
<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	<ul style="list-style-type: none">• Name• Telephone number• Email address• Address of person requesting application
Information on UA for which you are applying	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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)

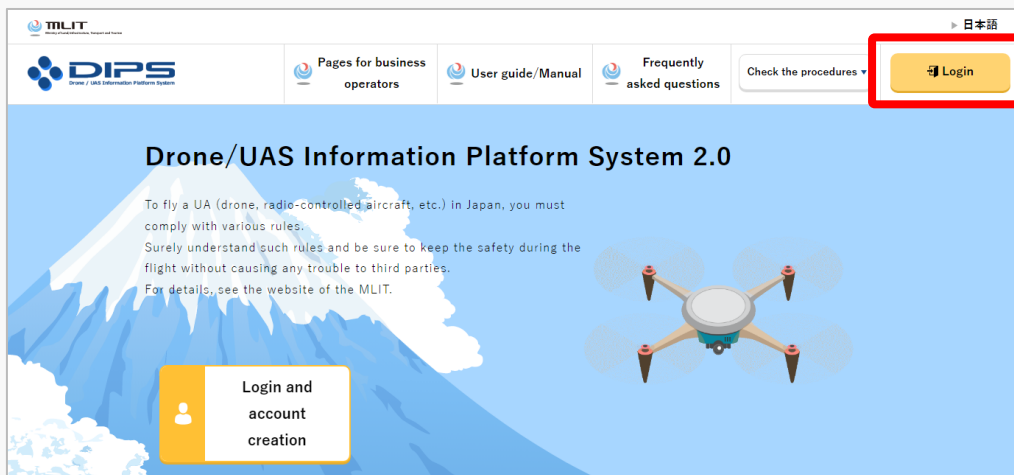
A confirmation email will be sent to you when you have applied to cancel UAS Certification, so open the email and confirm its arrival.

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)

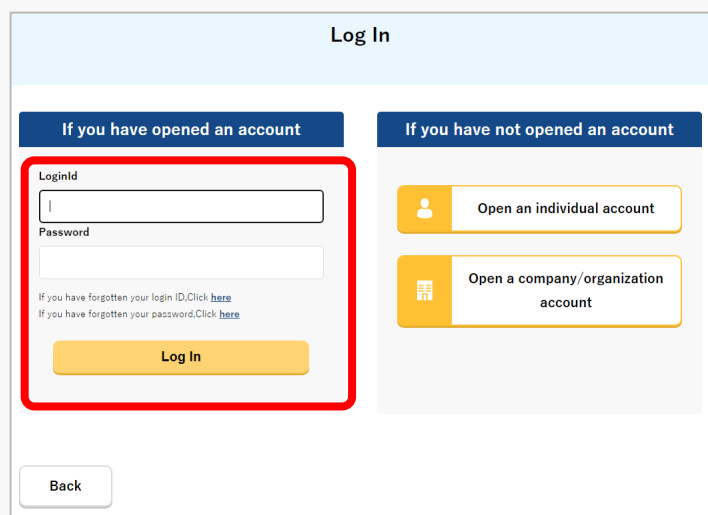


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.

