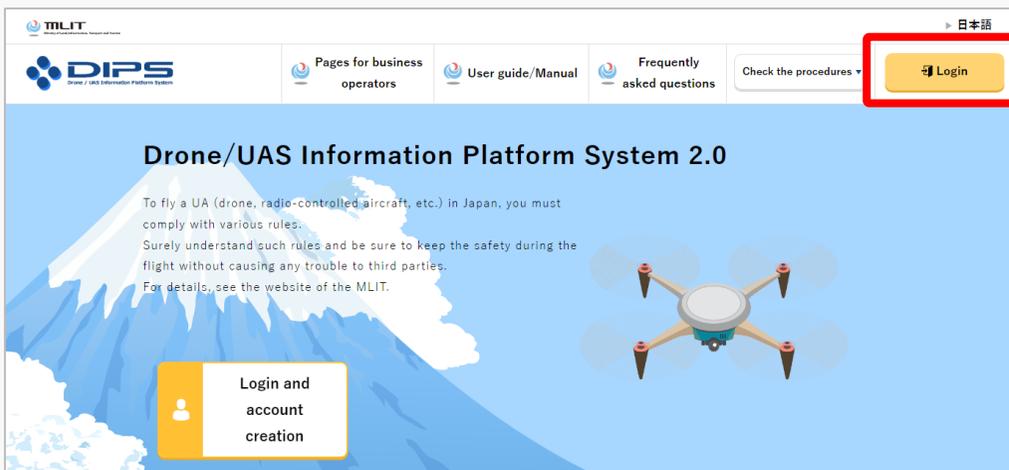
Select UA information to cancel request to a representative.

**Step 5: Cancel Request to a Representative**

Confirm information such as the UAS Certificate Number, and cancel the request to the representative.

**Cancellation of request to the representative is completed.**

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

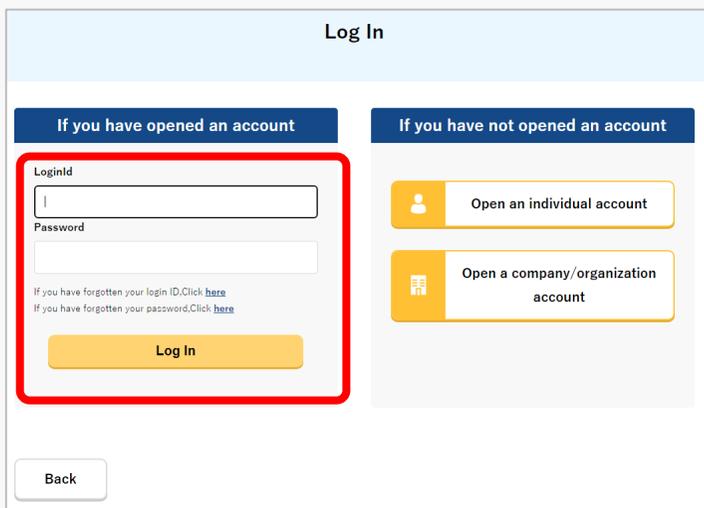


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.



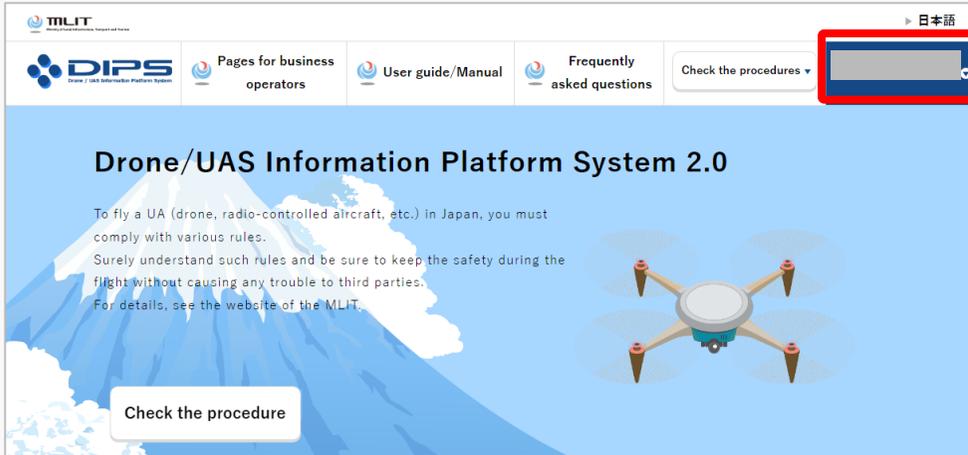
The screenshot shows the "Log In" page. It has two main sections: "If you have opened an account" and "If you have not opened an account". The "If you have opened an account" section contains a "LoginId" input field, a "Password" input field, and a "Log In" button, all of which are highlighted with a red border. Below the input fields are links for "If you have forgotten your login ID" and "If you have forgotten your password". The "If you have not opened an account" section contains two buttons: "Open an individual account" and "Open a company/organization account". A "Back" button is located at the bottom left.

