

Drone Information Platform System Operation Manual

UAS Certification Application(Agent) Sheet

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UAS certification Application Procedures Operation Manual

<UAS certification Application Edition>

01. How to Apply for New UAS certification by Agent

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01. Introduction (to users who want to newly apply for UAS certification by agent)

- In the Drone Information Platform System, you can apply for issuance of UAS Certification, change attributes, renew the application, apply for cancellation, withdraw the application, check the application status, request an application for issuance for a skill certificate to representative, and request a representative for other than an application for issuance of UAS Certification.
- This manual describes how to operate the Drone Information Infrastructure System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further , please refer to the [FAQ](#) page posted on the Drone Information Infrastructure System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Items required for new application for UAS certification by agent

Please prepare the following information for a new application for UAS certification by an agent.

Type of Information	Item
Contact information	• Name • Telephone number • Email address • Address of person requesting application
Information on UA for which you are applying	• Type name • Name of designer (individual or office) • Address of designer (individual or office) • Address of manufacturer (individual or office) • File of documents used in inspection
Fee information	• Fee amount • Fee-related documents
Other information	• Login ID and name of person requesting application • Password for agent settings • POA

04. Steps for new application for UAS certification by agent

Use the following steps to submit a new application by agent in the Drone Information Platform System.

Start new application for UI authentication by agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to password entry (agent application) screen

At the Main Menu, click the "New application for UAS certification" button under "Section for procedures by agent."

Step 3: Enter password

Enter the ID and name of the UA applicant, and the password for agent settings.

Step 4: Select application contents

Select the application type and category.

Step 5: Perform pre-application check

Enter information such as the class of UAS certification for the UAS certification being applied for, the UAS type, etc.

Step 6: Enter applicant information

Enter applicant information such as name, address, etc.

Step 7: Enter UAS certification information

Enter information such as the name of the UA being applied for, the designer, etc.

Step 8: Enter other information

Enter the fee amount, etc.

Step 9: Confirm application information

Confirm the entered information and submit the application.

Step 10: Confirm Arrival (operated by the client)

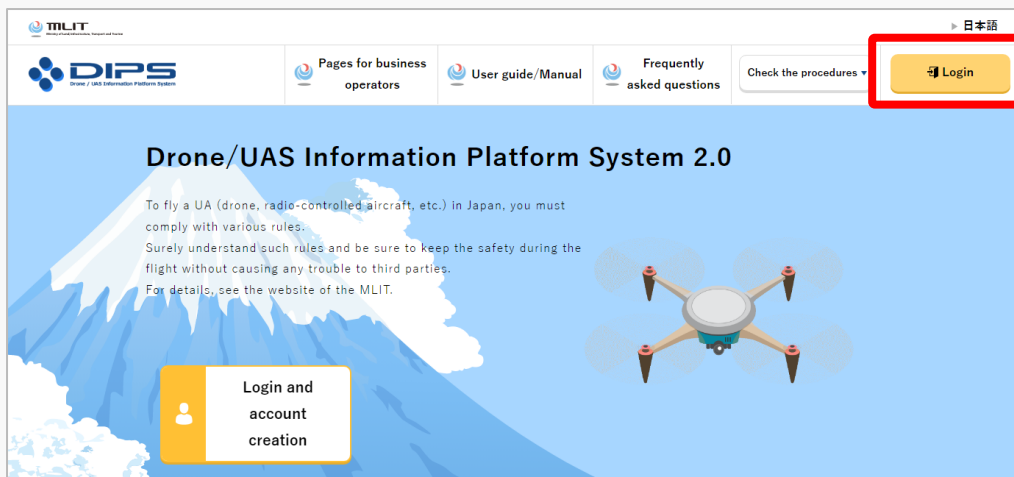
A confirmation email will be sent to you when you have applied to UAS Certification, so open the email and confirm its arrival.

Complete new application for UAS certification by agent

The Aviation Bureau will confirm the contents of your application. A notification will be sent to your email address once confirmation is complete.

* Sending identification documents of the requester by post is required.

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 identity and password (set up when opening the account) and press the "Log In" button.

Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID, Click [here](#)
If you have forgotten your password, Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

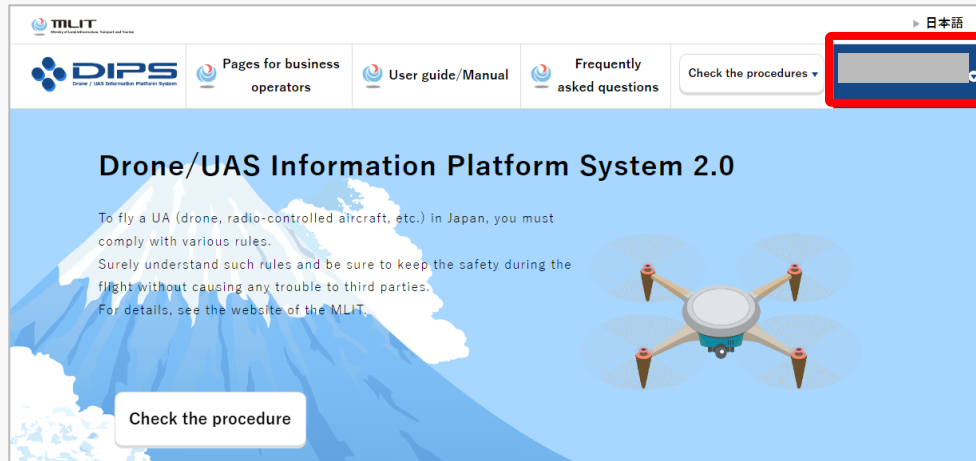
[Back](#)

Points to note!

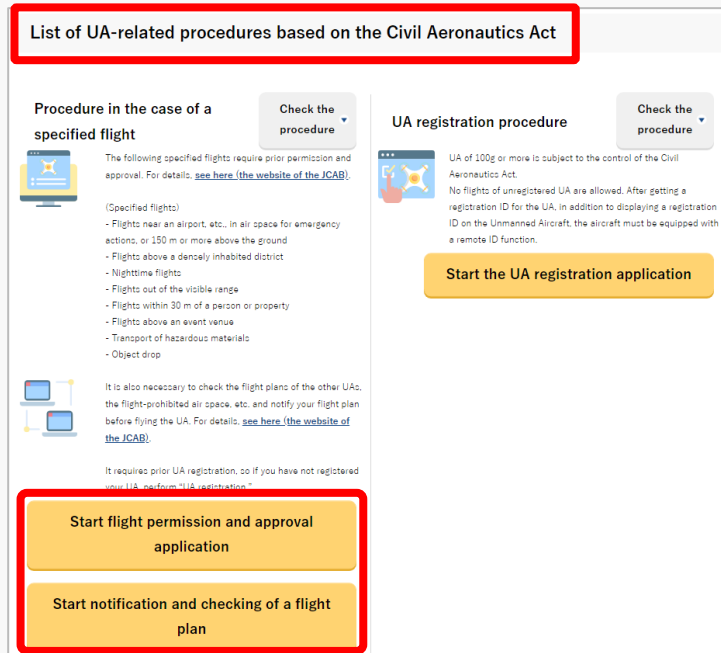
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

05. Step 1: Log in to the Drone Information Platform System(2/3)



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



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

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

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop



It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UA certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure

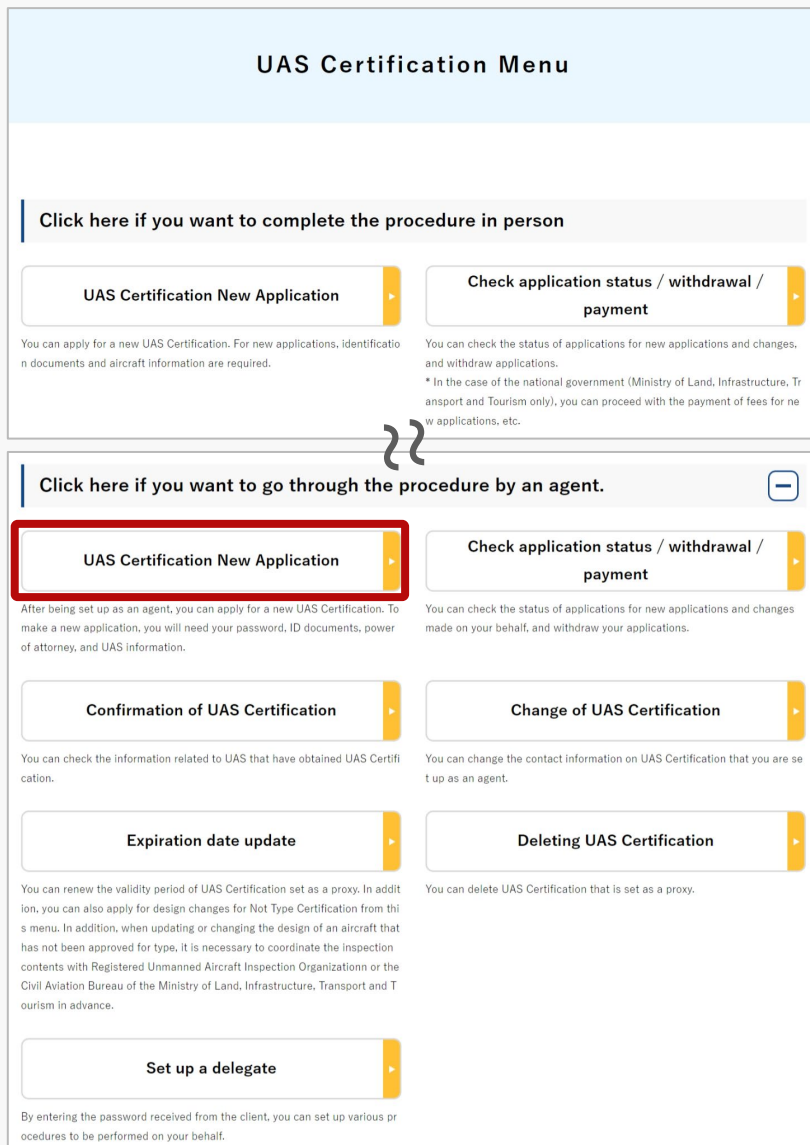


Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [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 password entry (agent application) screen



UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

On UAS Certification Menu page, click "UAS Certification New Application" button under "Click here if you want to go through the procedure by an agent."

*Please ensure that the requester has already set up an agent for UAS Certification. For instructions on how to request an agent, refer to "[How to request agent a new application for UAS Certification.](#)"

Additionally, it is necessary to set up an agent for the UA registered in DIPS2.0 owned by the requester. For instructions on how to request an agent for registered UA, refer to "[Request for procedures except for registration to an agent.](#)" For instructions on how to set yourself up as an agent, refer to "[Set yourself as an agent.](#)"

The following information is required for application by an agent.

