
<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	<ul style="list-style-type: none">NameTelephone numberEmail addressAddress of person requesting application
Information on UA for which you are applying	<ul style="list-style-type: none">Type nameName 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	<ul style="list-style-type: none">Fee amountFee-related documents
Other information	<ul style="list-style-type: none">Login ID and name of person requesting applicationPassword for agent settingsPOA

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.

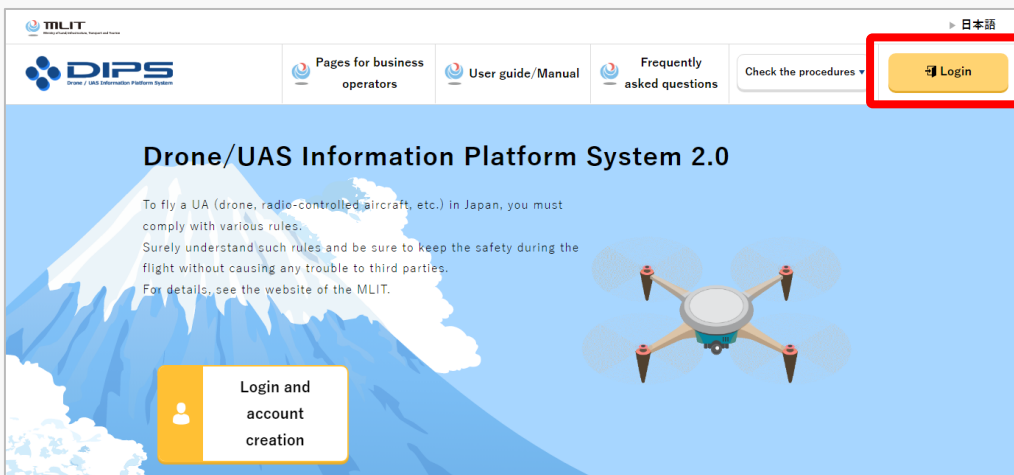


The UAS Certification renewal application by representative is completed.

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.

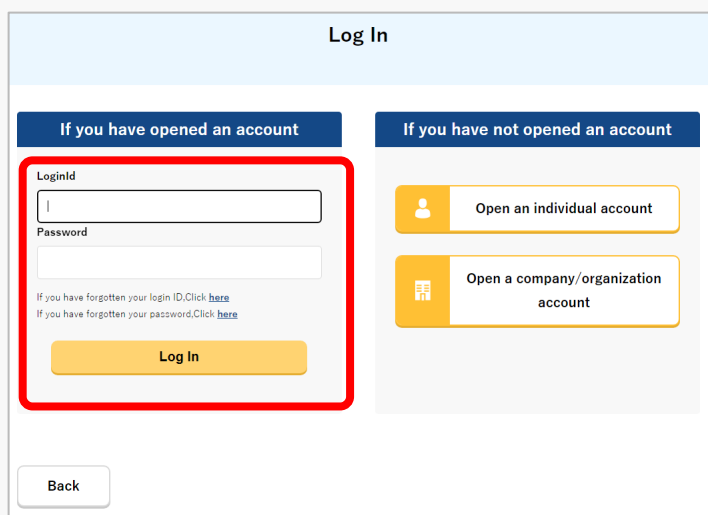
05. Step 1: Log in to the Drone Information Platform System(1/3)



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.

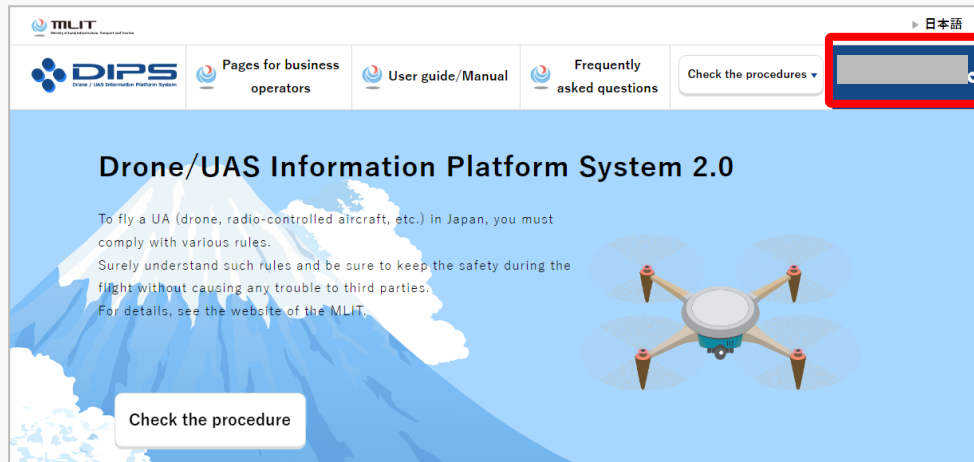


Points to note!

