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<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	<ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Address of person requesting application</li> </ul>
Information on UA for which you are applying	<ul style="list-style-type: none"> <li>• Type name</li> <li>• Name of designer (individual or office)</li> <li>• Address of designer (individual or office)</li> <li>• Address of manufacturer (individual or office)</li> <li>• File of documents used in inspection</li> </ul>
Fee information	<ul style="list-style-type: none"> <li>• Fee amount</li> <li>• Fee-related documents</li> </ul>
Other information	<ul style="list-style-type: none"> <li>• Login ID and name of person requesting application</li> <li>• Password for agent settings</li> <li>• POA</li> </ul>

# 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)

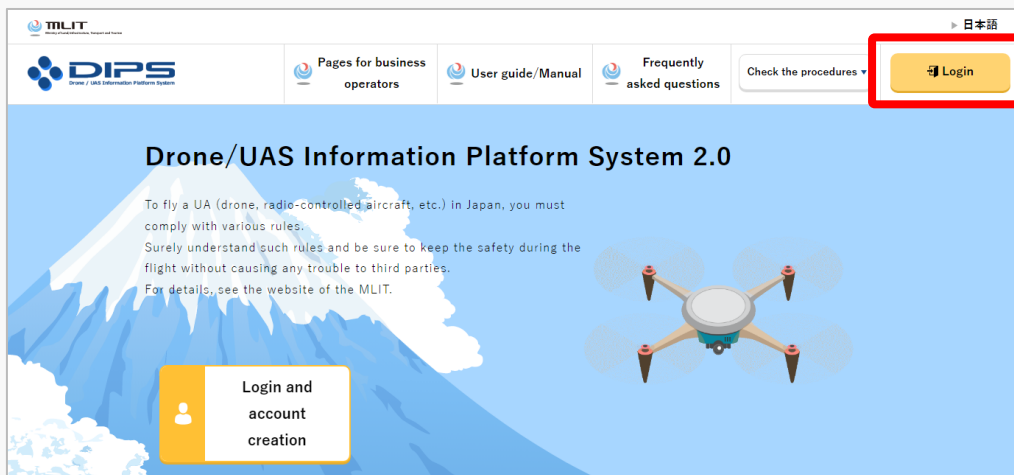
A confirmation email will be sent to you when you have applied to UAS Certification, so open the email and confirm its arrival.

## 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)

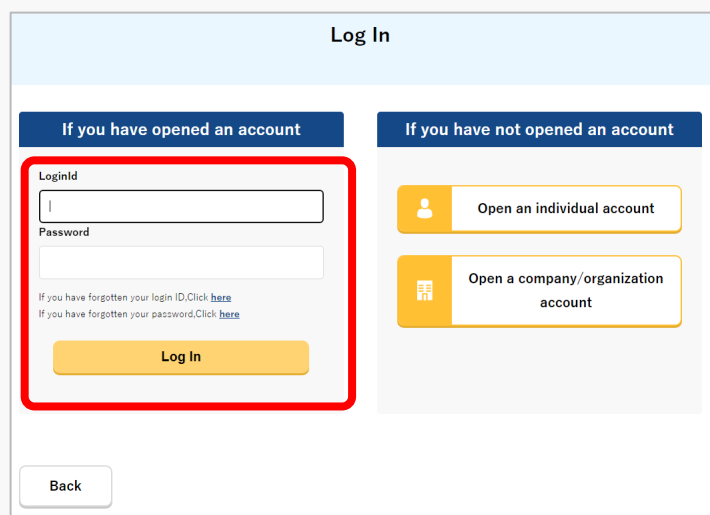


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.