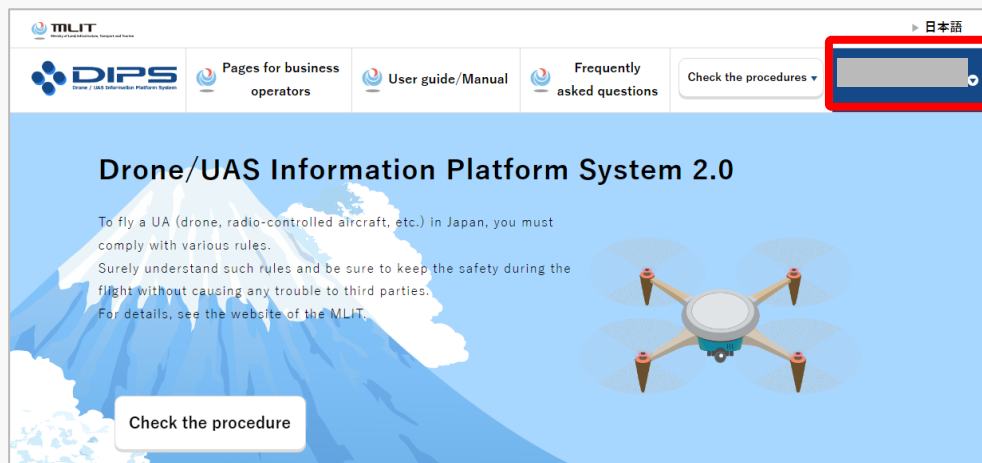


Points to note!

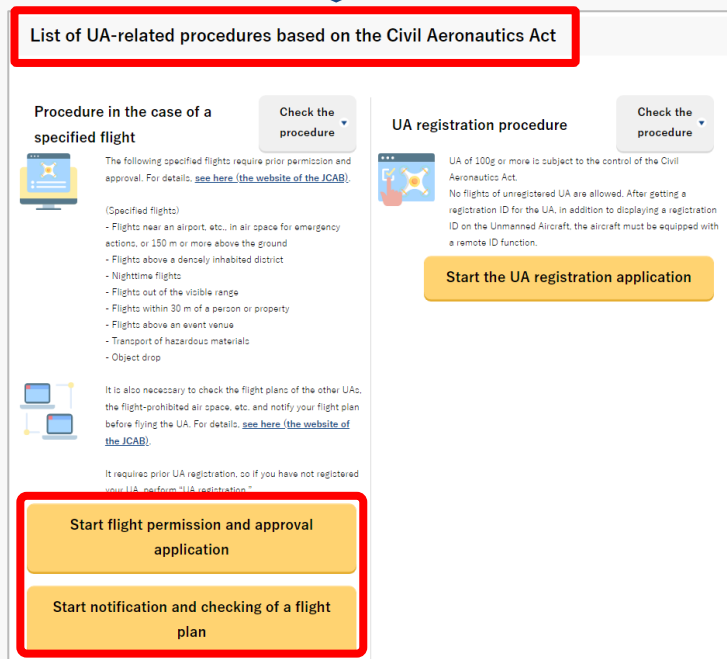
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.


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

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

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

Procedure in the case of a specified flight

Procedure in the case of a specified flight



Check the procedure ▼

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

(Specified flights)

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

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


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

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure



Check the procedure ▼


UA of 100g or more is subject to the control of the Civil Aeronautics Act.

No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

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

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



Check the procedure ▼

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

"Accidents"

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


"Serious incidents"

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

Start the reporting of an accident, etc.

Acquisition procedure of UAS Certification and UA remote pilot certification

Acquisition procedure of UAS certification and UA remote pilot certification



Check the procedure ▼

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

Start the UA certification application

Start the skill certification application

06. Step 2: Proceed to the Password (Representative Setting) 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; text-align: center; font-weight: bold;">UAS Certification New Application</div> <p style="font-size: 8px; margin-top: 5px;">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; font-weight: bold;">Check application status / withdrawal / payment</div> <p style="font-size: 8px; margin-top: 5px;">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 style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center; font-weight: bold;">Confirmation of UAS Certification</div> <p style="font-size: 8px; margin-top: 5px;">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; font-weight: bold;">Change of UAS Certification</div> <p style="font-size: 8px; margin-top: 5px;">You can change the contact information on the registered UAS Certification.</p>

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

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center; font-weight: bold;">UAS Certification New Application</div> <p style="font-size: 8px; margin-top: 5px;">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; font-weight: bold;">Check application status / withdrawal / payment</div> <p style="font-size: 8px; margin-top: 5px;">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; font-weight: bold;">Confirmation of UAS Certification</div> <p style="font-size: 8px; margin-top: 5px;">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; font-weight: bold;">Change of UAS Certification</div> <p style="font-size: 8px; margin-top: 5px;">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; font-weight: bold;">Expiration date update</div> <p style="font-size: 8px; margin-top: 5px;">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; font-weight: bold;">Deleting UAS Certification</div> <p style="font-size: 8px; margin-top: 5px;">You can delete UAS Certification that is set as a proxy.</p>

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 ⓘ

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 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

UAS Certification Menu

Click here if you want to complete the procedure in person

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

??

