

# UAS Certification Application Procedure Operation Manual

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**<UAS Certification Application Sheet>**

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

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

- In the Drone Information Platform System, you can apply for issuance of UAS Certification, change attributes, renew the application, apply for cancellation, withdraw the application, check the application status, request an application for issuance for a skill certificate to representative, and request a representative for other than an application for issuance of UAS Certification.
- This manual describes how to operate the Drone Information Platform System, so please refer to this when carrying out necessary procedures.
- In addition to this manual, please refer to the [FAQ](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

\*Click on the link to open the external site.

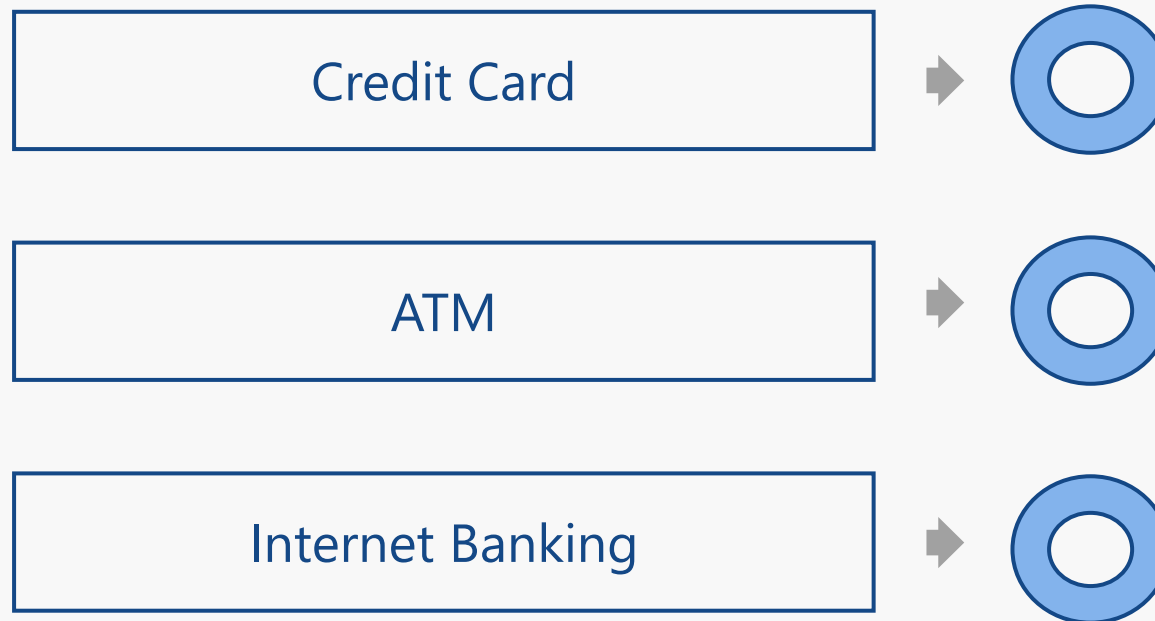
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## **03. Checking Application status/Handling Fees payment**

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

- The payment of handling fees can be done by **“ATM”** as well as **“Internet Banking”**.



- Further, regarding the method for paying later, please check the manual [“Payment of Handling Fees”](#) of Drone/UAS Information Platform System - Registration.

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

- Requirements for the procedure will be different depending upon the payment method. Please confirm before proceeding.

Various information	Item
Information required for payment	<ul style="list-style-type: none"> <li>• Payment number</li> <li>• URL for payment</li> </ul>
Other *Different as per payment method	<ul style="list-style-type: none"> <li>• Drone Information Platform System Account</li> <li>• Credit Card</li> <li>• Cash Card</li> <li>• Internet Banking Account Information</li> </ul>

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

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

### Checking Application status/Start the Payment

#### Step 1 : Login to the Drone Information Platform System

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

#### Step 2: Proceed to list of applications status

Select the "Application Status check/Withdraw/Payment" button on the main menu.

#### Step 3: Check the application status

Press the "Details" button to check the details on application status/application description.