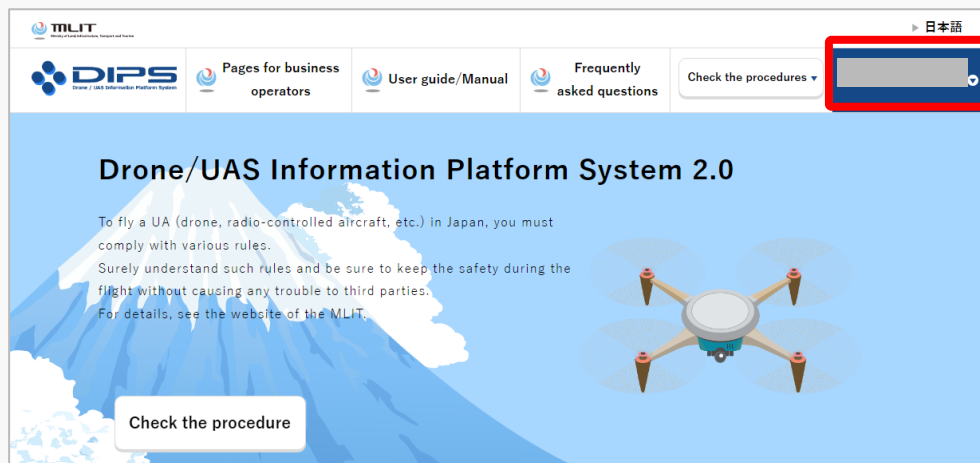


### Points to note!

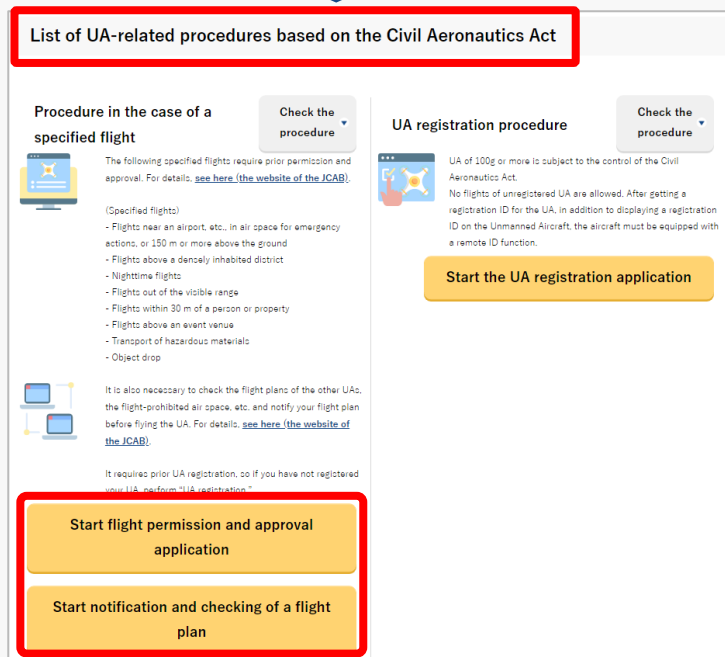
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>UAS Certification New Application</b> </div> <p style="font-size: 8px; margin: 0;">You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>Check application status / withdrawal / payment</b> </div> <p style="font-size: 8px; margin: 0;">You can check the status of applications for new applications and changes, and withdraw applications. * In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.</p>
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Click here if you want to go through the procedure by an agent. -

<div style="border: 2px solid red; border-radius: 5px; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>UAS Certification New Application</b> </div> <p style="font-size: 8px; margin: 0;">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.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>Check application status / withdrawal / payment</b> </div> <p style="font-size: 8px; margin: 0;">You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>Confirmation of UAS Certification</b> </div> <p style="font-size: 8px; margin: 0;">You can check the information related to UAS that have obtained UAS Certification.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>Change of UAS Certification</b> </div> <p style="font-size: 8px; margin: 0;">You can change the contact information on UAS Certification that you are set up as an agent.</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>Expiration date update</b> </div> <p style="font-size: 8px; margin: 0;">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.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>Deleting UAS Certification</b> </div> <p style="font-size: 8px; margin: 0;">You can delete UAS Certification that is set as a proxy.</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> <b>Set up a delegate</b> </div> <p style="font-size: 8px; margin: 0;">By entering the password received from the client, you can set up various procedures to be performed on your behalf.</p>	

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 ⓘ

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 Application Details

Please select whether you are applying for a single UAS or multiple aircraft at once.

Also, please indicate whether the aircraft you are applying for has obtained UAS Type Certification.

\*"Multiple UAS application" is only permitted when the models in the registered aircraft information are an exact match.