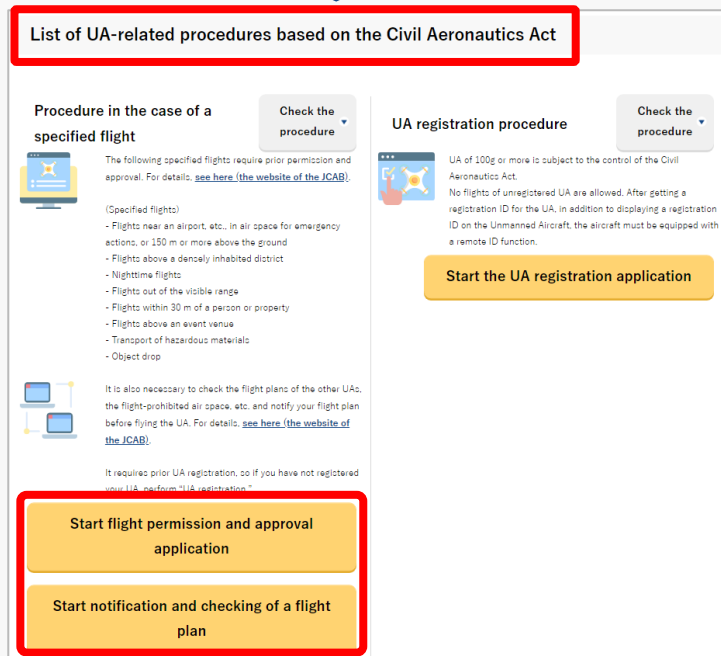
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; font-weight: bold;">UAS Certification New Application</p> <p style="font-size: 8px;">You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; font-weight: bold;">Check application status / withdrawal / payment</p> <p style="font-size: 8px;">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> </div>
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Click here if you want to go through the procedure by an agent. -

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

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

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

UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application	Check application status / withdrawal / payment
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	You can check the status of applications for new applications and changes, and withdraw applications. * In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.

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

UAS Certification New Application	Check application status / withdrawal / payment
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.	You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.
Confirmation of UAS Certification	Change of UAS Certification
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on UAS Certification that you are set up as an agent.
Expiration date update	Deleting UAS Certification
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.	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 “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.

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

UAS List

Please select the UAS for which you want to update.

UAS certificate number i

registration mark i

Name of manufacturer i

model name i

The name of UAS Certification holder i

Corporate name/trade name i

search

Search Results: 1 case

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
<input checked="" type="radio"/>										Details

1


to go back

Enter information to change

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

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 count▼

***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 classification private person

full name [REDACTED]

Furigana [REDACTED]

address [REDACTED]

Date of birth [REDACTED]

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 *i*

Furigana *i*

address *i* Country/Region State/Province

department name *i*

Phone number *i* Country/Region

E-mail address *i*

power of attorney

power of attorney *i* * Not selected

Enter contact Information.

Select power of attorney.

Press "Selection" button to upload the file.

After entering, 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 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 classification	private person
full name	[REDACTED]
Furigana	[REDACTED]
address	[REDACTED]
Date of birth	[REDACTED]

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 i

Furigana i

address i

Country/Region

State/Province

department name i

Phone number i

Country/Region

E-mail address i

power of attorney

power of attorney i Selection * Not selected

to go back
Next
interruption

Enter contact Information.

Select power of attorney.

Press "Selection" button to upload the file.

After entering, 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 Applicant Information (3) (1/2)

* For UA with certified UAS type

UAS Certification application screen

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

Applicant's information

Applicant classification	private person
full name	[REDACTED]
Furigana	[REDACTED]
address	[REDACTED]
Date of birth	[REDACTED]

Contact information

Confirm the applicant information.