#### Step 4:Payment of Handling Fees

Press the "Select Payment" button to pay handling fees.

### Payment for registration and license tax completed

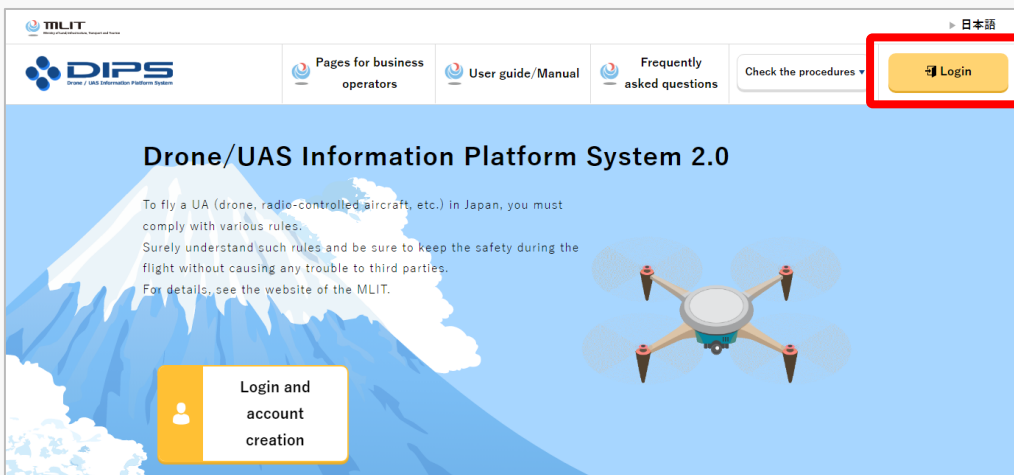
An email will be sent to applicant's email address.

Once the application description is confirmed by Japan Civil Aviation Bureau, the handling fee payment number and payment URL will be sent to the email address registered in the account.

After mail notification, handling fees payment can be done.

After checking the application description, payment of handling fees is required. Please check [here](#) for payment method.

## 04-01. Step 1: Log in to the Drone Information Platform System (1/3)

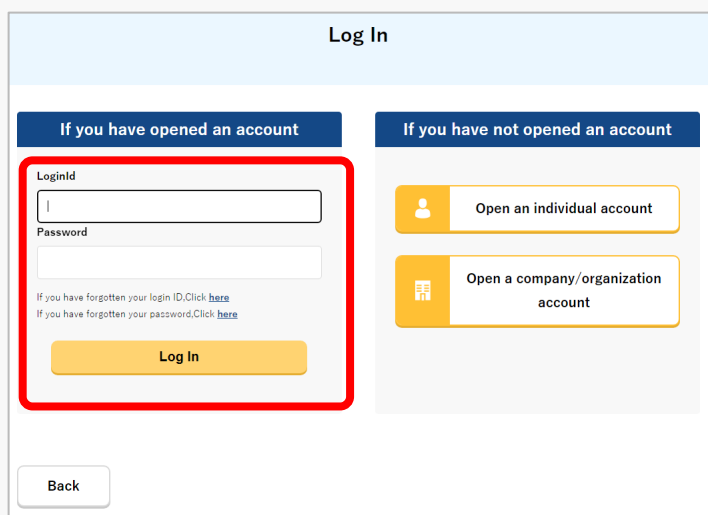


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

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

Click the "Login" button.