### Points to note!

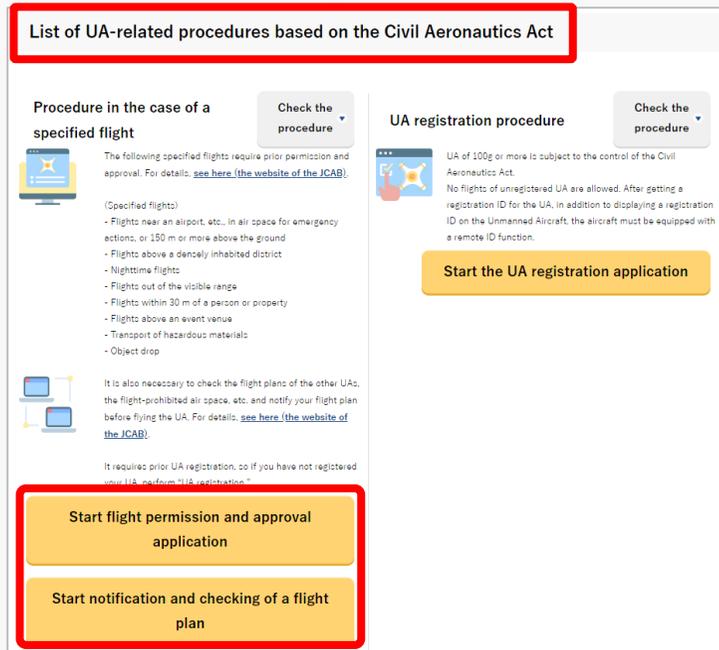
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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 UAS 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

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	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.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
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.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
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 "Request/Termination of proxy" button on the UAS Certification menu page.

# 07. Step 3: Select Cancel Request 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 the "Cancellation of Request to Agent" button on Other procedures menu page.

# 08. Step 4: Select UA Information to Cancel Request to 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

Sele ctio n	UAS certifi cate numb er	registrat ion mark	Manufactur er's na me or name	model nam e	holding of applicat ion authority	UAS Status	Expiration d ate	Details
<input type="radio"/>							2024/03/08	Details

1

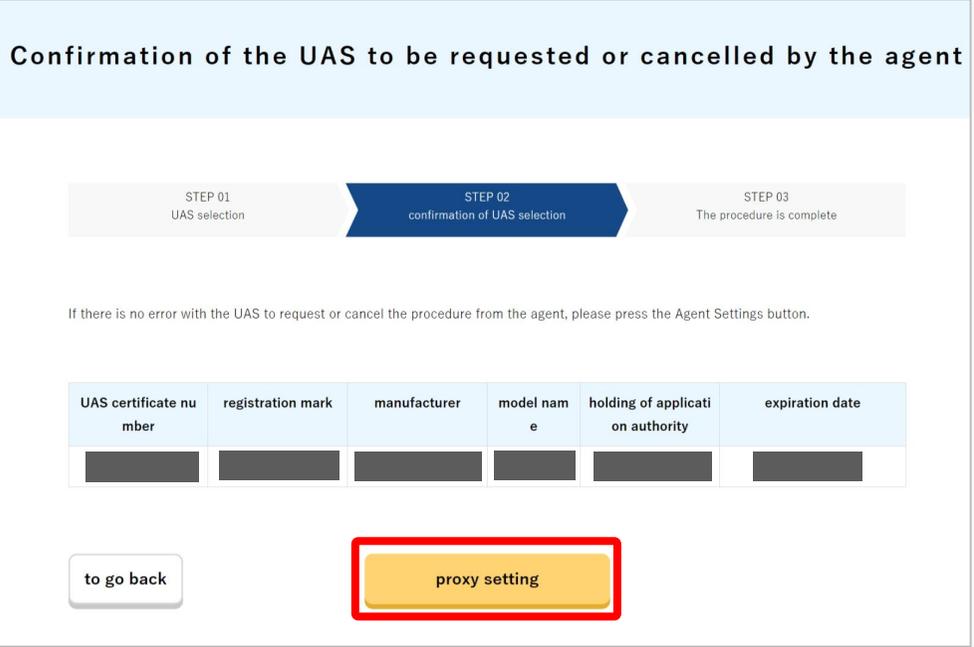
to go back

Request/Cancellation of Agent

Select UA Information to Cancel Request to a Representative, then press "Request/Cancellation of Agent" button.

# 09. Step 5: Cancel Request to a Representative

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



STEP 01  
UAS selection

STEP 02  
confirmation of UAS selection

STEP 03  
The procedure is complete

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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

to go back

proxy setting



**The procedure for cancelling the agent has been completed.**

Return to the main menu

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

If there is an error in the content you entered, press the "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 the "proxy setting" button.

When Complete screen is displayed, the cancel procedure is complete.