

UAS Certification Application Procedures Operation Manual

<UAS Certification Application Edition>

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


Table of Contents

01. Introduction (to users who want to confirm status of UAS certification application by agent and renew)	• • • • • • • • • •	p.05-2
02. Matters that require attention when using the Drone Information Platform System	• • • • • • • • • •	p.05-3
03. Confirming status of UAS certification application by agent	• • • • • • • • • •	p.05-4
04. Items required for confirming status of UAS certification application by agent	• • • • • • • • • •	p.05-5
05. Steps for confirming status of UAS certification application by agent	• • • • • • • • • •	p.05-6
06. Step 1: Log in to the Drone Information Platform System	• • • • • • • • • •	p.05-7
07. Step 2: Proceed to the application status list screen	• • • • • • • • • •	p.05-10
08. Step 3: Select the application procedures that you want to confirm	• • • • • • • • • •	p.05-11
09. Step 4: Confirm details of application status	• • • • • • • • • •	p.05-12
10. Renewing UAS certification by agent	• • • • • • • • • •	p.05-13
11. Items required for renewing UA certification by agent	• • • • • • • • • •	p.05-14
12. Steps for renewing UAS certification by agent	• • • • • • • • • •	p.05-15
13. Step 1: Log in to the Drone Information Platform System	• • • • • • • • • •	p.05-16
14. Step 2: Proceed to the application status list screen	• • • • • • • • • •	p.05-19
15. Step 3: Correct the UA information	• • • • • • • • • •	p.05-20
16. Step 4: Confirm the application information	• • • • • • • • • •	p.05-23
17. Step 5: Confirm Arrival (operated by the client)	• • • • • • • • • •	p.05-25

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

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

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

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

*Click on the link to open the external site.

03. Confirming status of UAS certification application by agent

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

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

Type of Information	Item
Other information	<ul style="list-style-type: none">• Account in Drone Information Platform System• Application receipt number

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

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

Start confirming status of UAS certification application by agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to the application status list screen

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

Step 3: Select the application procedures you want to confirm

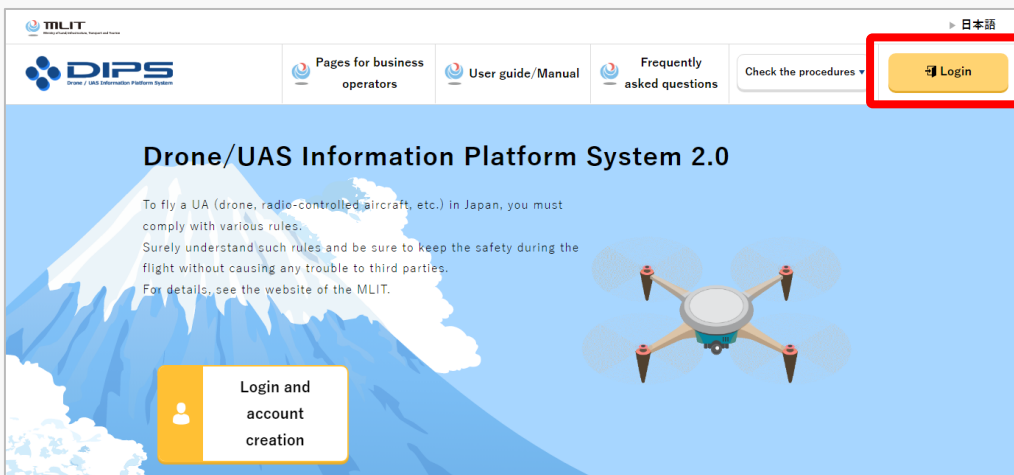
Click the "Details" button for the application procedures you want to confirm

Step 4: Confirm the application status details

Confirm the application status details.