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

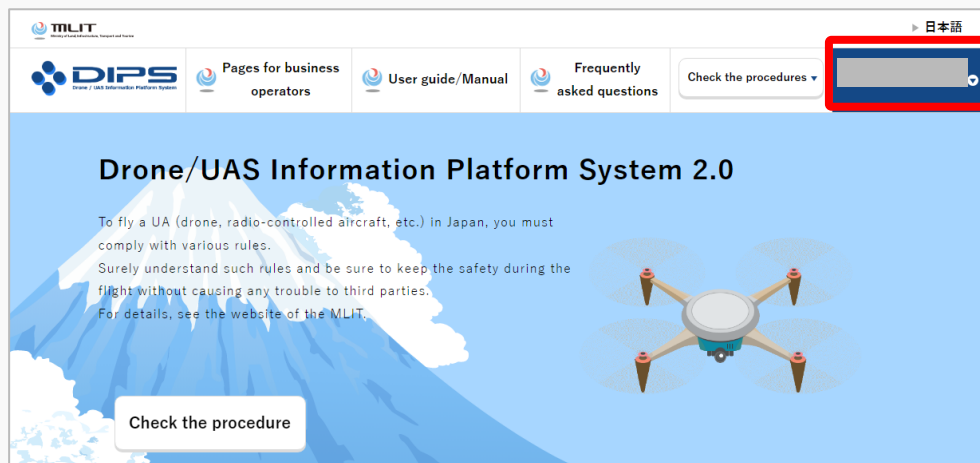


### Points to note!

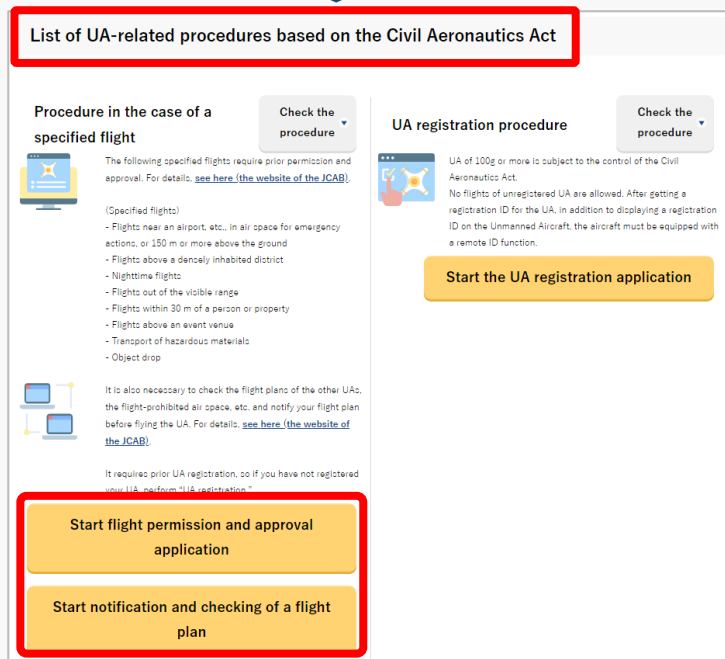
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

## 04-01. Step 1: Log in to the Drone Information Platform System (2/3)



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



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

Please see the next page for buttons for various procedures.


## 04-01. Step 1: Log in to the Drone Information Platform System (3/3)

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

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

Procedure in the case of a specified flight

**Procedure in the case of a specified flight**



Check the procedure ▼

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

(Specified flights)

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

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


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

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

**UA registration procedure**



Check the procedure ▼


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

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

Start the UA registration application

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

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



Check the procedure ▼

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

"Accidents"

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


"Serious incidents"

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

Start the reporting of an accident, etc.

Acquisition procedure of UAS certification and UA remote pilot certification

**Acquisition procedure of UAS certification and UA remote pilot certification**



Check the procedure ▼

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

Start the UA certification application

Start the skill certification application

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

### UAS Certification Menu

Click here if you want to complete the procedure in person

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	You can check the status of applications for new applications and changes, and withdraw applications. * In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
You can renew the validity period of a registered UAS Certification. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of a UAS that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
You can make the necessary settings when requesting a proxy to perform various procedures or canceling a request to a proxy.	

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

Press the “Application Status check/Withdraw/Payment” button on the UAS Certification menu page.

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

### List of UAS certificate application status

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

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

The search results have exceeded the processable limit, so up to 100 are displayed.

application number ⓘ

Type of application ⓘ

Please select
▼

application status ⓘ

Please select
▼

UAS certificate number ⓘ

search

Search Results: 100 cases

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

??

1

2

3

4

5

▶

▶▶

to go back

Select the Application procedure that you want to check.