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

Class of UAS type certification   UAS Type Certification aircraft  Uncertified UAS

\*Note

For a UAS that does not have type certification but holds a Statement of Identity for UAS, please select "UAS Type Certification aircraft."

to go back

Next

Select the application contents.

In the field "Single Application / Multiple Applications," select "Single UAS Application" to apply for one UAS, or "Multiple UAS Application" to apply for more than one UAS.

\*"Multiple UAS application" is only permitted when the models in the registered aircraft information are an exact match.

In the field "Class of UAS type certification," select "UAS Type Certification aircraft" to apply for has obtained Type Certification, or "Uncertified UAS".

\*For a UAS that does not have type certification but holds a Statement of Identity for UAS, please select "UAS Type Certification aircraft."

\* When "Single UAS Application" and "UAS Type Certification aircraft" are selected

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

When "Single UAS Application" and "Uncertified UAS" are selected

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

When "Multiple UAS application" is selected

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"

### Pre-application check

Enter UAS Type Certificate Number of UAS Type Certification aircraft and select the aircraft to be applied.  
 For a UAS that has been issued a Certificate of Conformity for unmanned aircraft by a holder of a Type Certification, please enter the Type Certification number corresponding to the certified type.

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

class 1 UAS type certificate number i Number  Issue

class 2 UAS type certificate number i Number  Issue

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

Selection of the UAS i

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

⌂

to go back
Next

In the field "class of UAS certification," select the class for the aircraft to be applied for.

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

\*For a UAS that has been issued a Statement of Identity for UAS by the holder of a Type Certification, please enter the Type Certification Number(the UAS Type Certificate Number stated in the Statement of Identity for UAS) corresponding to the certified type.

Check in the selection column of the plane to apply.

After entering the information for the UAS certification that you are applying for, press "Next".

## 09. Step 5: Perform pre-application check

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

Pre-application check

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

class of UAS certification ⓘ

Type of UAS ⓘ

Select Authority ⓘ

class 1 UAS certification
  class 2 UAS certification

**\*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 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.

# 09. Step 5: Perform pre-application check

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

### Pre-application check

Enter UAS Type Certificate Number of UAS Type Certification aircraft and select the aircraft to be applied.  
For a UAS that has been issued a Certificate of Conformity for unmanned aircraft by a holder of a Type Certification, please enter the Type Certification number corresponding to the certified type.

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


class 1 UAS type certificate number ? Number  Issue

class 2 UAS type certificate number ? Number  Issue

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

Selection of the UAS ?

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



to go back
Next

In the field "Class of UAS Certification," select the class for the aircraft to be applied for.

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

\*For a UAS that has been issued a Statement of Identity for UAS by the holder of a Type Certification, please enter the Type Certification Number(the UAS Type Certificate Number stated in the Statement of Identity for UAS) corresponding to the certified type.

Check the box for the aircraft you wish to apply for.  
✖ Only aircraft with an exact match of the type name can be applied for.

After entering the information for the UAS certification that you are applying for, press "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 ⓘ

Department  Section

Phone number ⓘ

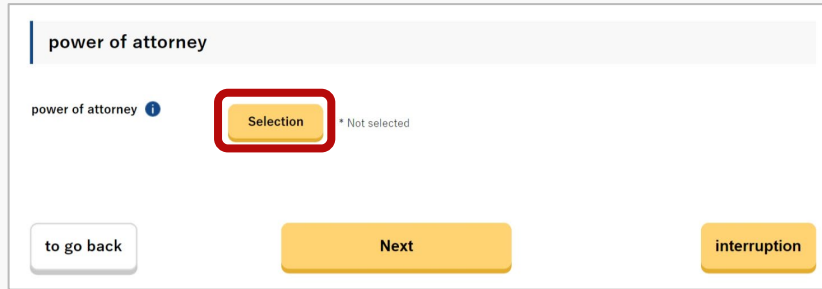
Country/Region

E-mail address ⓘ

**power of attorney**

Enter the contact information.