- Login ID and name of person making the request
- Password for agent settings
- Authorization letter
- UA information

07. Step 3: Enter password

Password Entry (Proxy Application)

Enter the login ID, name and password of the applicant for the aircraft, and press the "Next" button.

Login ID ⓘ

full name ⓘ

password ⓘ

.....

to go back

Next

Enter the login ID and name of the person making the request, and the password for agent settings.

Click "Next" button.

08. Step 4: Select application contents

Select the application contents.

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](#)

For only one UAS, click the radio button for “Single UAS application”. For multiple UAS, click the radio button for “Multiple UAS application”.

*In the case of batch application for multiple machines, only UAS Type Certification and the same model can be applied.

Click the radio button to apply for “UAS Type Certification aircraft” or “Uncertified UAS”.

* If you selected “Single UAS application” and “UAS Type Certification aircraft”

Go to [Step 5: Perform pre-application check\(1\)](#)

If you selected “Single UAS application” and “Uncertified UAS”

Go to [Step 5: Perform pre-application check\(2\)](#)

If you selected “Multiple UAS application”

Go to [Step 5: Perform pre-application check\(3\)](#)

09. Step 5: Perform pre-application check.

(1) If you selected “Single application” and “Type certified UA”

Enter the class of UAS certification and UAS Type Certificate Number of the Type certified UAS. that has obtained type certification, insert a check mark in the box for the UAS for which application is being submitted, and click “Next” button.

Pre-application 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
☐					
☐					
☐					
☐					
☐					

to go back

Next

P.01-12

09. Step 5: Perform pre-application check

(2) If you selected "Single application" and "Type uncertified UA"

Select the class of UAS certification for which you are applying and the UAS type.

If you selected "Type 2" for the "class of UAS certification" for which you are applying, select the inspection agency which you want to conduct the test.

*If you cannot find your desired registered inspection agency,

select "-" for the "Select Authority" field,

and select "you wish to be inspected by the country" for the "The desired inspection agency If not found" field.

For the inspection, please confirm that you have made prior arrangements with the registered inspection agency or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism, and then insert a check mark in the box for "Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism."

After entering information for the UAS certification for which you are applying, click "Next" button.

Pre-application 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 ⓘ

Select Authority ⓘ

*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

Next

09. Step 5: Perform pre-application check

(3) If you selected "Batch application for multiple UA"

Enter the class of UAS certification and UAS Type Certificate Number of the Type certified UA. that has obtained type certification, insert a check mark in the box for the UA for which application is being submitted, and click "Next" button.

Pre-application 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
☐					
☐					
☐					
☐					
☐					

to go back

Next

10. Step 6: Enter applicant 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 enter your applicant information.

Applicant's information

Applicant classification

full name

Furigana

address

Date of birth

Contact information

Confirm the applicant information.

10. Step 6: Enter applicant information (2/3)

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

OO Department OO Section

Phone number ⓘ

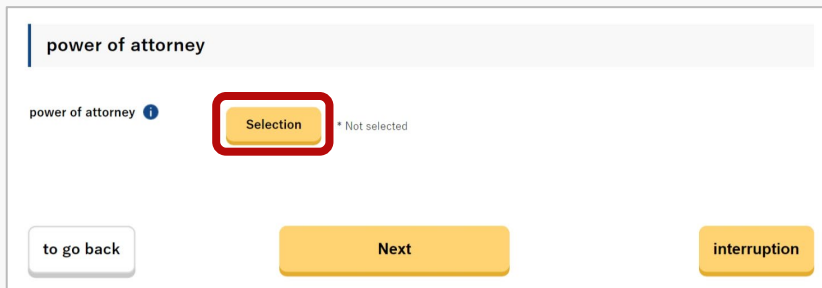
Country/Region

E-mail address ⓘ

power of attorney

Enter the contact information.

10. Step 6: Enter applicant information (3/3)



power of attorney

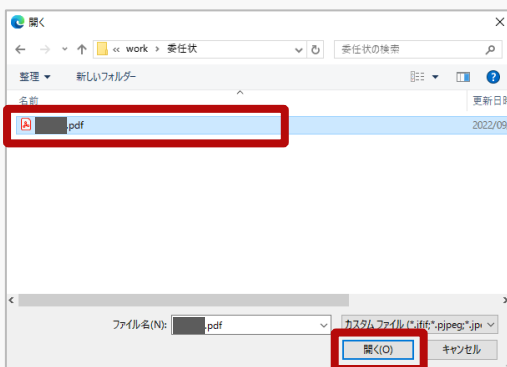
power of attorney ⓘ **Selection** * Not selected

to go back Next interruption

Upload the authorization letter.

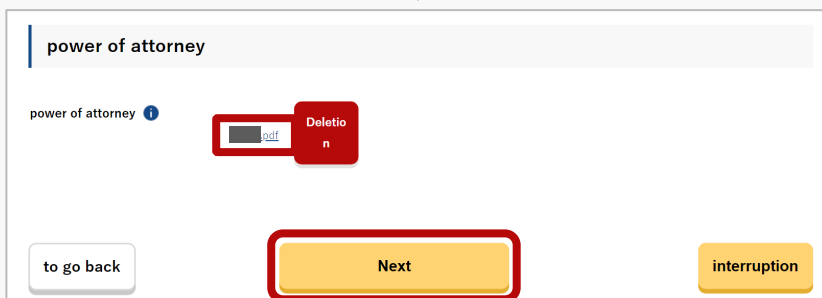
Click "Selection" button.

Select the authorization letter file and then click "Open."



Confirm that the file name of the authorization letter is displayed on the screen.

*To re-select another file, click "Deletion" button and select a file again.



power of attorney

power of attorney ⓘ **Deletion**

to go back Next interruption

Enter the applicant information and then click "Next."

11. Step 7: Enter 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

Selecti on	model name	registration mark	manufacturing numb er	name of manufactur er	presence or absenc e of modification
☐					
☐					
☐					
☐					
☐					

to go back

Next

Enter information for the UA for which you are applying.

If there is a UAS registered in the Drone Registration System (DRS) in advance, it will be displayed in the information section of the UAS being applied for.

If you are applying for a UAS that has been registered in the DRS in advance, insert a check mark in the selection box on the left and then click “Next” button.

When applying for a UAS that is not registered in the DRS, click “Next” button without making a selection.

11. Step 7: Enter UAS certification information (2/3)

Enter the information for the UAS being applied for.
The required input information differs depending on the type of UAS.

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

class of UAS certification

Class 1 UAS certification

model name

Name of the designer

Designer Address

Country/Region

State/Province

registration mark

Whether or not it has been used for aviation.

☐ It is not used for aviation

☐ It was used for aviation

Name of manufacturer

The address or principal of the manufacturer

Country/Region

State/Province

The location of the office

manufacturing number

Type of UAS

Airplane

11. Step 7: Enter 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)

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

to go back

Next

interruption

Please click the "Selection" button for the Attachment and upload the file of the document to be used for inspection.

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

If you are applying for a UA that has not been used for aviation within one month of registration, please attach a photograph displaying the UAS Type Certification (the photograph must be clear and must have been taken within the past month; the image must be not be processed, forged, or have gone other fraudulent modification).

If the UA was maintained by a designer, etc., please attach a document that proves maintenance confirmation.

Once entry is complete, click "Next" button.

12. Step 8: Enter other information

Enter other information.

Review the inspection method information.

Enter the fee amount.

If you want to attach fee-related documents, please click "Selection" button and upload the file.

After entering the information, click "Next" button.

You can pause the application by clicking the "interruption" button. If you want to resume application, you can resume from the application status list screen.

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 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

Selection

* Not selected

to go back

Next

interruption

P.01-21

13. Step 9: Confirm 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

Confirm the applicant, contact information, UA information, inspection method information, fee information, and notes.

If there is an error in the entered information, please correct it by clicking the "Modify" button under each item.

If the entered information is correct, click "application" button.

13. Step 9: Confirm application information (2/2)

Make an application.
Press the Cancel button to abort the process.

application

Cancel

You will automatically be redirected to the next screen.

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



Application completed



Your application has been completed.

We have sent an email to the client and the application will be accepted upon authentication. Please inform your client that email authentication is required.

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

A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Important!

The application is put on hold until the arrival confirmation via e-mail is completed.

Please inform the requester that the confirmation must be via e-mail.

14. Step 10: Confirm Arrival (operated by the client)

***Step 10 is operated by the client.**

* 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 information infrastructure system.

This e-mail is to confirm that various procedures for UAS Certification by the agent have been carried out correctly.

If you do not have any idea of this email, such as not currently requesting a procedure from a representative through the Drone Information Platform System, please refer to the Drone Information Platform System Asked Questions and Inquiries below.

If it is okay to proceed with the procedure by the agent, please press the URL below to complete the authentication of your e-mail address.



認証完了
Authentication completed

メールアドレスの認証を確認しました。
代理人に認証が完了した旨の連絡をお願いします。

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.
Notify the agent of the completion of authentication.

Close the screen with the x button of the browser.

Requester will open the e-mail for arrival confirmation and check the recipient. If the requester confirms that the recipient is him/herself and wants moving forward, he/she press the URL for arrival confirmation.

Now the mail address certification is completed, and a completion message appears on the browser. Close the browser.

Application operation will complete when the mail address is certificated.

Application status can be confirmed in the application status list page.

Important!

Identification documents of the requester is required for the examination.

Please inform the requester that his/her identification documents are required.

<UAS Certification Application Edition>

02. Method to Change UAS Certification Attributes By Representative

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01. Introduction (For Those Wishing to Change the Attributes of UAS Certification by 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. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further , please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Attribute Changes of UAS Certification by Representative

Prepare the following information to change the attributes of UAS Certification by a representative.

Type of Information	Item
Contact information	• Name • Telephone number • Email address • Address of person requesting application
Other information	• Login ID and name of person requesting application • Password for agent settings

04. Step to Change Attributes of UAS Certification by Representative

Implement attribute changes to UAS Certification by the representative using the following steps in the Drone Information Platform System.

Start UAS Certification attribute changes by a 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 Password (Representative Setting) Entry Screen

Select the Representative Setting button in the Click Here for Representative to Implement Procedures in the main menu.

Step 3: Enter the Password

Enter the UA applicant's ID, name, and password for setting the representative.

Step 4: Confirm UA Information and Contact Information

Confirm the UA information and contact information receiving the request to complete the representative setting.

Step 5: Proceed to the UA List Screen

Proceed to the UA List Screen.