Search can be done through "Application Reception Number", "Application Category", "Application Status", and "UAS Certificate Number".

Application status check can be done in the "Application Status" column.

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

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

### Details of UAS Certification application status

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

**application status** [-]

application number

Type of application

application status

Preferred Inspection Body

If you can't find the laboratory you want

The date of receipt

**Applicant's information** [-]

Applicant classification

full name

Furigana

address

Application status details can be checked.

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



**to go back**

< 1 case ago    > After 1 case

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

Payment of handling fees.

### List of UAS certificate application status

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

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

**The search results have exceeded the processable limit, so up to 100 are displayed.**

application number ?

Type of application ? Please select

application status ? Please select

UAS certificate number ?

search

Search Results: 100 case

application number	Type of application	application status	The date of receipt	Details	Withdrawn, re-application, resumption of creation	Payment Selection
[REDACTED]	Application for issuance	Fees are being paid	[REDACTED]	<span style="border: 1px solid #ccc; padding: 2px 5px;">Details</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">Withdrawn</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">Payment Selection</span>

Press the "Payment Selection" button.

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

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

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

Please prepare the following information for UAS Certification Application.

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

\*If the Individual Number Card is used for identity verification, then since the applicator's information of home, name, date of birth, home address/address of the person will automatically reflect on the information acquired from face information, then the changes cannot be made from application input screen.

Those who want to change, please change the information on Individual Number Card in advance.

## 06. Steps for Re-Application for UAS Certification

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

### Re-Application start

#### Step 1 : Login to the Drone Information Platform System

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

#### Step 2: Proceed to list of applications status

Select the "Application Status check/Withdraw/Payment" button on the main menu.

#### Step 3: To revise the UA Information

Press the "Details" button to check the details on application status/application description.

#### Step 4: Verify the Application Information

Review the entered information and apply.

#### Step 5: Verification of Arrival

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

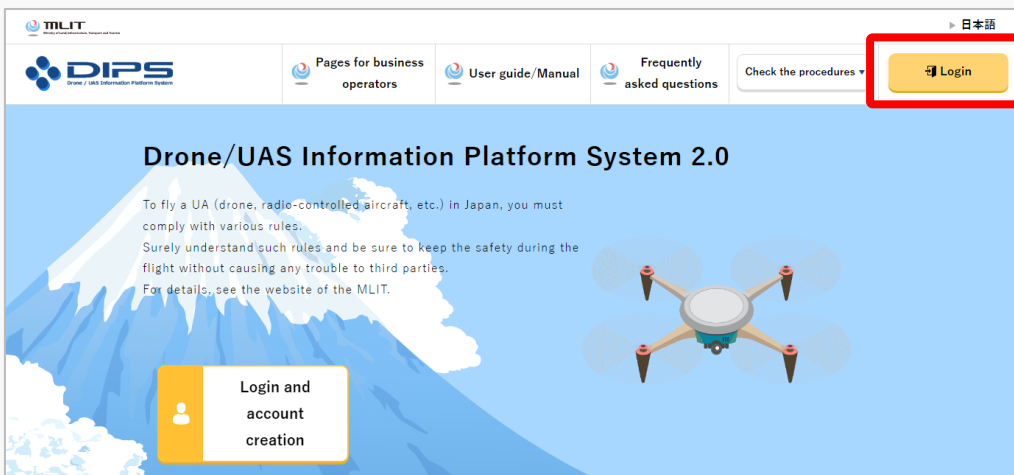
### Re-Application for UAS Certification is completed

The details of your application will be checked by the Japan Civil Aviation Bureau, and you will be notified by email when the confirmation is complete.

Once the application description is confirmed by Japan Civil Aviation Bureau, if the revision is required, revision request will be sent to the email address registered in the account.

After mail notification, re-application can be done.