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

* For UA with certified UAS type



The screenshot shows a web form titled "Contact information" with the following fields: "full name", "Furigana", "address" (with sub-fields for "Country/Region" and "State/Province"), "department name", "Phone number" (with sub-fields for "Country/Region" and a text field), and "E-mail address". A red rectangular box highlights the "full name", "Furigana", "address", "department name", "Phone number", and "E-mail address" fields. Below the form is a "power of attorney" section with a "Selection" button (highlighted with a red box) and a "* Not selected" label. At the bottom, there are three buttons: "to go back", "Next" (highlighted with a red box), and "interruption".

Enter contact Information.

Select power of attorney.

Press "Selection" button to upload the file.

After entering, press "Next" button.

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

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

Selection * Not selected

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

to go back
Next
interruption

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.

After entering, 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: 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	<input type="text"/>
model name	<input type="text"/>
Name of the designer ?	<input type="text"/>
Designer Address ?	Country/Region <input type="text"/>
	State/Province <input type="text"/>
	<input type="text"/>
registration mark	<input type="text"/>
Name of manufacturer ?	<input type="text"/>
⌘	
UAS Dimensions_Full Width ?	<input type="text"/> m
UAS Dimensions_Full Length ?	<input type="text"/> m
UAS Dimensions_Total Height ?	<input type="text"/> m

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) 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

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.

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 entering, press "Next" button.

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

13. Step 9: Enter UAS Certification Information (3) (1/2)

* For UA with certified UAS type

UAS Certification application screen

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

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

Information about the UAS you are applying for -

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

Yes None

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

Selection

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

Yes None

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

Selection * Not selected

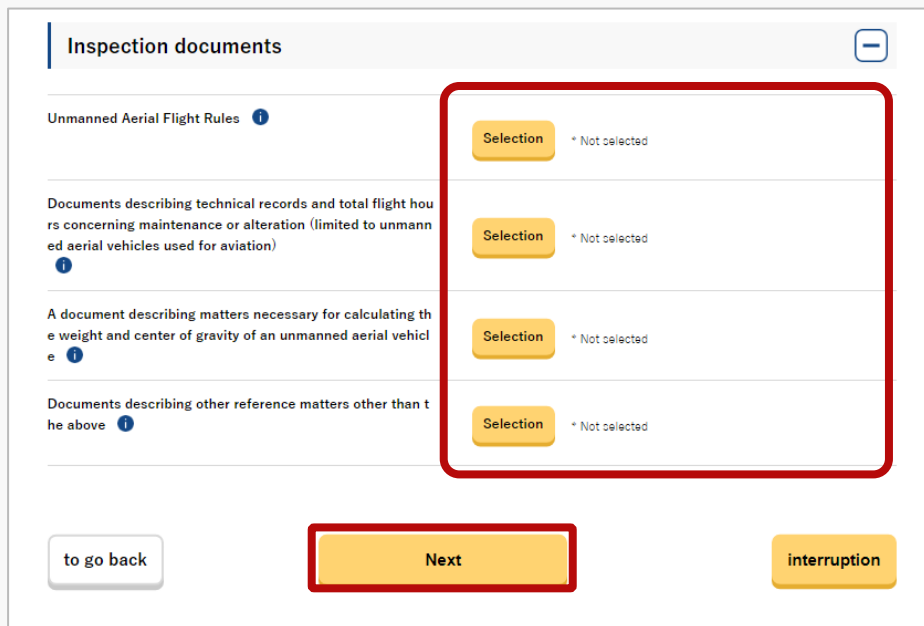
Enter information of the UA to apply for renewal.

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.

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

* For UA with certified UAS type



Inspection documents

Unmanned Aerial Flight Rules ⓘ

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

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

Documents describing other reference matters other than the above ⓘ

Selection * Not selected

Selection * Not selected

Selection * Not selected

Selection * Not selected

to go back Next interruption

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 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 Current Conditions Report for UAS.