Step 6: Proceed to UAS Certification Change Screen

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

Step 7: Implement Attribute Changes to UAS Certification

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

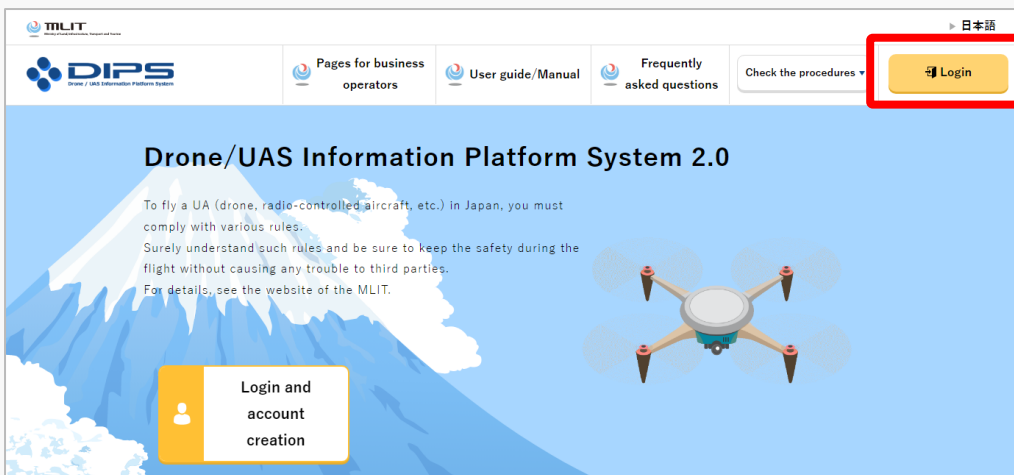
Step 8: Confirm the Content to Change

Confirm the information that you entered, and apply.

UAS Certification attribute changes by a representative are completed.

This completes the Attribute Changes by a representative.

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 identity and password (set up when opening the account) and press the "Log In" button.

Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID,Click [here](#)
If you have forgotten your password,Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

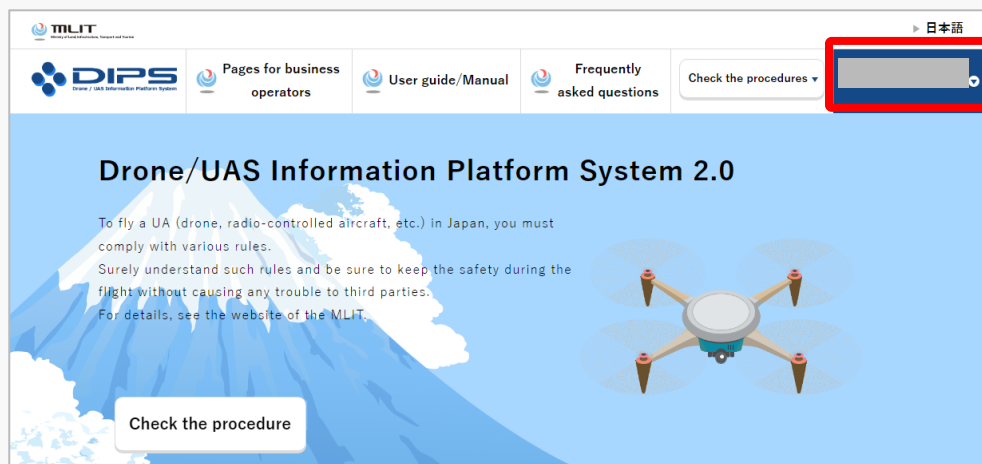
[Back](#)

Points to note!

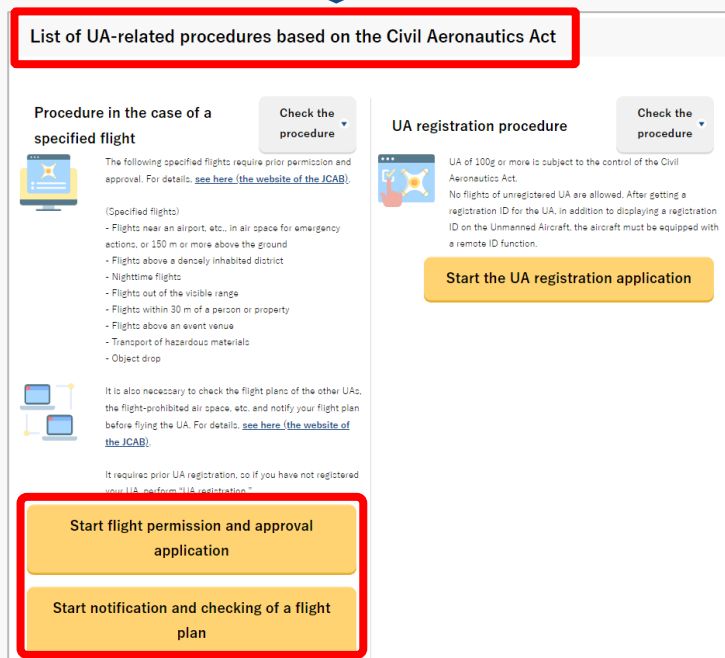
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

05. Step 1: Log in to the Drone Information Platform System(2/3)



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



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

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

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop



It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UAS Certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure



Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [see here \(the website of the JCAB\)](#) and [here \(the website of the JCAB\)](#), respectively.

Start the UA certification application

Start the skill certification application

06. Step 2: Proceed to the Password (Representative Setting) Entry Screen

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

Press "Set up a delegate" button in the "Click here if you want to go through the procedure by an agent" in the UAS Certification Menu page.

* When applying other than an application for issuance, you implement a variety of representative procedures by entering the password once in the password entry screen advanced into from this screen.

* In advance, check that the request to the representative has been set up by the requester. [Refer](#) to this page for information on how to request to a representative.

The following information is necessary to apply by the representative.

- Requester's login ID and name
- Password for setting the representative
- POA * Not required for attribute changes
- UA information * Not required for attribute changes

07. Step 3: Enter the Password

Password entry (proxy setting) screen



Enter the login ID, name, and password of the person who will request the procedure to you (the agent), and press the "Next" button.

Login ID ⓘ

full name ⓘ

password ⓘ

to go back

Next

Enter the requester's login ID, name, and password for setting the representative.

Press "Next" button.

08. Step 4: Confirm UA Information and Contact Information (1/2)

UAS receipt confirmation screen

STEP 01
password input

STEP 02
confirmation of UAS receipt

STEP 03
The procedure is complete

If there are no errors in the UAS to be requested to proceed, please press the Agent Settings button.
If there is an error in the plane that receives the request for procedure, please contact the person who requests it and confirm.

UAS Information

Class of UAS type certification

class of UAS certification

UAS certificate number

Contact information

full name

Furigana

address

department name

Phone number

E-mail address

to go back

proxy setting

Confirm the UA information and contact information receiving the request to for attribute changes.

If there is no problem with the content displayed, press “proxy setting” button.

08. Step 4: Confirm UA Information and Contact Information (2/2)

The procedure for setting up a representative has been completed.

Return to the main menu

A message is displayed indicating this has been completed. Representative settings have been completed.

09. Step 5: Proceed to the UA List Screen

Press "Change of UAS Certification" button in the "Click here if you want to go through the procedure by an agent" in the UAS Certification Menu page.

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

10. Step 6: Proceed to UAS Certification Change Screen

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

UAS List

Select the UAS whose contact information you want to change.

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

The name of UAS Certification holder ⓘ

Corporate name/trade name ⓘ

search

Search Results:1case

☐ Select All

Select ion	UAS ce rtificat e numb er	registra tion ma rk	Manufatur er's name or name	model n ame	UAS St atus	Phone number	E-mail Addres s	Expirati on date	The na me of UAS Ce rtificati on hold er	Corpor ate na me/tra de nam e	Details
☒											Details

1

to go back

Enter information to change

11. Step 7: Implement Attribute Changes to UAS Certification

UAS Certification change screen

STEP 01
Requested by Information

STEP 02
Checked for changes

STEP 03
Change complete

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

◯◯ Department

◯◯ Section

Phone number ⓘ

Country/Region

E-mail address ⓘ

to go back

Next

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

P.02-15

12. Step 8: Confirm the Content to Change (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

Modify a contact

to go back

application for attribute change

Confirm the contact information that you entered.

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

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

12. Step 8: Confirm the Content to Change (2/2)

Make changes.

Press the Cancel button to abort the process.

application for
attribute change

Cancel

The confirmation screen of the registration application is displayed. If there is no problem, press "application for attribute change" button.

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

The procedure is complete

STEP 01
Requested by Information

STEP 02
Checked for changes

STEP 03
Change complete

The procedure for changing your contact information has been completed.

Return to the main menu

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 Procedures Operation Manual

<UAS Certification Application Edition>

03. UAS Certification Renewal Application Method By Representative

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01. Introduction (For Those Wishing to Apply for Renewal to UAS Certification by 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. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further , please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Applying for Renewal Application to UAS Certification by a Representative

Prepare the following information to apply to renew UAS Certification by representative.

Type of Information	Item
Contact information	• Name • Telephone number • Email address • Address of person requesting application
Information on UA for which you are applying	• Type name • Name of designer (individual or office) • Address of designer (individual or office) • Address of manufacturer (individual or office) • File of documents used in inspection
Fee information	• Fee amount • Fee-related documents
Other information	• Login ID and name of person requesting application • Password for agent settings • POA

04. Steps for Renewal Application for UAS Certification by a Representative (1/2)

Implement the renewal application to UAS Certification by the representative using the following steps in the Drone Information Platform System.

Start the UAS Certification renewal application by 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 password (representative application) entry screen

Select the "Set up a delegate" button in the Click Here for Representative to Implement Procedures in the main menu.

Step 3: Enter the Password

Enter the UA applicant's ID, name, and password for setting the representative.

Step 4: Confirm UA information and Contact Information

Confirm the UA information and contact information subjects to request. Now Agent Settings is complete.

Step 5: Proceed to the UA List Screen

Proceed to the UA List Screen.

Step 6: Select Unmanned Aircraft (UA) for Application for Renewal

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

Step 7: Perform pre-application check

* In the case of uncertified UAS type

Enter information such as the class of UAS certification of the UAS Certification to apply for renewal and the UA type and others.

Step 8: Enter Applicant Information

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

Step 9: Enter UAS Certification Information

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

Step 10: Enter Other Information

Enter the amount of the fee.

04. Steps for Renewal Application for UAS Certification by a Representative (2/2)

Implement the renewal application to UAS Certification by the representative using the following steps in the Drone Information Platform System.