## 06-01. Step 1: Log in to the Drone Information Platform System (1/3)

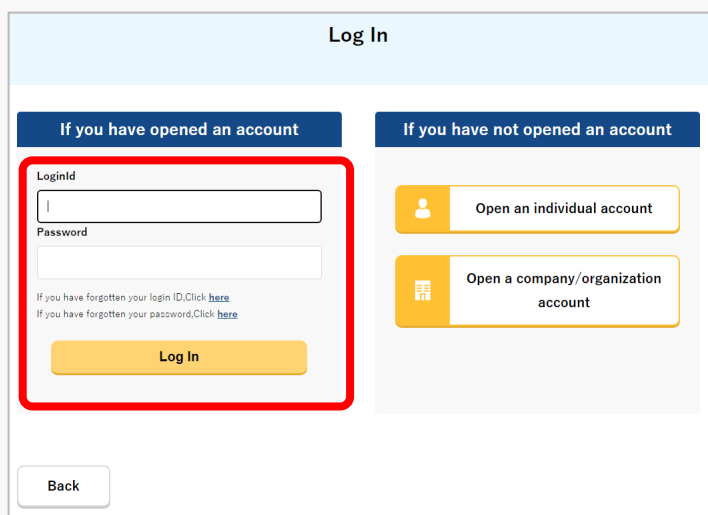


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

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

Click the "Login" button.

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



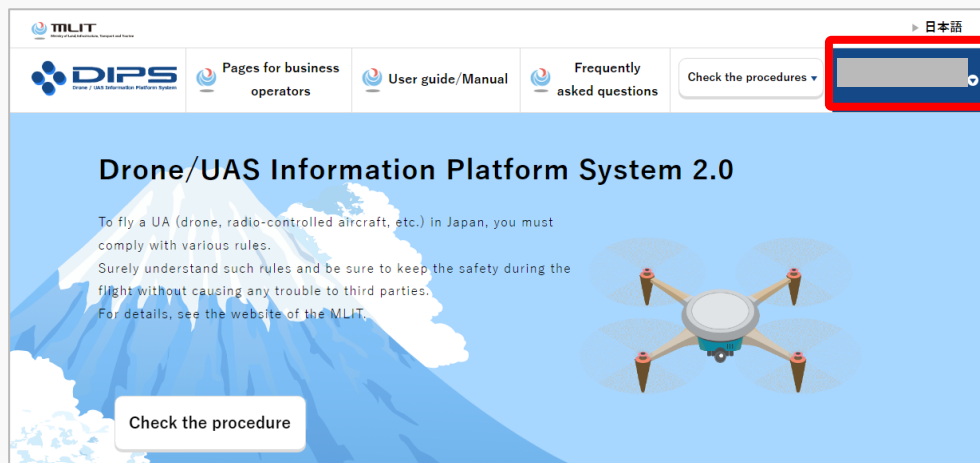
The screenshot shows the 'Log In' page. It has two main sections: 'If you have opened an account' and 'If you have not opened an account'. The 'If you have opened an account' section contains a 'LoginId' input field, a 'Password' input field, and a 'Log In' button, all highlighted with a red box. Below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

### Points to note!

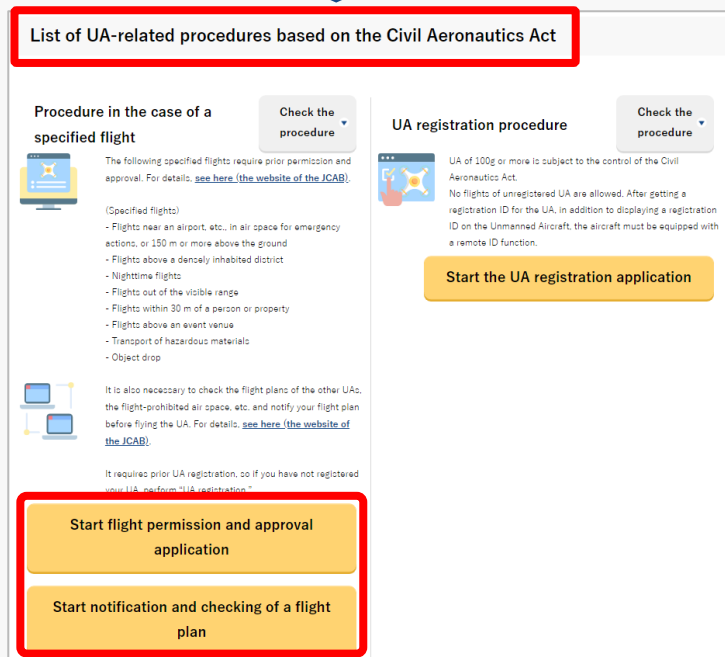
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