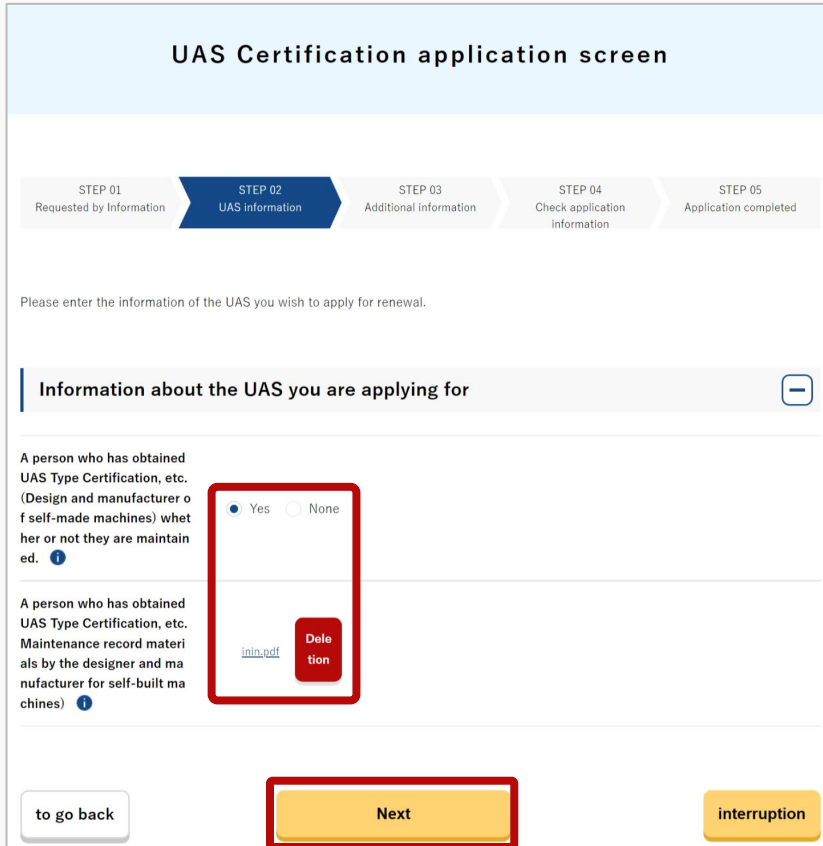
If you wish to upload multiple documents, please combine them into a single file before uploading. Acceptable file formats are PDF, JPEG (JPG), PNG, XLS, XLSX, DOC, DOCX, and GIF, and the maximum file size is limited to 20 MB.

After the upload is complete, click the “Next” button.

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

14. Step 10: Enter Other Information (1)

* Only when extending the expiration date



The screenshot shows the 'UAS Certification application screen' with a progress bar at the top indicating five steps: STEP 01 (Requested by Information), STEP 02 (UAS information), STEP 03 (Additional information), STEP 04 (Check application information), and STEP 05 (Application completed). Below the progress bar, there is a text prompt: 'Please enter the information of the UAS you wish to apply for renewal.' A section titled 'Information about the UAS you are applying for' contains two questions. The first question asks if a person who has obtained UAS Type Certification, etc. (Design and manufacturer of self-made machines) whether or not they are maintained, with radio buttons for 'Yes' (selected) and 'None'. The second question asks if a person who has obtained UAS Type Certification, etc. Maintenance record materials by the designer and manufacturer for self-built machines, with a 'Deletion' button. At the bottom of the screen, there are three buttons: 'to go back', 'Next', and 'interruption'. The 'Next' button is highlighted with a red box.

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".

To interrupt the application, press the "interruption" button. A suspended application can be resumed 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) **Deletion**

to go back **Next** **interruption**

Enter the other information.

Check the inspection method information.

Input the handling fees.