Step 11: Confirm Application Information

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



Step 12: Confirm Arrival (operated by the client)

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

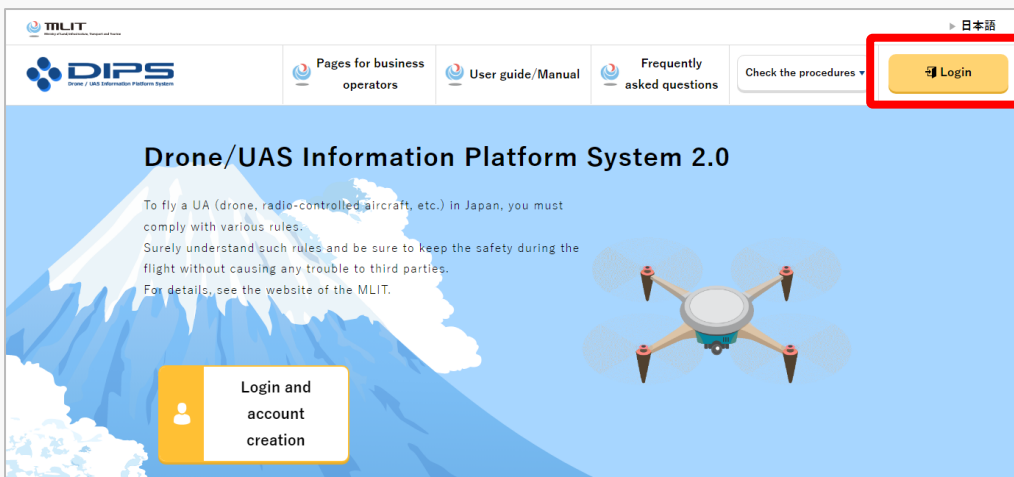


The UAS Certification renewal application by representative is completed.

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.

* Sending identification documents of the requester by post is required.

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 identity and password (set up when opening the account) and press the "Log In" button.

Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID, Click [here](#)
If you have forgotten your password, Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

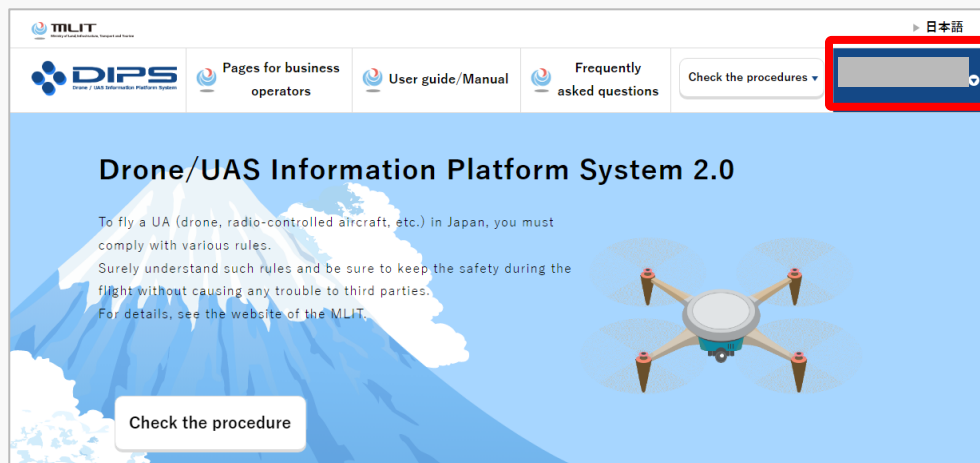
[Back](#)

Points to note!

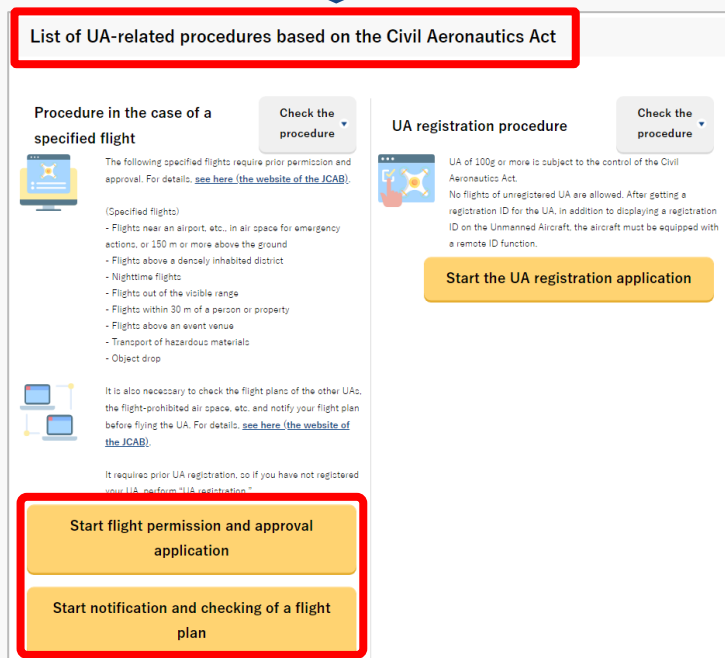
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

05. Step 1: Log in to the Drone Information Platform System (2/3)



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



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

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

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop



It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of 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 password (representative application) entry screen

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

Press “Set up a delegate” button in the Click here if you want to go through the procedure by an agent in the UAS Certification Menu page.

* When applying other than an application for issuance, you implement a variety of representative procedures by entering the password once in the password entry screen advanced into from this screen.

* In advance, check that the request to the representative has been set up by the requester. [Refer](#) to this page for information on how to request to a representative.

The following information is necessary to apply by the representative.

- Requester's login ID and name
- Password for setting the representative
- POA * Not required for attribute changes
- UA information * Not required for attribute changes

07. Step 3: Enter the Password

Password entry (proxy setting) screen

STEP 01
password input

STEP 02
confirmation of UAS receipt

STEP 03
The procedure is complete

Enter the login ID, name, and password of the person who will request the procedure to you (the agent), and press the "Next" button.

Login ID ⓘ

full name ⓘ

password ⓘ

to go back

Next

Enter the requester's login ID, name, and password for setting the representative.

Press "Next" button.

08. Step 4: Confirm UA Information and Contact Information (1/2)

UAS receipt confirmation screen

STEP 01
password input

STEP 02
confirmation of UAS receipt

STEP 03
The procedure is complete

If there are no errors in the UAS to be requested to proceed, please press the Agent Settings button.
If there is an error in the plane that receives the request for procedure, please contact the person who requests it and confirm.

UAS Information

Class of UAS type certification

class of UAS certification

UAS certificate number

Contact information

full name

Furigana

address

department name

Phone number

E-mail address

to go back

proxy setting

Confirm the UA information and contact information receiving the request to for application for renewal.

If there is no problem with the content displayed, press “proxy setting” button.

08. Step 4: Confirm UA Information and Contact Information (2/2)

The procedure for setting up a representative has been completed.

Return to the main menu

A message is displayed indicating this has been completed. Representative settings have been completed.

09. Step 5: Proceed to the UA List Screen

Press “Expiration date update” button in the Click here if you want to go through the procedure by an agent in the UAS Certification Menu page.

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

10. Step 6: Select Unmanned Aircraft (UA) for Application for Renewal (1/2)

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

UAS List

Please select the UAS for which you want to update.

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

The name of UAS Certification holder ⓘ

Corporate name/trade name ⓘ

search

Search Results:1case

Select ion	UAS cer tificate number	registrat ion mark	Manufacture r's name or name	model na me	Last upd ated	UAS Sta tus	Expiratio n date	The nam e of UAS Certifica tion hold er	Corpor ate na me/tr ade na me	Details
										Details

1

to go back

Enter information to change

10. Step 6: Select Unmanned Aircraft (UA) for Application for Renewal (2/2)

A maintenance or change order exists in the selected UAS Certification information. You can check the contents of the instruction by pressing the 'Details' button on the selected line.

continue

suspend

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.

11. Step 7: Perform pre-application check

* In the case of uncertified UAS type

Pre-application check

Please enter the information of UAS 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

Uncertified UAS

class of UAS certification

Class 1 UAS certification

Type of UAS

Airplane

Select Authority ⓘ

-

The desired inspection agency
If not found ⓘ

you wish to be inspected by the country

*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

Next

Select the content to apply for renewals.

* 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 renewals, select the UA to be inspected.

* If you cannot find your desired UA to inspect:

If you select "-" in Inspection agency selection field, select I want an inspection by the government in the Unable to Find Desired Inspection Agency 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 inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism".

After confirming the contents, press "Next" button.

12. Step 8: Enter Applicant Information (1) (1/2)

* 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

Applicant's information

Applicant classificationprivate person

full name

Furigana

address

Date of birth

Contact information

Confirm the applicant information.

12. Step 8: Enter Applicant Information (1) (2/2)

* Only when extending the expiration date

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

Phone number ⓘ

Country/Region

E-mail address ⓘ

power of attorney

power of attorney ⓘ

Selection

* Not selected

to go back

Next

Enter contact Information.

Select power of attorney.

Press "Selection" button to upload the file.

After entering, press "Next" button.

12. Step 8: 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
UAS information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

Applicant's information

Applicant classificationprivate person

full name

Furigana

address

Date of birth

Contact information

Confirm the applicant information.

12. Step 8: Enter Applicant Information (2) (2/2)

* In the case of renewal application when changing UA information

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

Phone number ⓘ

Country/Region

E-mail address ⓘ

power of attorney

power of attorney ⓘ

Selection

* Not selected

to go back

Next

Enter contact Information.

Select power of attorney.

Press "Selection" button to upload the file.

After entering, press "Next" button.

12. Step 8: 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 classificationprivate person

full name

Furigana

address

Date of birth

Contact information

Confirm the applicant information.

12. Step 8: Enter Applicant Information (3) (2/2)

* For UA with certified UAS type

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

Phone number ⓘ

Country/Region

E-mail address ⓘ

power of attorney ⓘ

Selection

* Not selected

to go back

Next

Enter contact Information.

Select power of attorney.

Press "Selection" button to upload the file.

After entering, press "Next" button.

13. Step 9: 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. 

☒ Yes ☐ None

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

[inim.pdf](#) 

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

13. Step 9: Enter UAS Certification 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
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 ⓘ

Designer Address ⓘ

Country/Region

State/Province

registration mark

Name of manufacturer ⓘ

UAS Dimensions_Full Width ⓘ

UAS Dimensions_Full Length ⓘ

UAS Dimensions_Total Height ⓘ

Enter information of the UA to apply for renewal.
Required input data depend on the type of the UA.

13. Step 9: 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) 

[join.pdf](#) 

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

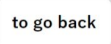
☐ Flying beyond visual line of sight

☐ 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 "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.