Complete confirming status of UAS certification application by agent

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

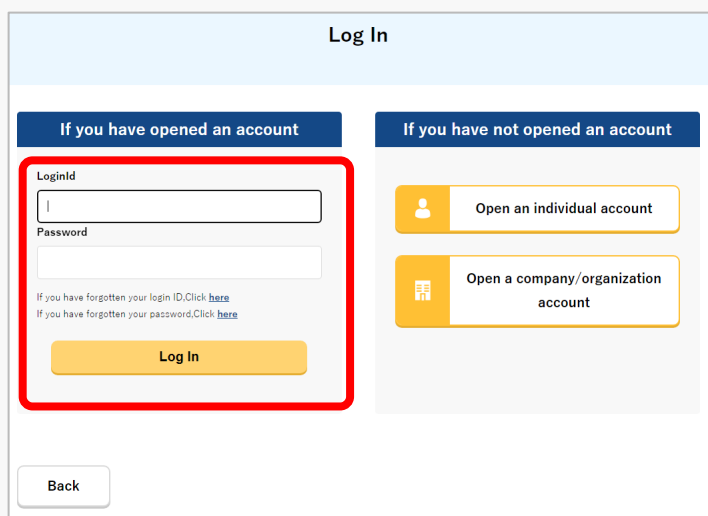


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

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

Click the "Login" button.

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

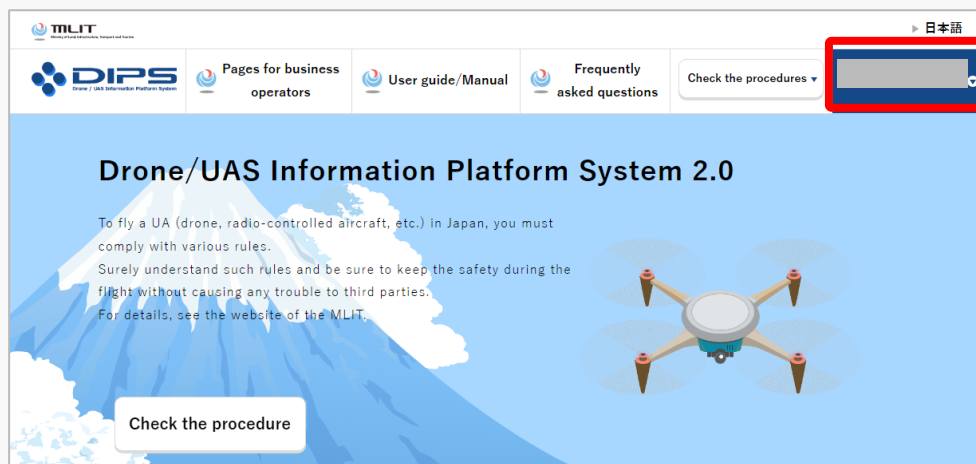


Points to note!

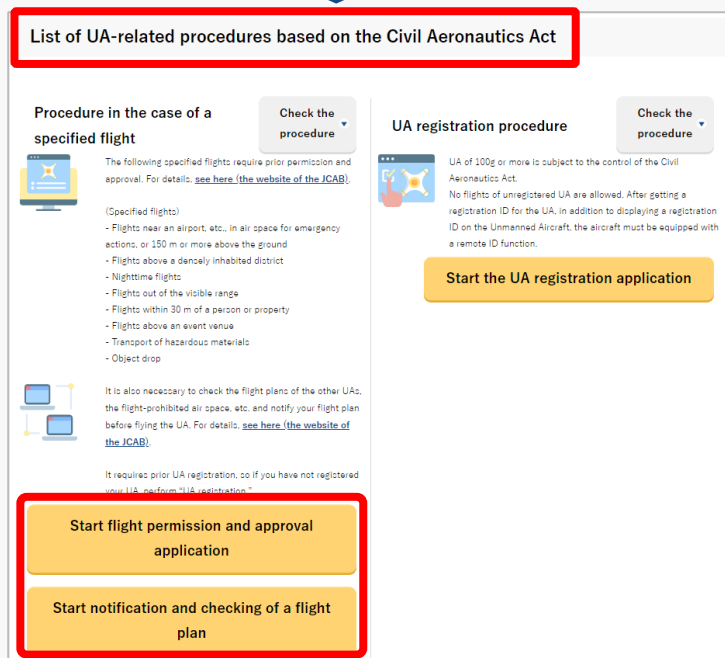
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.