## 06-01. Step 1: Log in to the Drone Information Platform System (2/3)



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



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

Please see the next page for buttons for various procedures.


## 06-01. Step 1: Log in to the Drone Information Platform System (3/3)

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

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

Procedure in the case of a specified flight

**Procedure in the case of a specified flight**



Check the procedure

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

(Specified flights)

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

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


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

**Start flight permission and approval application**

**Start notification and checking of a flight plan**

UA registration procedure

**UA registration procedure**



Check the procedure


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

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

**Start the UA registration application**

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

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



Check the procedure

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

"Accidents"

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


"Serious incidents"

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

**Start the reporting of an accident, etc.**

Acquisition procedure of UAS certification and UA remote pilot certification

**Acquisition procedure of 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**

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

### UAS Certification Menu

Click here if you want to complete the procedure in person

<b>UAS Certification New Application</b>	<b>Check application status / withdrawal / payment</b>
You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.	You can check the status of applications for new applications and changes, and withdraw applications. * In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.
<b>Confirmation of UAS Certification</b>	<b>Change of UAS Certification</b>
You can check the information related to UAS that have obtained UAS Certification.	You can change the contact information on the registered UAS Certification.
<b>Expiration date update</b>	<b>Deleting UAS Certification</b>
You can renew the validity period of a registered UAS Certification. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of a UAS that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.	You can delete a registered UAS Certification.
<b>Request/Termination of proxy</b>	
You can make the necessary settings when requesting a proxy to perform various procedures or canceling a request to a proxy.	

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

Press the “Check application status /withdrawal/payment” button on the UAS Certification menu page.

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

List of UAS certificate application status

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

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

The search results have exceeded the processable limit, so up to 100 are displayed.

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application number ?

Type of application ?

application status ?

Please select

Please select

UAS certificate number ?

search

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Search Results: 100 case

application number	Type of application	application status	The date of receipt	Details	Withdrawn, re-application, resumption of creation	Payment Selection
[REDACTED]	Application for issuance	Corrective action in progress	[REDACTED]	Details	<div style="border: 1px solid #ccc; padding: 2px; font-size: small;">Withdrawn</div> <div style="border: 2px solid red; padding: 2px; font-size: small; font-weight: bold;">Reapply</div>	Payment Selection

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

Press the "Reapply" button.

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

**Application information confirmation screen**

STEP 01  
Correction of application information

STEP 02  
Application completed

Please check UAS Certification information you entered before applying.  
If there is an error in the input contents, press the "Modify" button at the bottom of each information and correct it.

**Applicant's information**
[-]

Division

full name



Modification of the inspection method

**remarks**
[-]

remarks

Correction of remarks

to go back

application

interruption

Verify the Applicant/UA Information/other information.

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

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

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

**UAS Certification application screen**

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

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

class of UAS certification

class 1 UAS type certificate number

model name

registration mark

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

??

**Inspection documents** [-]

Unmanned Aerial Flight Rules ⓘ  Delete

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

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

Documents describing other reference matters other than those above ⓘ  Delete

to go back **Correction complete**

Move to the respective revision screen.

Enter the information to be revised.

\*In case of deleting an "inspection document", please press the "Delete" button on the right side of the file name.

If the revision is completed, press the "Correction Complete" button.

## 06-04. Step 4: Verify the Application Information (1/2)

**Application information confirmation screen**

STEP 01 Correction of application information    STEP 02 Application completed

Please check UAS Certification information you entered before applying.  
If there is an error in the input contents, press the "Modify" button at the bottom of each information and correct it.