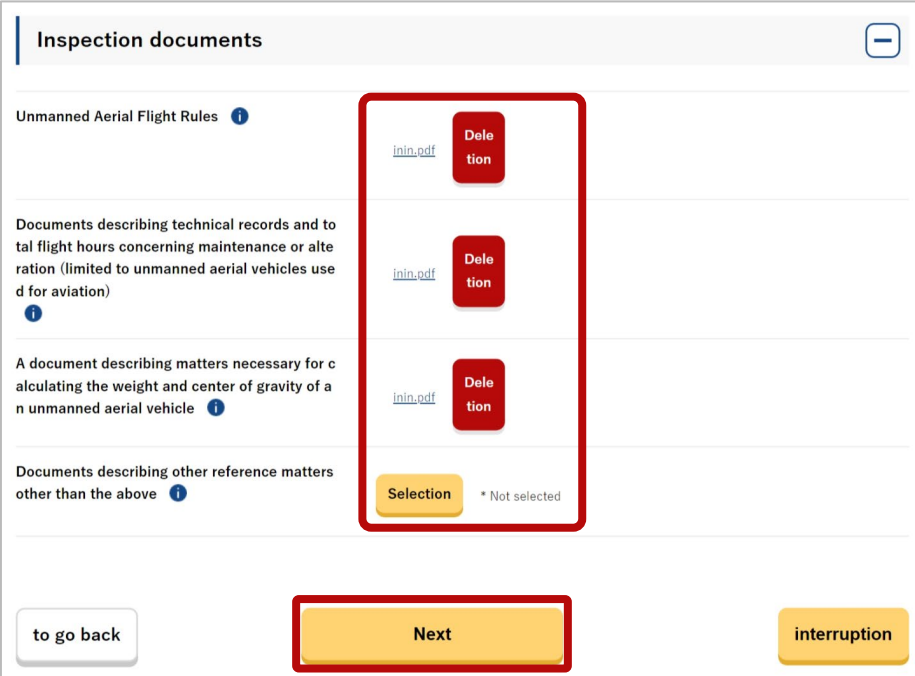
* For UA with certified UAS type

Enter information of the UA to apply for renewal.

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

13. Step 9: Enter UAS Certification Information (3) (2/2)

* For UA with certified UAS type



Inspection documents

Unmanned Aerial Flight Rules ⓘ

[inin.pdf](#) **Deletion**

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

[inin.pdf](#) **Deletion**

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

[inin.pdf](#) **Deletion**

Documents describing other reference matters other than the above ⓘ

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.

14. Step 10: Enter Other 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.

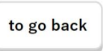
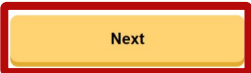
Information about the UAS you are applying for 

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

☒ Yes ☐ None

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

Enter the other information.

Check the inspection method information.

Input the handling fees.

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

After input, press "Next".

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

14. Step 10: 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 information STEP 04 Check application information STEP 05 Application completed

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

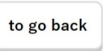
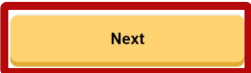
Information about the UAS you are applying for 

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 

 [inim.pdf](#) 

Enter the other information.

Check the inspection method information.

Input the handling fees.

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

After input, press "Next".

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

14. Step 10: Enter Other Information (3)

* 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 provide additional information.

Inspection method information

Desired location for inspection

Desired selection of inspection bodies

Desired inspection timing

remarks

remarks

to go back **Next** interruption

Enter the other information.

Check the inspection method information.

Enter remarks as required.

After input, press "Next".

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

15. Step 11: Confirm Application Information (1) (1/2)

* Only when extending the expiration date

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



Check Applicant's information / Contact Information / Power of Attorney / UA Information / Inspection Documents / Fee Information / Remarks.

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

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

15. Step 11: Confirm Application Information (1) (2/2)

*** Only when extending the expiration date**

Make an application.
Press the Cancel button to abort the process.

application

Cancel

You will automatically be redirected to the next screen.

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



Application completed

STEP 01
Requested by Information

STEP 02
UAS information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

Your application has been completed.

We have sent an email to the client and the application will be accepted upon authentication. Please inform your client that email authentication is required.

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

A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Important!

The application is put on hold until the arrival confirmation via e-mail is completed.

Please inform the requester that the confirmation must be via e-mail.

15. Step 11: Confirm Application Information (2) (1/2)

* In the case of renewal application when changing UA information

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



Check Applicant's information / Contact Information / Power of Attorney / UA Information / Inspection Method Information / Fee Information / Remarks.

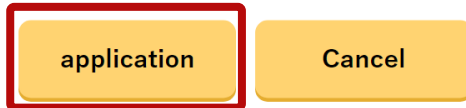
If a mistake is found in the data entry, correct it by pressing "Correct" button on the bottom of each information.

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

15. Step 11: Confirm Application Information (2) (2/2)

* In the case of renewal application when changing UA information

Make an application.
Press the Cancel button to abort the process.

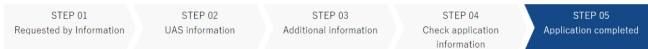


You will automatically be redirected to the next screen.

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



Application completed



Your application has been completed.

We have sent an email to the client and the application will be accepted upon authentication. Please inform your client that email authentication is required.

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

A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Important!

The application is put on hold until the arrival confirmation via e-mail is completed.

Please inform the requester that the confirmation must be via e-mail.

15. Step 11: 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

to go back

Application for renewal

Check Applicant's Information / Contact Information / Power of Attorney / UA Information / Inspection Documents / Inspection Method Information / Remarks.

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

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

15. Step 11: Confirm Application Information (3) (2/2)

* For UA with certified UAS type

Make an application.
Press the Cancel button to abort the process.

application

Cancel

You will automatically be redirected to the next screen.

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



Application completed



Your application has been completed.

We have sent an email to the client and the application will be accepted upon authentication. Please inform your client that email authentication is required.

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

A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Important!

The application is put on hold until the arrival confirmation via e-mail is completed.

Please inform the requester that the confirmation must be via e-mail.

16. Step 12: Confirm Arrival (operated by the client)

***Step 12 is operated by the client.**

* 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 information infrastructure system.

This e-mail is to confirm that various procedures for UAS Certification by the agent have been carried out correctly.

If you do not have any idea of this email, such as not currently requesting a procedure from a representative through the Drone Information Platform System, please refer to the Drone Information Platform System Asked Questions and Inquiries below.

If it is okay to proceed with the procedure by the agent, please press the URL below to complete the authentication of your e-mail address.



認証完了
Authentication completed

メールアドレスの認証を確認しました。
代理人に認証が完了した旨の連絡をお願いします。

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.
Notify the agent of the completion of authentication.

Close the screen with the x button of the browser.

Requester will open the e-mail for arrival confirmation and check the recipient. If the requester confirms that the recipient is him/herself and wants moving forward, he/she press the URL for arrival confirmation.

Now the mail address certification is completed, and a completion message appears on the browser. Close the browser.

Application operation will complete when the mail address is certificated.

Application status can be confirmed in the application status list page.

Important!

Identification documents of the requester is required for the examination.

Please inform the requester that his/her identification documents are required.

<UAS Certification Application Edition>

04. Method to Apply for Cancellation of UAS Certification By a Representative

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01. Introduction (For Those Wishing to Apply for Cancellation of UAS Certification by 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. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further , please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Applying for Cancellation of UAS Certification by a Representative

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

Type of Information	Item
Contact information	• Name • Telephone number • Email address • Address of person requesting application
Information on UA for which you are applying	• Type name • Name of designer (individual or office) • Address of designer (individual or office) • Address of manufacturer (individual or office) • File of documents used in inspection
Other information	• Login ID and name of person requesting application • Password for agent settings • POA

04. Steps for Applying for Cancellation of UAS Certification by a Representative

Apply for Cancellation of UAS Certification by the representative using the following steps in the Drone Information Platform System.

Start applying for cancellation of UAS Certification by 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 Password (Representative Setting) Entry Screen

Select the Representative Setting button in the Click Here for Representative to Implement Procedures in the main menu.

Step 3: Enter the Password

Enter the UA applicant's ID, name, and password for setting the representative.

Step 4: Confirm UA Information and Contact Information

Confirm the UA information and contact information receiving the request to complete the representative setting.

Step 5: Proceed to the UA List Screen

Proceed to the UA List Screen.

Step 6: Select the UA to Apply for Cancellation

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

Step 7: Enter Applicant Information

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

Step 8: Enter Other Information

Enter the reason for cancellation.

Step 9: Confirm Application Information

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

Step 10: Confirm Arrival (operated by the client)

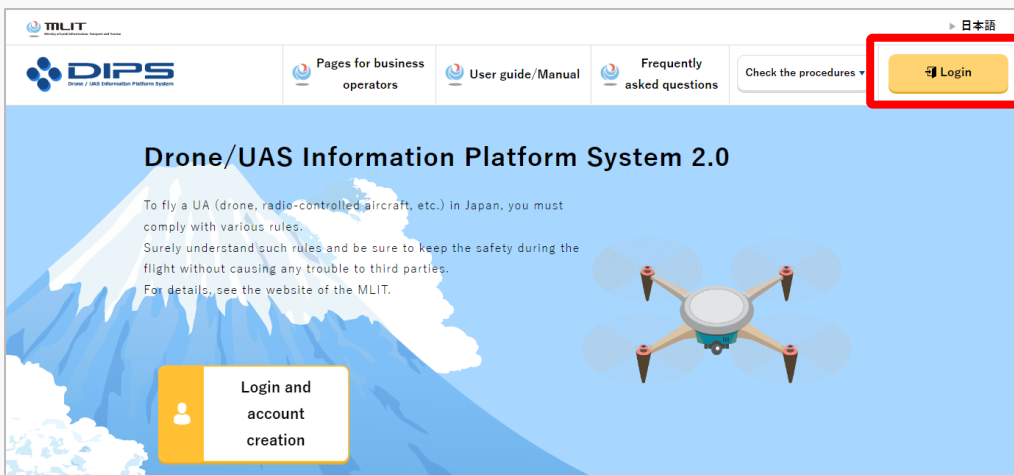
A confirmation email will be sent to you when you have applied to cancel UAS Certification, so open the email and confirm its arrival.

Applying for Cancellation of UAS Certification by representative 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.

* Sending identification documents of the requester by post is required.

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 identity and password (set up when opening the account) and press the "Log In" button.

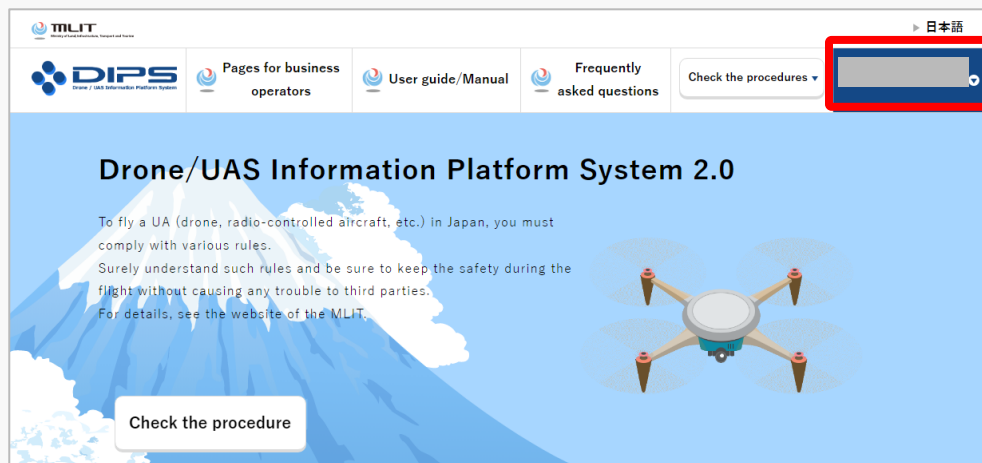
The screenshot shows the 'Log In' page. It is divided into two main sections. The left section, titled 'If you have opened an account', contains a 'LoginId' input field, a 'Password' input field, and a 'Log In' button, all of which are highlighted with a red rectangle. Below the password field, there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

Points to note!