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

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

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

Procedure in the case of a specified flight

Procedure in the case of a specified flight



Check the procedure ▼

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

(Specified flights)

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

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


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

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure



Check the procedure ▼


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

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

Start the UA registration application

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

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



Check the procedure ▼

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

"Accidents"

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


"Serious incidents"

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

Start the reporting of an accident, etc.

Acquisition procedure of UAS certification and UA remote pilot certification

Acquisition procedure of UAS certification and UA remote pilot certification



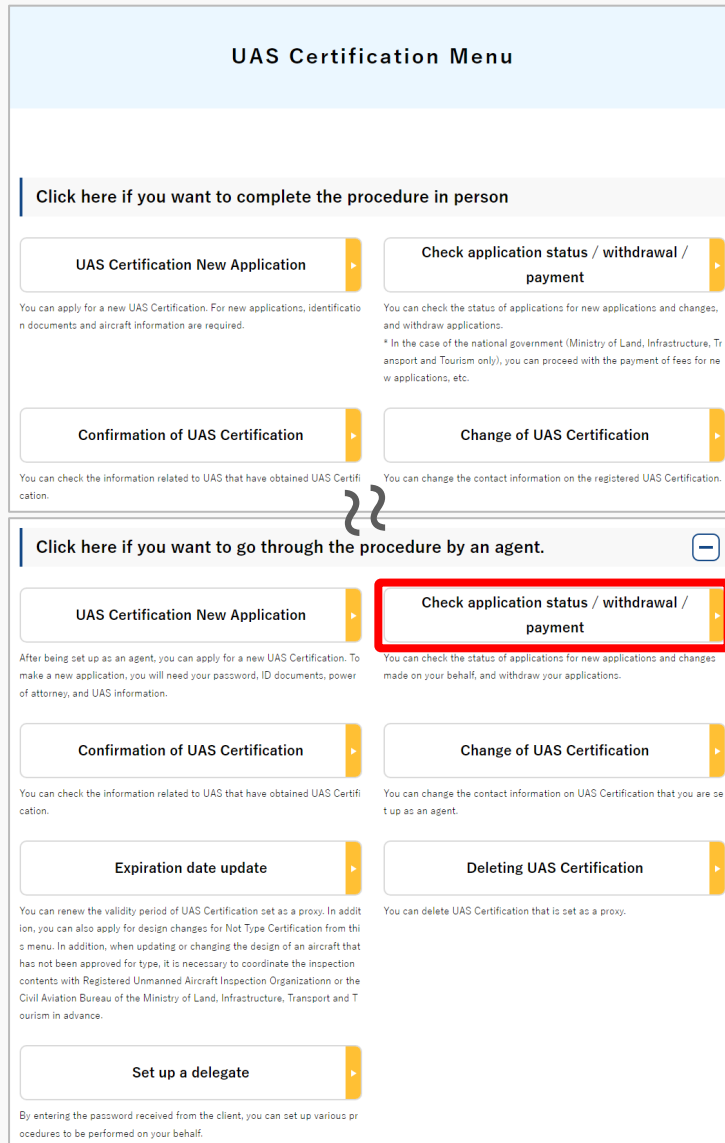
Check the procedure ▼

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

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



UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application ▶

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

Check application status / withdrawal / payment ▶

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

Confirmation of UAS Certification ▶

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

Change of UAS Certification ▶

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

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

UAS Certification New Application ▶

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

Check application status / withdrawal / payment ▶

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

Confirmation of UAS Certification ▶

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

Change of UAS Certification ▶

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

Expiration date update ▶

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

Deleting UAS Certification ▶

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

Set up a delegate ▶

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

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

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

List of UAS certificate application status

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

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

application number ⓘ

Type of application ⓘ

Please select ▼

application status ⓘ

Please select ▼

UAS certificate number ⓘ

search

Search Results: 1 case

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

1

to go back

Select the application procedures that you want to confirm.