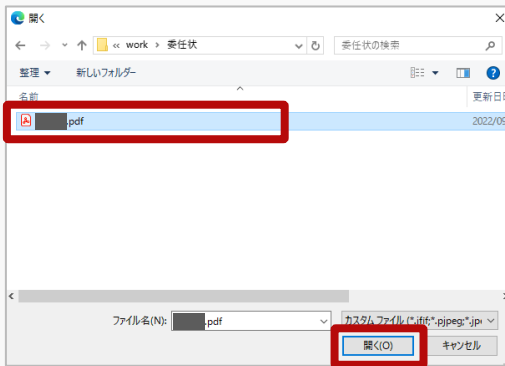
# 10. Step 6: Enter applicant information (3/3)



Upload the authorization letter.

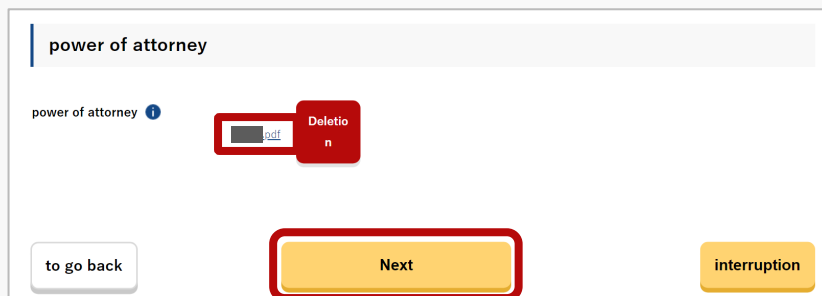
Click "Selection" button.

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.

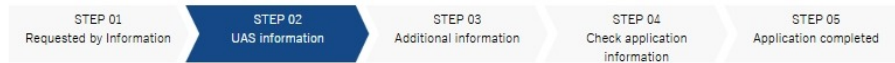


Enter the applicant information and then click "Next."

To interrupt the application, press the "interruption" button. A suspended application can be resumed from the application status list screen.

# 11. Step 7: Enter UAS certification information (1/3)

## UAS Certification application screen



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

### Information about the UAS you are applying for

class of UAS certification	Class 1 UAS certification
class 1 UAS type certificate number	<input type="text"/>
model name	<input type="text"/>
registration mark	<input type="text"/>
Whether or not it has been used for aviation. <span style="border: 2px solid red; padding: 2px;"> <input type="radio"/> It is not used for aviation                 <input type="radio"/> It was used for aviation             </span>	
Name of manufacturer	<input type="text"/>
manufacturing number	<input type="text"/>
presence or absence of modification	<input type="text"/>
Type of UAS	<input type="text"/>

Enter the information of the aircraft that you are applying.

If the aircraft has already been registered in the Drone Registration System (DRS), its information will be displayed in the aircraft information field of the application form.

In the field “Whether the aircraft has been used for aviation,” if the UAS has never been operated for aviation purposes and is within one month of its registration in DIPS, please select “It is not used for aviation.” In all other cases, please select “It was used for aviation.”



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

UAS weight	1.0
maximum take-off weight	1.0
Weight Classification	less than 4kg
Risk classification (Class 1 UAS certification) ⓘ	<input type="radio"/> A type of unmanned aerial vehicle that flies in airspace that does not include specified airspace <input type="radio"/> A type of unmanned aircraft that flies in airspace including specified airspace
UAS Dimensions_Full Width	1.0
UAS Dimensions_Full Length	1.0
UAS Dimensions_Total Height	1.0
A person who has obtained UAS Type Certification, etc. (Design and manufacture of self-made machines) whether or not they are maintained. ⓘ	<input type="radio"/> Yes <input type="radio"/> None
A person who has obtained UAS Type Certification, etc. Maintenance record materials by the designer and manufacturer for self-built machines) ⓘ	<input type="button" value="Selection"/> * Not selected
Purpose of Use ⓘ	<input type="text"/>
flight in a no-fly zone	<input checked="" type="checkbox"/> 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.
method of flight	<input checked="" type="checkbox"/> Night flight

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

For the aircraft that has been issued a UAS Confirmation of Conformity or an equivalent document by the manufacturer or other authorized entity, please select "Yes," then click the "Selection" button in the item immediately below on this screen, and upload the UAS Confirmation of Conformity or an equivalent document issued by a manufacturer, etc. of the UAS or similar authorization.