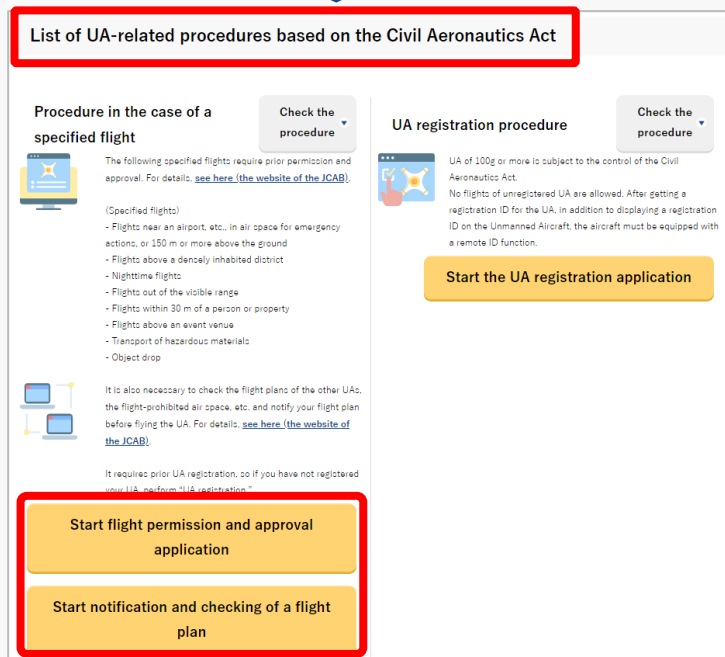
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 Password (Representative Setting) Entry Screen

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on the registered UAS Certification.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

Press “Set up a delegate” button in the “Click here if you want to go through the procedure by an agent” in the UAS Certification Menu page.

* When applying other than an application for issuance, you implement a variety of representative procedures by entering the password once in the password entry screen advanced into from this screen.

* In advance, check that the request to the representative has been set up by the requester. [Refer](#) to this page for information on how to request to a representative.

The following information is necessary to apply by the representative.

- Requester's login ID and name
- Password for setting the representative
- POA
- UA information * Not required for cancellation

07. Step 3: Enter the Password

Password entry (proxy setting) screen

STEP 01
password input

STEP 02
confirmation of UAS receipt

STEP 03
The procedure is complete

Enter the login ID, name, and password of the person who will request the procedure to you (the agent), and press the "Next" button.

Login ID ⓘ

full name ⓘ

password ⓘ

to go back **Next**

Enter the requester's login ID, name, and password for setting the representative.

Press "Next" button.

08. Step 4: Confirm UA Information and Contact Information (1/2)

UAS receipt confirmation screen

STEP 01
password input

STEP 02
confirmation of UAS receipt

STEP 03
The procedure is complete

If there are no errors in the UAS to be requested to proceed, please press the Agent Settings button.
If there is an error in the plane that receives the request for procedure, please contact the person who requests it and confirm.

UAS Information

Class of UAS type certification

class of UAS certification

UAS certificate number

Contact information

full name

Furigana

address

department name

Phone number

E-mail address

to go back

proxy setting

Confirm the UA information and contact information receiving the request to for apply for cancellation.

If there is no problem with the content displayed, press “proxy setting” button.

08. Step 4: Confirm UA Information and Contact Information (2/2)

The procedure for setting up a representative has been completed.

Return to the main menu

A message is displayed indicating this has been completed. Representative settings have been completed.

09. Step 5: Proceed to the UA List Screen

Press “Deleting UAS Certification” button in the “Click here if you want to go through the procedure by an agent” in the UAS Certification Menu page.

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on the registered UAS Certification.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

10. Step 6: Select the UA to Apply for Cancellation (1/2)

Select the UA information you want to cancel from the UA list screen, and press “Enter information to be erased” button.

UAS List

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

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

The name of UAS Certification holder ⓘ

Corporate name/trade name ⓘ

search

Search Results:1case

Selection	UAS certificate number	registration mark	Manufacturer's name or name	model name	UAS Status	Expiration date	The name of UAS Certification holder	Corporate name/trade name	Details
									Details

1

to go back

Enter information to be erased

10. Step 6: Select the UA to Apply for Cancellation (2/2)

A maintenance or change order exists in the selected UAS Certification information. You can check the contents of the instruction by pressing the 'Details' button on the selected line.

continue

suspend

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

To continue applying cancellation, press "continue" button.

11. Step 7: 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.

11. Step 7: Enter Applicant Information (2/2)

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

Phone number ⓘ

Country/Region

E-mail address ⓘ

power of attorney

power of attorney ⓘ

Selection

* Not selected

to go back

Next

Enter contact Information. Select Power of Attorney.

Press "Selection" button to upload the file.

After entering press "Next" button.

12. Step 8: 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 cancellation, and press “Next” button.

You can abandon the application by pressing “interruption” button. To restart, use the Application Status List screen.

13. Step 9: 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's information / Contact Information / Power of Attorney / UA Information / Other Information.

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

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

13. Step 9: Confirm Application Information (2/2)

Make an application.
Press the Cancel button to abort the process.

application

Cancel

You will automatically be redirected to the next screen.

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



Application completed

STEP 01
Requested by Information

STEP 02
UAS information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

Your application has been completed.

We have sent an email to the client and the application will be accepted upon authentication. Please inform your client that email authentication is required.

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

A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Important!

The application is put on hold until the arrival confirmation via e-mail is completed.

Please inform the requester that the confirmation must be via e-mail.

14. Step 10: Confirm Arrival (operated by the client)

***Step 10 is operated by the client.**

* 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 information infrastructure system.

This e-mail is to confirm that various procedures for UAS Certification by the agent have been carried out correctly.

If you do not have any idea of this email, such as not currently requesting a procedure from a representative through the Drone Information Platform System, please refer to the Drone Information Platform System Asked Questions and Inquiries below.

If it is okay to proceed with the procedure by the agent, please press the URL below to complete the authentication of your account.



認証完了
Authentication completed

メールアドレスの認証を確認しました。
代理人に認証が完了した旨の連絡をお願いします。

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.
Notify the agent of the completion of authentication.

Close the screen with the x button of the browser.

Requester will open the e-mail for arrival confirmation and check the recipient. If the requester confirms that the recipient is him/herself and wants moving forward, he/she press the URL for arrival confirmation.

Now the mail address certification is completed, and a completion message appears on the browser. Close the browser.

Application operation will complete when the mail address is certificated.

Application status can be confirmed in the application status list page.

Important!

Identification documents of the requester is required for the examination.

Please inform the requester that his/her identification documents are required.

<UAS Certification Application Edition>

05. How to Confirm Status of UAS Certification Application by Agent and Renew

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01. Introduction (to users who want to confirm status of UAS certification application by agent and to renew)

- In the Drone Information Platform System, you can apply for issuance of UAS Certification, change attributes, renew the application, apply for cancellation, withdraw the application, check the application status, request an application for issuance for a skill certificate to representative, and request a representative for other than an application for issuance of UAS Certification.
- This manual describes how to operate the Drone Information Infrastructure System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further , please refer to the [FAQ](#) page posted on the Drone Information Infrastructure System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Confirming status of UAS certification application by agent

04. Items required for confirming status of UAS certification application by agent

Please prepare the following information for confirming status of UAS certification application by agent.

Type of Information	Item
Other information	• Account in Drone Information Platform System • Application receipt number

05. Steps for confirming status of UAS certification application by agent

Use the following steps to confirm the status of application in the Drone Information Platform System.

Start confirming status of UAS certification application by agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to the application status list screen

At the Main Menu, click the "Confirm application status/Withdraw/Pay" button under "Section for procedures by agent."

Step 3: Select the application procedures you want to confirm

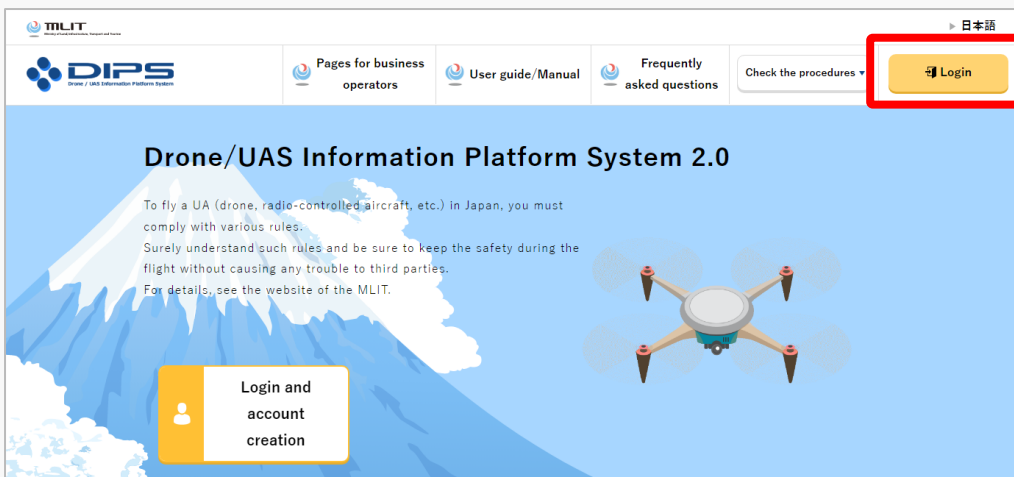
Click the "Details" button for the application procedures you want to confirm

Step 4: Confirm the application status details

Confirm the application status details.

Complete confirming status of UAS certification application by agent

06. 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.