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

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

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

09. Step 4: Confirm details of application status

Details of UAS Certification application status

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

application status -

application number	██████████
Type of application	██████████
application status	████████████████████
Preferred Inspection Body	-
If you can't find the laboratory you want	████████████████████
The date of receipt	

Applicant's information -

Applicant classification	██████████
full name	██████████
Furigana	██████████
address	████████████████████

You can confirm the details of the application status.

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

to go back

←
1 case ago
→
After 1 case

10. Renewing UAS certification by agent

11. Items required for renewing UAS certification by agent

Please prepare the following information for UAS certification application.

Type of Information	Item
Contact information	<ul style="list-style-type: none"> • Name • Telephone number • Email address • Home address/address of person requesting application
Information on UA	<ul style="list-style-type: none"> • Class of UAS Certification • Type name • Name of designer (individual or office) • Address of designer or main office • Name of manufacturer (individual or office) • Address of manufacturer or address of main office • UAS Type Certification • UA weight • Maximum takeoff weight • Maintenance record materials by person who received type certification (for self-built UA, the designer and manufacturer)
Other information	<ul style="list-style-type: none"> • Drone Information Platform System account • Fee information • Login ID and name of person requesting application • Password for agent settings

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

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

12. Steps for renewing UAS certification by agent

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

Start renewal

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to application status list screen

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

Step 3: Correct the UA information

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

Step 4: Confirm application information

Confirm the entered information and submit the application.

Step 5: Confirm Arrival (operated by the client)

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

Complete renewing UAS certification

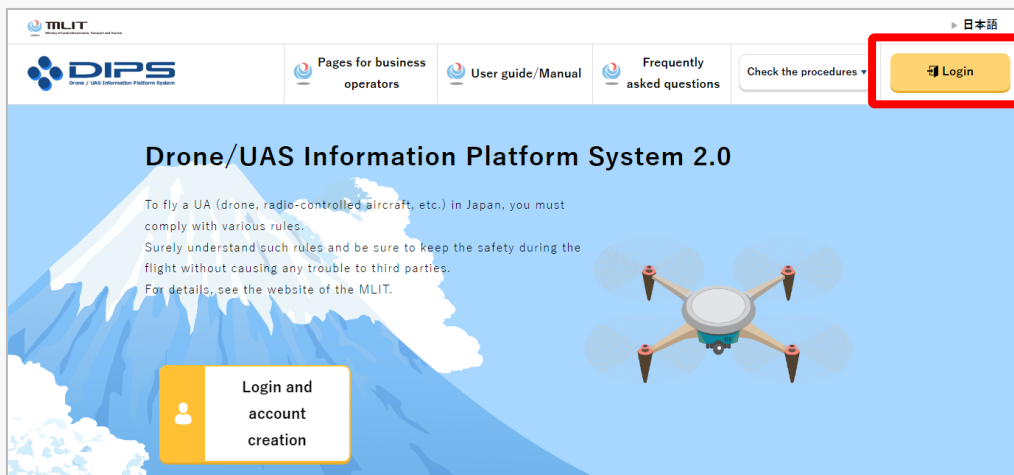
The Aviation Bureau will confirm the contents of your application. A notification will be sent to your email address once confirmation is complete.

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

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

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

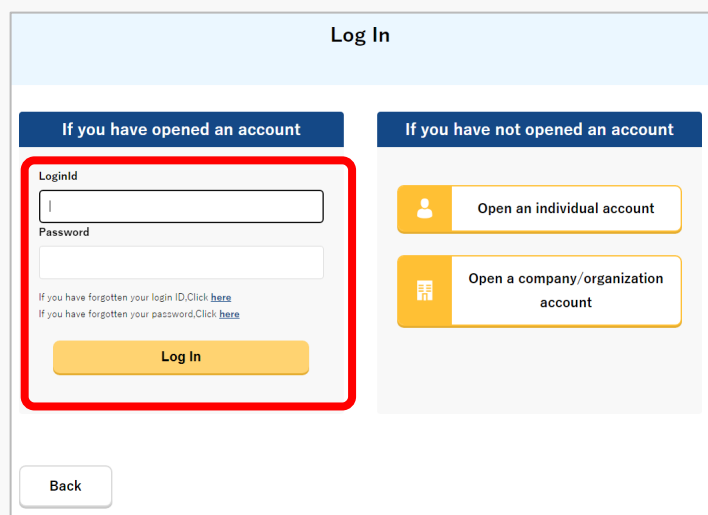
13. Step 1: Log in to the Drone Information Platform System(1/3)



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

Click the "Login" button.