Even if "None" is selected for "A person who has obtained UAS Type Certification, etc.(Design and manufacture of self-made machines)whether or not they are maintained," please select "Yes" for this item and upload the files of other documents required for inspection (e.g., the Unmanned Aircraft Maintenance Manual) when there are missing items to be uploaded in the inspection documents on the next page.

If you wish to upload multiple documents, please combine them into a single file before uploading. Acceptable file formats are PDF, JPEG (JPG), PNG, XLS, XLSX, DOC, DOCX, and GIF, and the maximum file size is limited to 20 MB.



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

Inspection documents
-

Unmanned Aerial Flight Rules ?

---

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

---

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

---

Documents describing other reference matters other than the above ?

Selection
\* Not selected

---

Selection
\* Not selected

---

Selection
\* Not selected

---

Selection
\* Not selected

to go back

Next

interruption

In the field "A document describing matters necessary for calculating the weight and center of gravity of an unmanned aerial vehicle," if the relevant information is already included in the "Unmanned Aerial Flight Rules," you only need to attach the applicable Flight Rules in the field above.

In such cases, please upload any additional documents required for inspection(e.g., a Statement of Identity for UAS) in this section, if necessary.

In the field "Documents describing other reference matters other than the above," please upload the documents necessary for inspection, such as photos showing the type certification label or Current Conditions Report for UAS.

If you wish to upload multiple documents, please combine them into a single file before uploading. Acceptable file formats are PDF, JPEG (JPG), PNG, XLS, XLSX, DOC, DOCX, and GIF, and the maximum file size is limited to 20 MB.

After input is completed press "Next" button.

To interrupt the application, press the "interruption" button. A suspended application can be resumed from the application status list screen.

## 12. Step 8: Enter other 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 provide additional information.

**Inspection method information**

Desired location for inspection  ⓘ

Desired selection of inspection bodies  ⓘ

The desired inspection agency If not found  ⓘ

Desired inspection timing  ⓘ

**remarks**

remarks  ⓘ

to go back
Next
interruption

Enter the information on the inspection method.

In the field "Desired location for inspection," select your preferred on-site inspection location.

If on-site inspection is not required for your application, select "-".

In the field "Desired location of inspection bodies," select your preferred inspection agency.

\*If your preferred inspection agency is not listed, please select "-",

and select "Request inspection by the government" in the "The desired inspection agency is not found" field.

After input, press "Next".

To interrupt the application, press the "interruption" button. A suspended application can be resumed from the application status list screen.

# 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

interruption

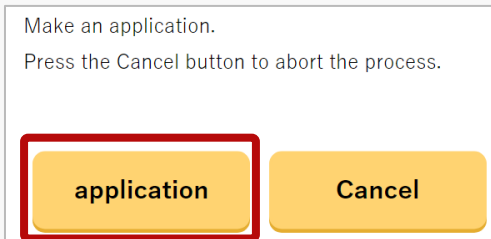
Confirm the Applicant's information/Contact information/ UA information/ Inspection method information/Handing fee information/Remarks.

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

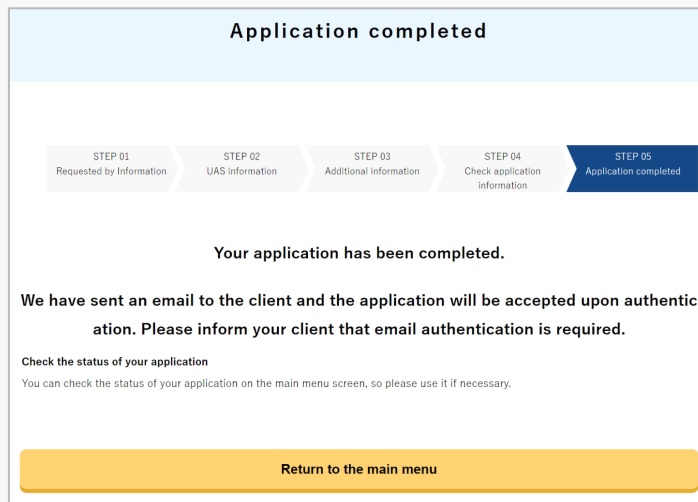
If there is no problem in the entered information contents, "application" button Please press.

To interrupt the application, press the "interruption" button. A suspended application can be resumed from the application status list screen.

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



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



A 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.

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.