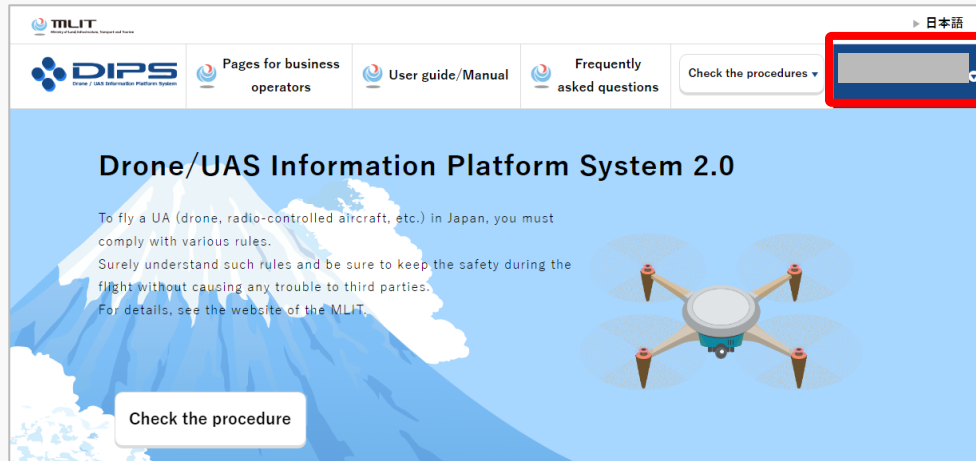
On the Log In page, enter your identity and password (set up when opening the account) and press the "Log In" button.

Points to note!

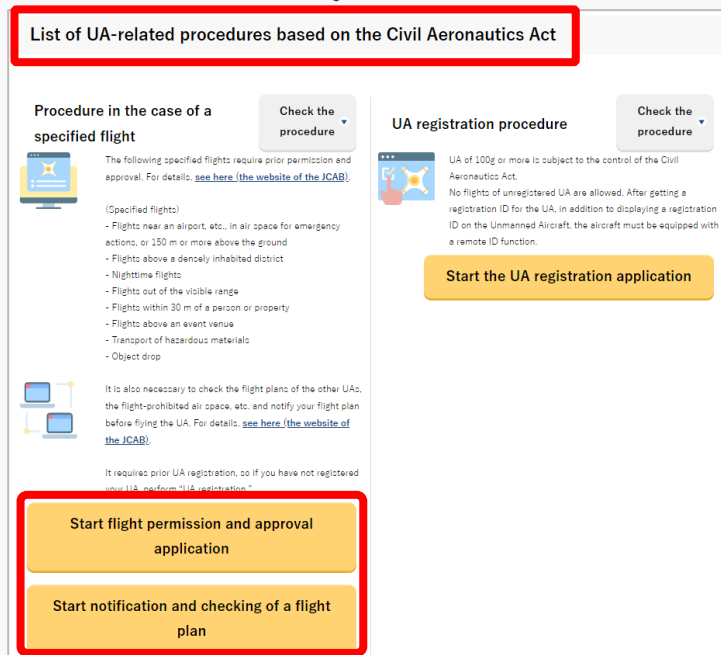
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

06. 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. 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

07. Step 2: Proceed to the application status list screen

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on the registered UAS Certification.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

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

08. Step 3: Select the application procedures that you want to confirm

Select the application procedures that you want to confirm.

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

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

To confirm details of the application status, click the "Details" button.

List of UAS certificate application status

A list of applications is displayed.
It may take some time for the application details to be reflected in the application status list.

You can check the details of your application status by pressing the Details button.
Press the "Re-Apply" button to re-apply for correction instructions.
You can withdraw your application after checking the details of your application status by pressing the "Withdraw" button.
You can resume a suspended application by pressing the "Resume Creation" button.

application number ⓘ

Type of application ⓘ

Please select ▼

application status ⓘ

Please select ▼

UAS certificate number ⓘ

search

Search Results: 1 case

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

1

to go back

09. Step 4: Confirm details of application status

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

to go back

1 case ago

After 1 case

You can confirm the details of the application status.

Once confirmation is completed, click "to go back" button to return to the "List of UAS certificate application status" screen.

10. Renewing UAS certification by agent

11. Items required for renewing UAS certification by agent

Please prepare the following information for UAS certification application.

Type of Information	Item
Contact information	• Name • Telephone number • Email address • Home address/address of person requesting application
Information on UA	• Class of UAS Certification • Type name • Name of designer (individual or office) • Address of designer or main office • Name of manufacturer (individual or office) • Address of manufacturer or address of main office • UAS Type Certification • UA weight • Maximum takeoff weight • Maintenance record materials by person who received type certification (for self-built UA, the designer and manufacturer)
Other information	• Drone Information Platform System account • Fee information • Login ID and name of person requesting application • Password for agent settings

*If you used your My Number Card to verify your identity, your name, date of birth, home address/address of person requesting application listed in the applicant information will automatically reflect the information obtained from the face of your My Number Card. In this case, changes cannot be made from the application entry screen.

If you want to change the information, please make the changes on your My Number Card in advance.

12. Steps for renewing UAS certification by agent

In the Drone Information Platform System, confirm the status of UAS certification application and renew.

Start renewal

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to application status list screen

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

Step 3: Correct the UA information

Click the "Details" button and confirm the details of application status and application contents.

Step 4: Confirm application information

Confirm the entered information and submit the application.

Step 5: Confirm Arrival (operated by the client)

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

Complete renewing UAS certification

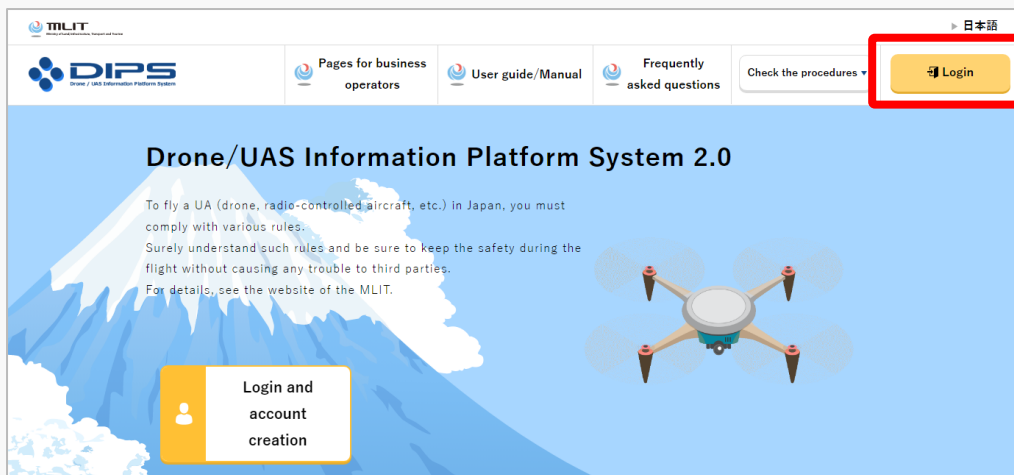
The Aviation Bureau will confirm the contents of your application. A notification will be sent to your email address once confirmation is complete.

* Sending identification documents of the requester by post is required.

Once the Aviation Bureau has completed checking the application details, if corrections are required, a request for correction will be sent to the email address registered in the account.

Renewal will be possible after the email notification has been sent.

13. 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

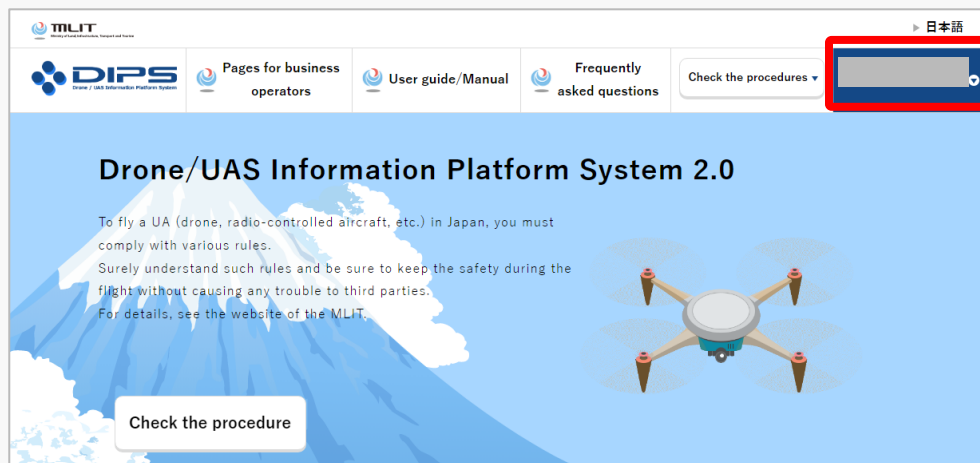
[Back](#)

Points to note!

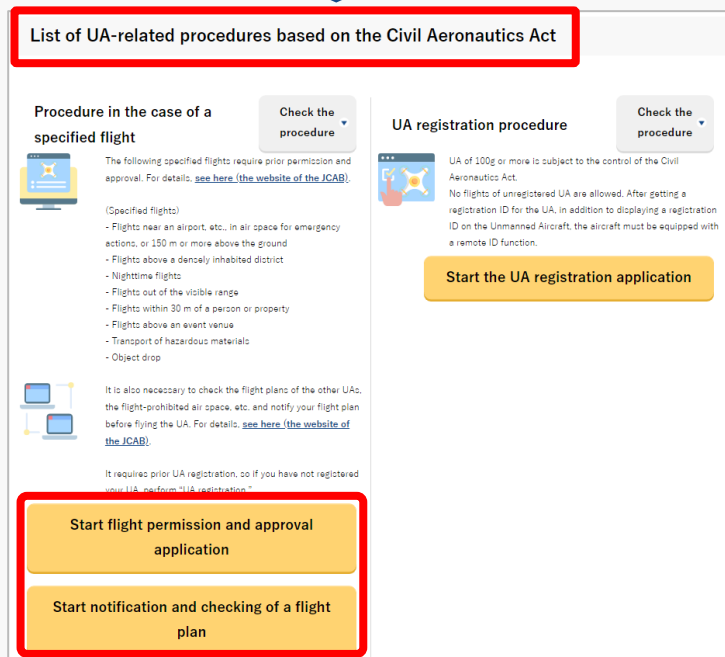
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

13. 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.

13. 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

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."

Check the procedure

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure



UA registration 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.

Check the procedure

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

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)

Check the procedure

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

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.

Check the procedure

Start the UA certification application

Start the skill certification application

14. Step 2: Proceed to the application status list screen

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on the registered UAS Certification.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

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

15. Step 3: Correct the UA information (1/3)

Select the application procedures for which you want to renew.

Click the "Reapply" button.

List of UAS certificate application status

A list of applications is displayed.

It may take some time for the application details to be reflected in the application status list.

You can check the details of your application status by pressing the Details button.

Press the "Re-Apply" button to re-apply for correction instructions.

You can withdraw your application after checking the details of your application status by pressing the "Withdraw" button.

You can resume a suspended application by pressing the "Resume Creation" button.

application number ⓘ

Type of application ⓘ

Please select

application status ⓘ

Please select

UAS certificate number ⓘ

search

Search Results: 4 case

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

15. Step 3: Correct the UA information (2/3)

Confirm the applicant, UA information, and other information.

If there is an error in the entered information, please correct it by clicking the “Modify” button under each item.