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

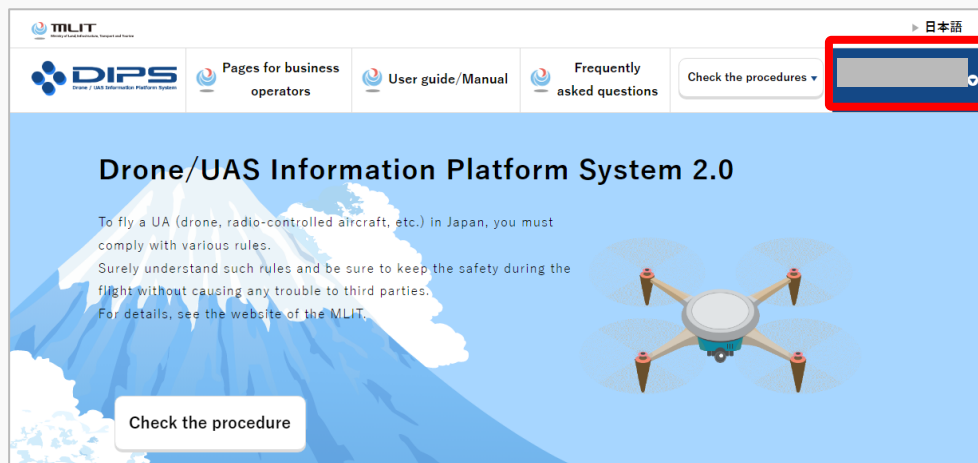


Points to note!

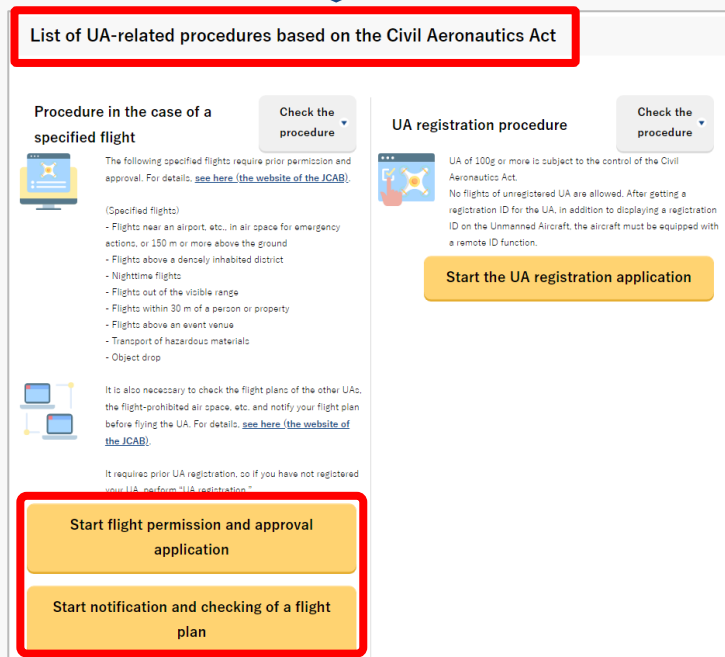
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.