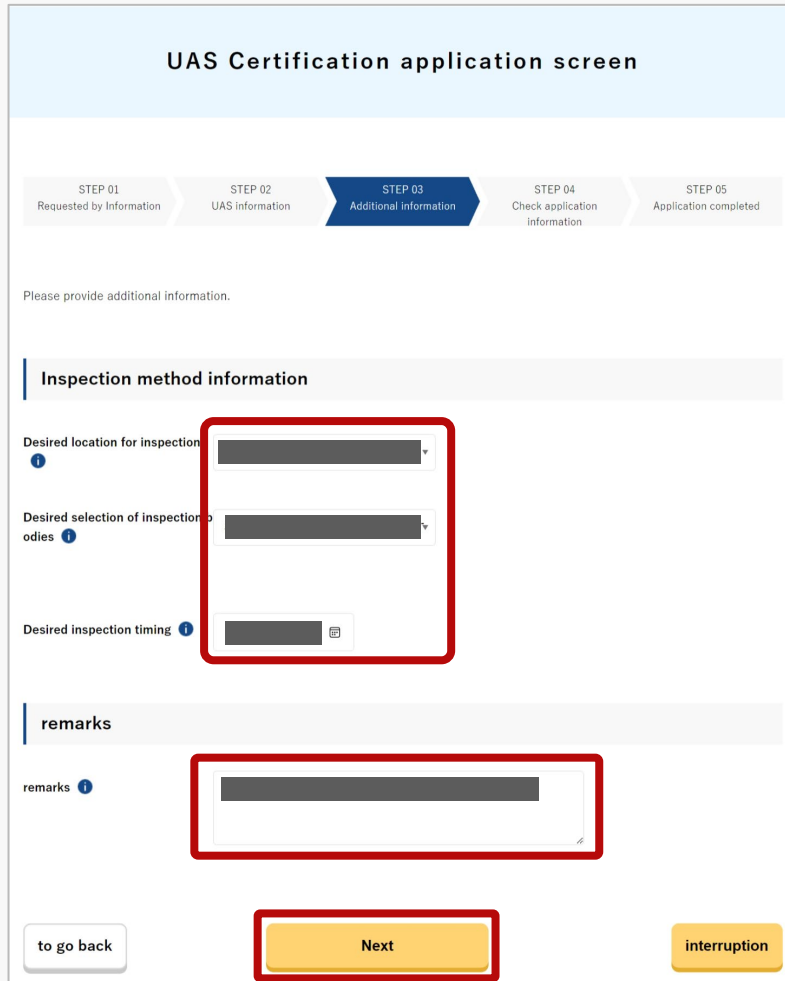
In case of attaching a handling fee related document, please press "Selection" button to upload the file.

After input, press "Next".

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

14. Step 10: Enter Other Information (3)

* For UA with certified UAS type



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

Enter the other information.

Check the inspection method information.

Enter remarks as required.

After input, press "Next".

To interrupt the application, press the "interruption" button. A suspended application can be resumed 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

??

to go back

Application for renewal

interruption

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.

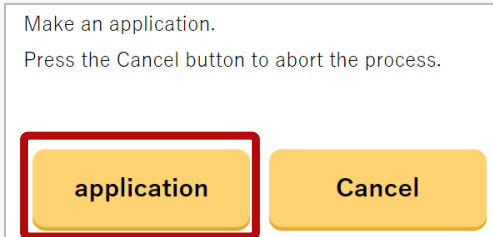
If no problem is found in the entry, press "Application for renewal" button.

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

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

* Only when extending the expiration date



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 (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

??

to go back

Application for renewal

interruption

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.

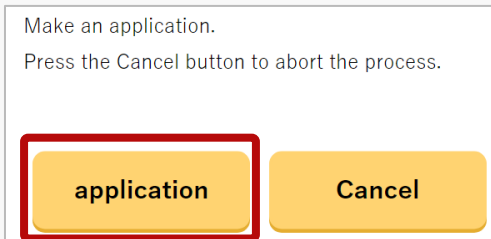
If no problem is found in the entry, press "Application for renewal" button.

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

P.03-34

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

* In the case of renewal application when changing UA information



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

interruption

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.

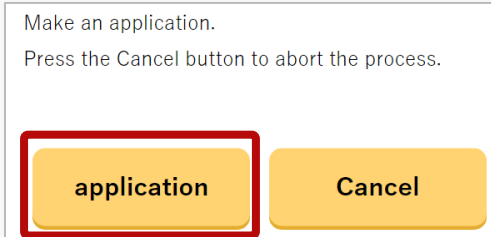
If no problem is found in the entry, press "Application for Renewal" button.

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

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

* For UA with certified UAS type



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.

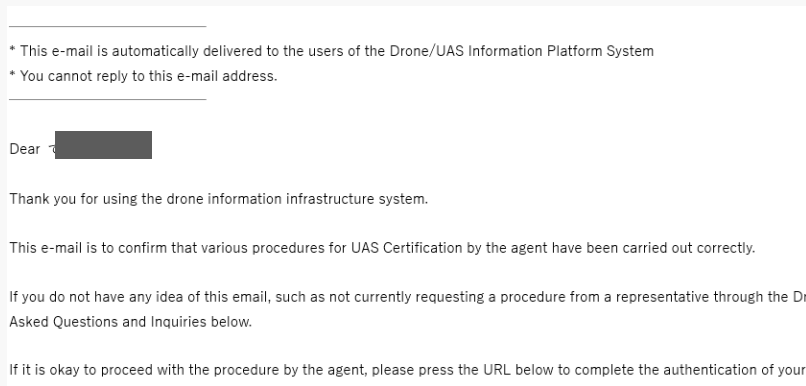
Important!

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.



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.