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

UAS Certification New Application	Check application status / withdrawal / payment
<small>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.</small>	<small>You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.</small>
Confirmation of UAS Certification	Change of UAS Certification
<small>You can check the information related to UAS that have obtained UAS Certification.</small>	<small>You can change the contact information on UAS Certification that you are set up as an agent.</small>
Expiration date update	Deleting UAS Certification
<small>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.</small>	<small>You can delete UAS Certification that is set as a proxy.</small>
Set up a delegate	
<small>By entering the password received from the client, you can set up various procedures to be performed on your behalf.</small>	

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.

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

UAS List

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

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

The name of UAS Certification holder ⓘ

Corporate name/trade name ⓘ

search

Search Results:1case

Sel ecti on	UAS certi ficate nu mber	registrati on mark	Manufacturer's name or name	model na me	UAS Stat us	Expiration date	The name of UAS Ce rtification holder	Corporate name/trade name	Details
<input type="radio"/>									Details

1

to go back

Enter information to be erased

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

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

Confirm the applicant information.

11. Step 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 ⓘ * 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 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 ⓘ

Enter the reason for cancellation, and 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: 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

to go back
Application for cancellation
interruption

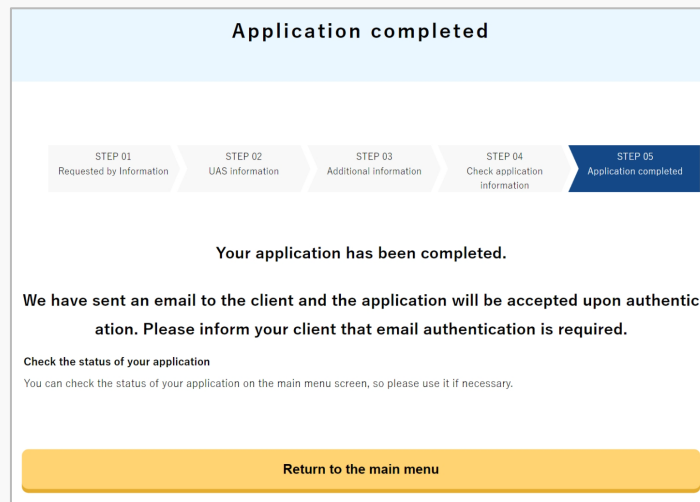
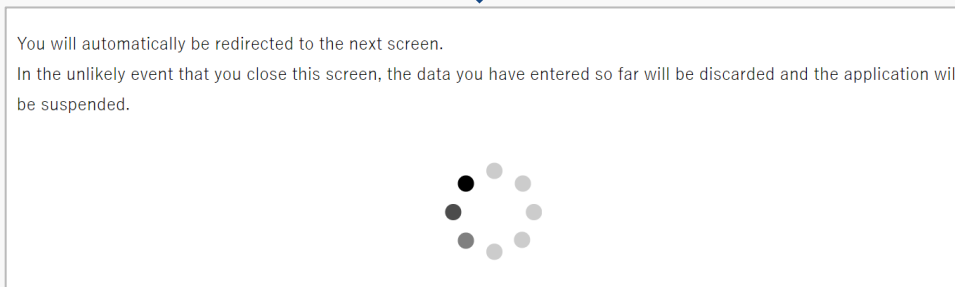
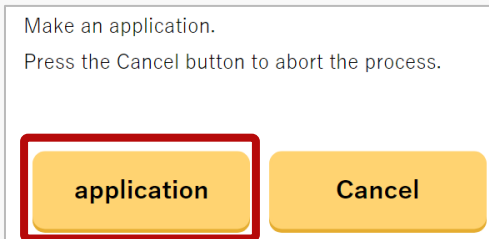
Check Applicant's information / Contact Information / Power of Attorney / UA Information / Other Information.

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.

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)



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's Frequently 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.