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

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

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

Procedure in the case of a specified flight

Procedure in the case of a specified flight




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



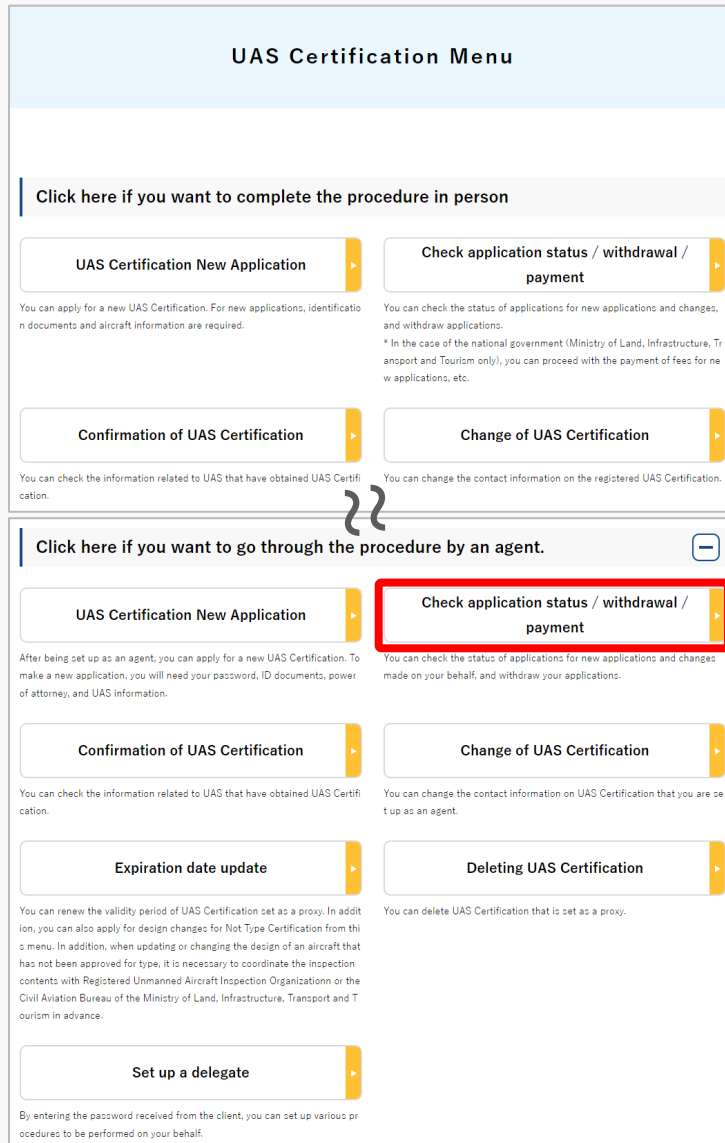
Check the procedure ▼

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

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



UAS Certification Menu

Click here if you want to complete the procedure in person

UAS Certification New Application ▶

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

Check application status / withdrawal / payment ▶

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

Confirmation of UAS Certification ▶

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

Change of UAS Certification ▶

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

??

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

UAS Certification New Application ▶

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

Check application status / withdrawal / payment ▶

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

Confirmation of UAS Certification ▶

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

Change of UAS Certification ▶

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

Expiration date update ▶

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

Deleting UAS Certification ▶

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

Set up a delegate ▶

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

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

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

Select the application procedures for which you want to renew.

Click the "Reapply" button.

List of UAS certificate application status

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

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

application number ? Type of application ? application status ?

 Please select Please select

UAS certificate number ?

Search Results: 4 case

application number	Type of application	application status	The date of receipt	Details	Withdrawn, re-application, resumption of creation	Payment Selection
██████████	██████████	██████████	██████████	<input type="button" value="Details"/>		
██████████	██████████	██████████	██████████	<input type="button" value="Details"/>	<input type="button" value="Withdraw"/> <input type="button" value="Reapply"/>	

15. Step 3: Correct 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

??

Fee correction

remarks -

remarks

Correction of re marks

to go back
application
interruption

Confirm the applicant, UA information, and other information.

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

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

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

UAS Certification application screen

STEP 01

Correction of application information

STEP 02

Application completed

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

Information about the UAS you are applying for

class of UAS certification

Class 1 UAS certification

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)

Selection * Not selected

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

Selection * Not selected

Documents describing other reference matters other than the above

Selection * Not selected

to go back

Correction complete

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

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

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

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

Application information confirmation screen

STEP 01
Correction of application information

STEP 02
Application completed

入力した機体認証情報を確認の上、申請してください。
 入力内容に誤りがある場合は各情報下部にある「修正」ボタンを押下し訂正してください。
 If there is an error in the input contents, press the "Modify" button at the bottom of each information and correct it.