**Applicant's information** [-]

Division

full name

Furigana

address

Date of birth

Identity verification classification



to go back    **application**    interruption

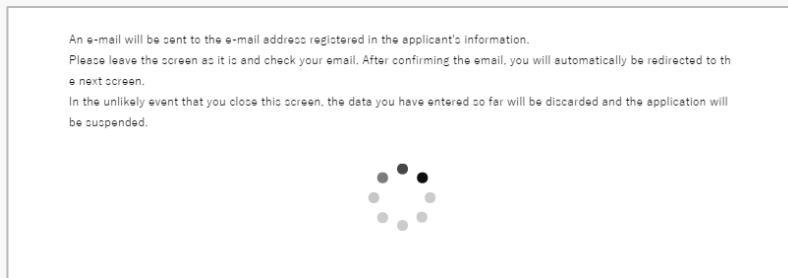
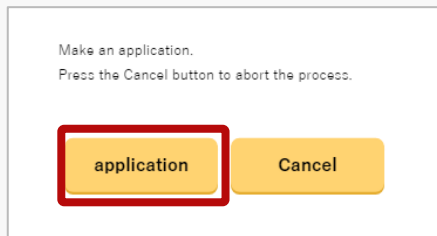
Revised information will be displayed.

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.

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



An application confirmation screen will be displayed. If there is no problem in the entered information, press "application" button.

When you press the "application" button, a mail of "Notification of confirmation of various procedures" will be sent to your registered email address, so please check your email .

### Points to note!

The application processing will be suspended till the arrival confirmation is completed, so please continue to operate till the arrival confirmation.

Please do not close the application screen until you press the URL in the arrival confirmation email. If you close it, your application contents will be discarded.

## 06-05. Step 5: Verification of Arrival (1/2)

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

Dear [REDACTED]

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

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

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

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



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

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

ブラウザの×ボタンで画面を閉じてください。

The e-mail address has been authenticated.

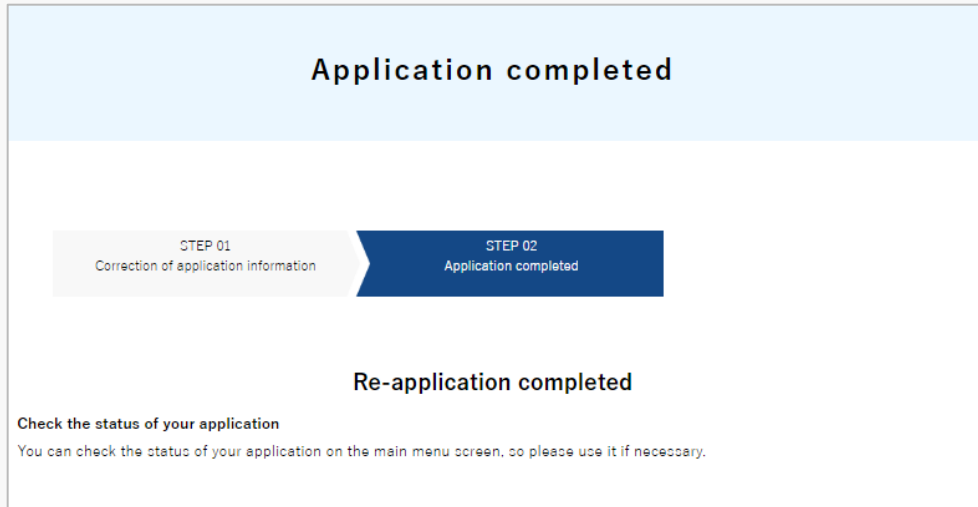
If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

Open the arrival confirmation email and check the recipient email address. If the recipient is the applicant and the application procedure is in progress, press the URL for confirmation of arrival.

When you press the URL in the email, the authentication of the email address will be completed, so please close the browser that says "Authentication completed".

## 06-05. Step 5: Verification of Arrival (2/2)



Once the e-mail address is verified, the application operation will be completed.

You can check the status of application on the application status list page.

### Points to note!

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

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

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