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

??

Fee correction

remarks

remarks

Correction of re marks

to go back

application

15. Step 3: Correct the UA information (3/3)

UAS Certification application screen

STEP 01
Correction of application information

STEP 02
Application completed

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

Information about the UAS you are applying for

class of UAS certificationClass 1 UAS certification

Inspection documents

Unmanned Aerial Flight Rules

.pdf

Deletion

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

Selection

* Not selected

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

Selection

* Not selected

Documents describing other reference matters other than the above

Selection

* Not selected

to go back

Correction complete

interruption

The applicable correction screen will be displayed.
Enter the correct information.

*If you want to delete the inspection documents, click "Deletion" button on the right of the file name.

Once you have completed corrections, click "Correction complete" button.

16. Step 4: Confirm the application information (1/2)

Application information confirmation screen

STEP 01
Correction of application information

STEP 02
Application completed

入力した機体認証情報を確認の上、申請してください。
入力内容に誤りがある場合は各情報下部にある「修正」ボタンを押下し訂正してください。
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

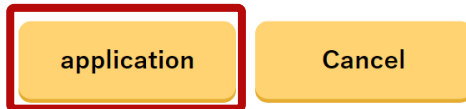
??

The corrected information is displayed.

If the entered information is correct, click "application" button.

16. Step 4: Confirm the application information (2/2)

Make an application.
Press the Cancel button to abort the process.



You will automatically be redirected to the next screen.

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



Application completed



Your application has been completed.

We have sent an email to the client and the application will be accepted upon authentication. Please inform your client that email authentication is required.

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

A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Important!

The application is put on hold until the arrival confirmation via e-mail is completed.

Please inform the requester that the confirmation must be via e-mail.

17. Step 5: Confirm Arrival (operated by the client)

***Step 5 is operated by the client.**

* 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 information infrastructure system.

This e-mail is to confirm that various procedures for UAS Certification by the agent have been carried out correctly.

If you do not have any idea of this email, such as not currently requesting a procedure from a representative through the Drone Information Platform System, please contact the Drone Information Platform System via the Drone Information Platform System Asked Questions and Inquiries below.

If it is okay to proceed with the procedure by the agent, please press the URL below to complete the authentication of your e-mail address.



認証完了
Authentication completed

メールアドレスの認証を確認しました。
代理人に認証が完了した旨の連絡をお願いします。

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.
Notify the agent of the completion of authentication.

Close the screen with the x button of the browser.

Requester will open the e-mail for arrival confirmation and check the recipient. If the requester confirms that the recipient is him/herself and wants moving forward, he/she press the URL for arrival confirmation.

Now the mail address certification is completed, and a completion message appears on the browser. Close the browser.

Application operation will complete when the mail address is certificated.

Application status can be confirmed in the application status list page.

Important!

Identification documents of the requester is required for the examination.

Please inform the requester that his/her identification documents are required.

<UAS Certification Application Edition>

06. How to Withdraw Application for UAS Certification by Agent

Table of Contents

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08. Step 4: Withdraw the application		p.06-11

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

- In the Drone Information Platform System, you can apply for issuance of UAS Certification, change attributes, renew the application, apply for cancellation, withdraw the application, check the application status, request an application for issuance for a skill certificate to representative, and request a representative for other than an application for issuance of UAS Certification.
- This manual describes how to operate the Drone Information Infrastructure System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further , please refer to the [FAQ](#) page posted on the Drone Information Infrastructure System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the  mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Items required for withdrawing UAS certification application by agent

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

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

04. Steps for withdrawing UAS certification application by agent

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

Start withdrawing UAS certification application by agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to application status list screen

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

Step 3: Select withdrawal application procedures

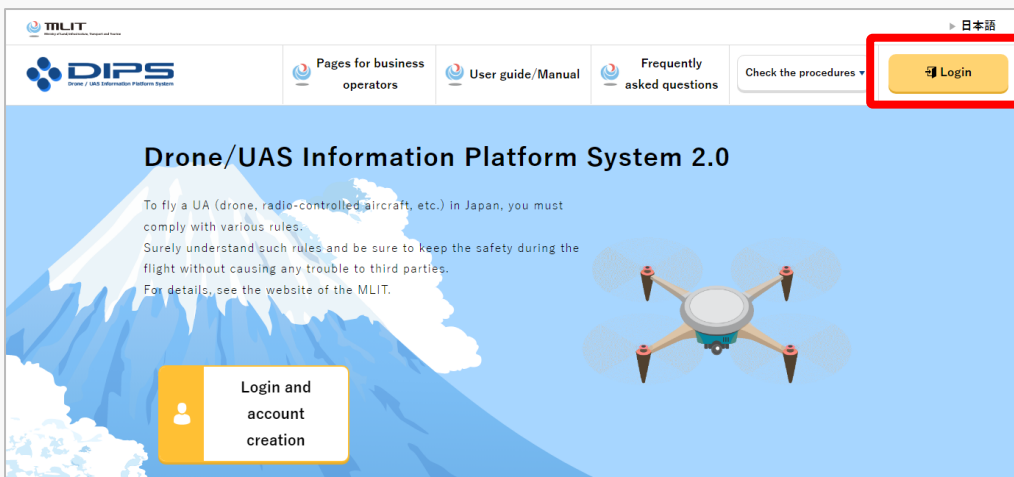
Click the "Withdrawal" button and confirm the details of application contents.

Step 4: Withdraw the application

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

Complete withdrawing UAS certification application by agent

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



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

(<https://www.ossportal.dips.mlit.go.jp/portal/top/>)

Click the "Login" button.

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

Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID, Click [here](#)
If you have forgotten your password, Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

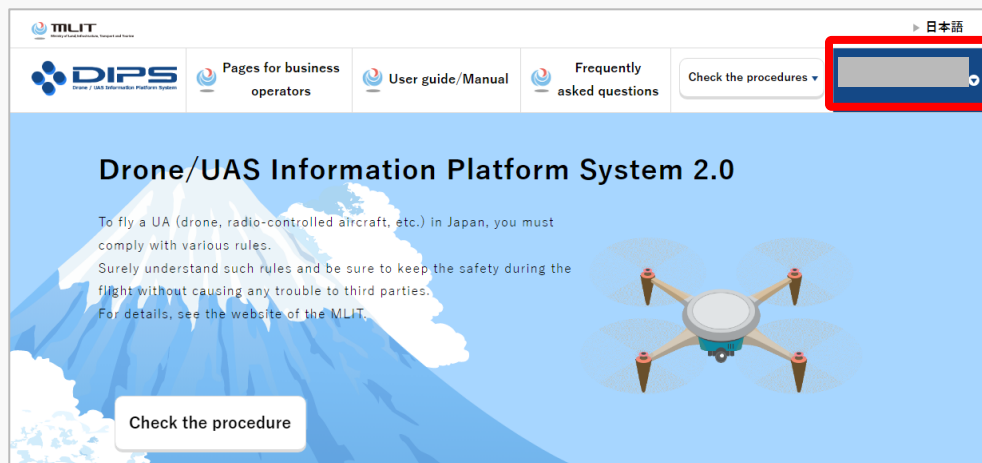
[Back](#)

Points to note!

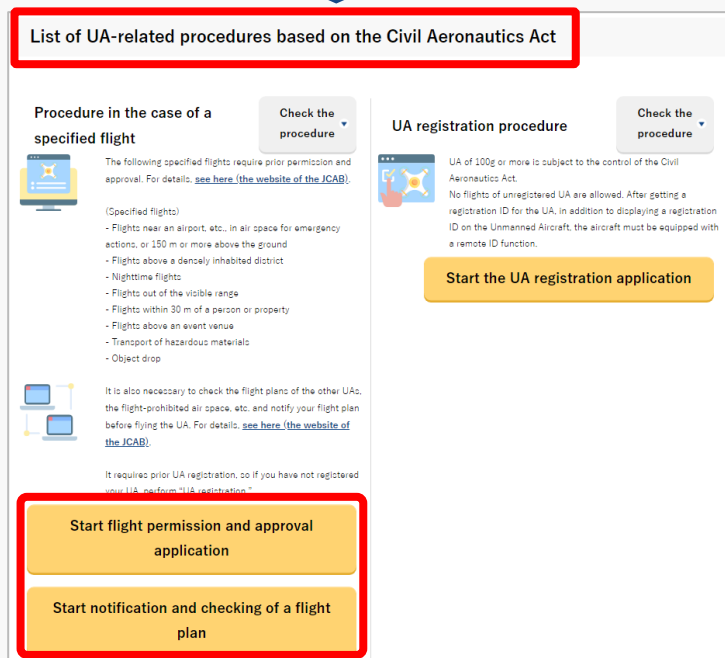
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

05. Step 1: Log in to the Drone Information Platform System(2/3)



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



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

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

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop



It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UA certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure



Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [see here \(the website of the JCAB\)](#) and [here \(the website of the JCAB\)](#), respectively.

Start the UA certification application

Start the skill certification application

06. Step 2: Proceed to the application status list screen

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application

You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes, and withdraw applications.
* In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

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

UAS Certification New Application

After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.

Check application status / withdrawal / payment

You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.

Confirmation of UAS Certification

You can check the information related to UAS that have obtained UAS Certification.

Change of UAS Certification

You can change the contact information on UAS Certification that you are set up as an agent.

Expiration date update

You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.

Deleting UAS Certification

You can delete UAS Certification that is set as a proxy.

Set up a delegate

By entering the password received from the client, you can set up various procedures to be performed on your behalf.

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

06. Step 3: Select withdrawal application procedures

Select the application procedures that you want to confirm.

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

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

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

List of UAS certificate application status

A list of applications is displayed.

It may take some time for the application details to be reflected in the application status list.

You can check the details of your application status by pressing the Details button.

Press the "Re-Apply" button to re-apply for correction instructions.

You can withdraw your application after checking the details of your application status by pressing the "Withdraw" button.

You can resume a suspended application by pressing the "Resume Creation" button.

application number ⓘ

Type of application ⓘ

Please select ▼

application status ⓘ

Please select ▼

UAS certificate number ⓘ

search

Search Results: 1 case

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

1

to go back

06. Step 4: Withdraw the application

Details of UAS Certification application status

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

If you wish to withdraw your application, please press the "Withdraw" button at the bottom of the screen.

application status

application number

Type of application

application status

Preferred Inspection Body

-

If you can't find the laboratory you want

The date of receipt

to go back

Withdraw

1 case ago

After 1 case

??

The procedure is complete

Your application has been withdrawn.

Withdraw the application through the following steps.

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

Click "Withdrawn" button to complete the withdrawal.

Points to note!

The following items can be checked only on the DIPS2.0 screen.

These items are written in Japanese in the e-mail you receive during the procedure.

- Type of application
- Class of UAS certification
- Status after change