Applicant's information [-]

Division

full name

Furigana

address

Date of birth

Identity verification classification

??

to go back

application

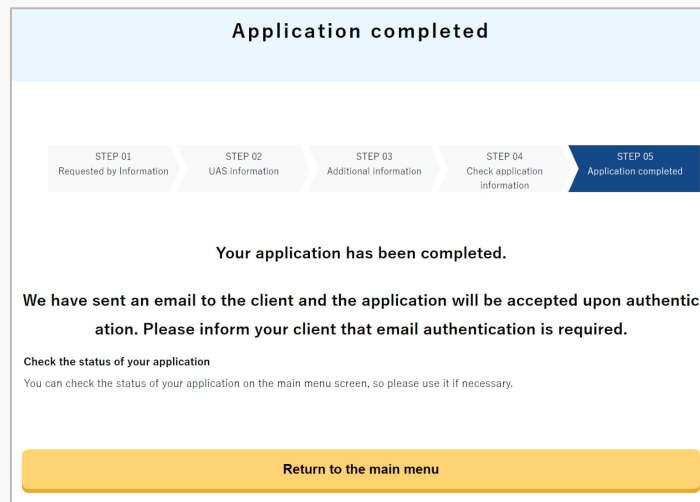
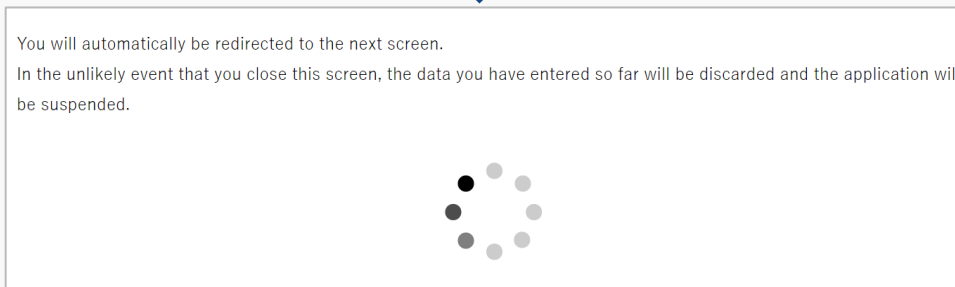
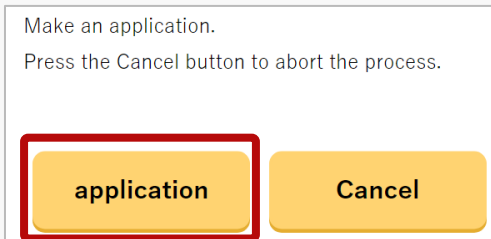
interruption

The corrected information is displayed.

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

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

16. Step 4: Confirm the 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.

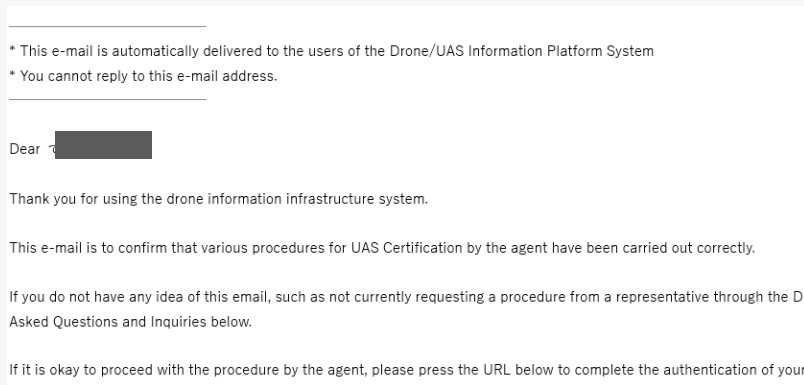
Important!

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.

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

***Step 5 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.