

Drone Information Platform System Operation Manual

UAS Certification Application(Agent) Sheet

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<UAS certification Application Edition>

01. How to Apply for New UAS certification by Agent


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01. Introduction (to users who want to newly apply for UAS certification by agent)

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

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

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

*Click on the link to open the external site.

03. Items required for new application for UAS certification by agent

Please prepare the following information for a new application for UAS certification by an agent.

Type of Information	Item
Contact information	<ul style="list-style-type: none"> • 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
Fee information	<ul style="list-style-type: none"> • Fee amount • Fee-related documents
Other information	<ul style="list-style-type: none"> • Login ID and name of person requesting application • Password for agent settings • POA

04. Steps for new application for UAS certification by agent

Use the following steps to submit a new application by agent in the Drone Information Platform System.

Start new application for UI authentication by agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to password entry (agent application) screen

At the Main Menu, click the "New application for UAS certification" button under "Section for procedures by agent."

Step 3: Enter password

Enter the ID and name of the UA applicant, and the password for agent settings.

Step 4: Select application contents

Select the application type and category.

Step 5: Perform pre-application check

Enter information such as the class of UAS certification for the UAS certification being applied for, the UAS type, etc.

Step 6: Enter applicant information

Enter applicant information such as name, address, etc.

Step 7: Enter UAS certification information

Enter information such as the name of the UA being applied for, the designer, etc.

Step 8: Enter other information

Enter the fee amount, etc.

Step 9: Confirm application information

Confirm the entered information and submit the application.

Step 10: Confirm Arrival (operated by the client)

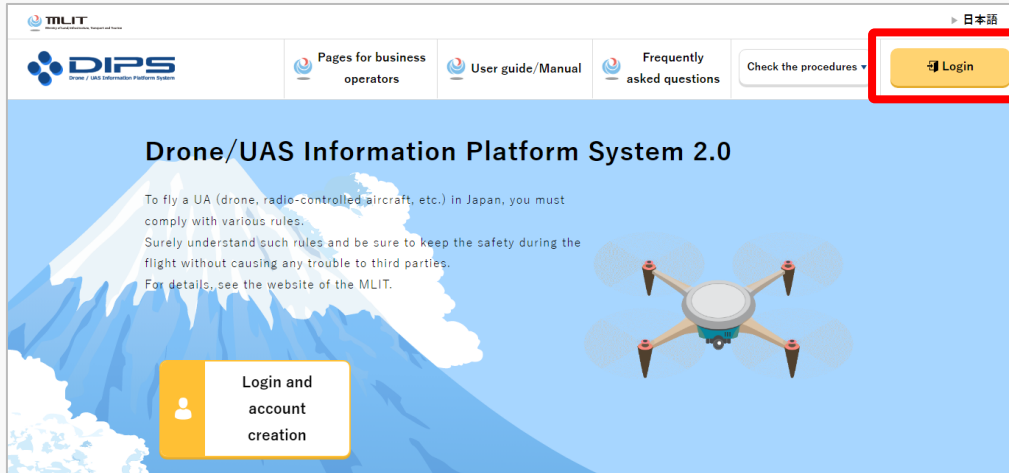
A confirmation email will be sent to you when you have applied to UAS Certification, so open the email and confirm its arrival.

Complete new application for UAS certification by agent

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

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

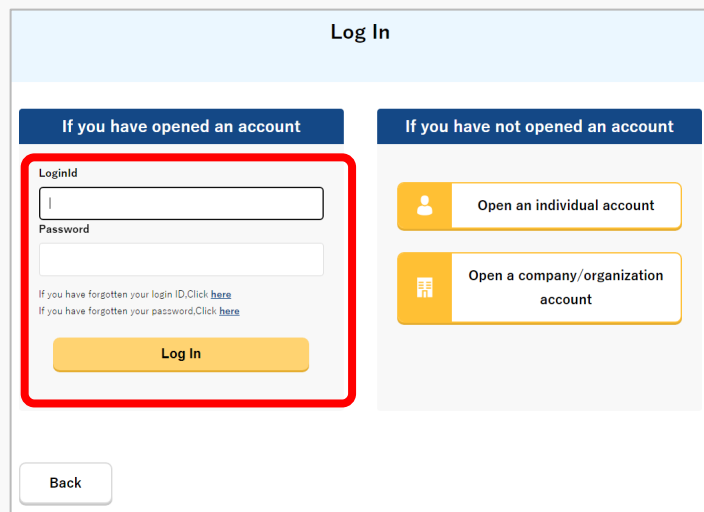
05. Step 1: Log in to the Drone Information Platform System(1/3)



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

Click the "Login" button.

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

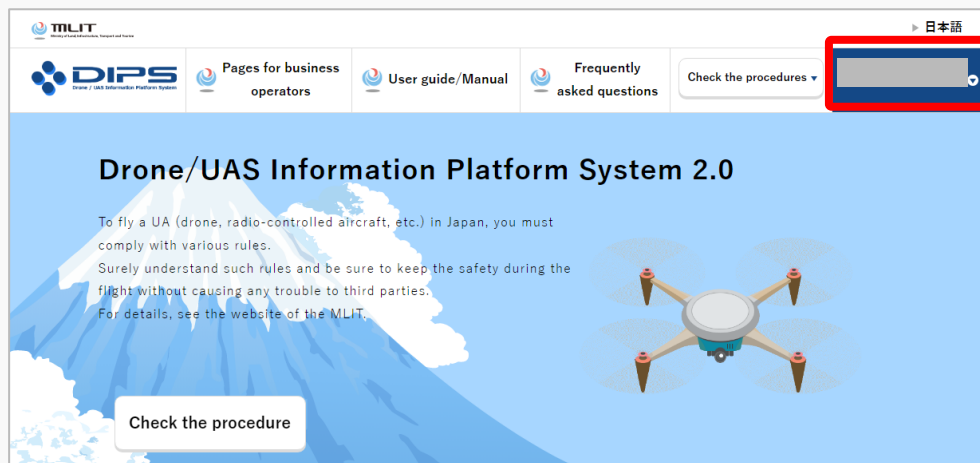


Points to note!

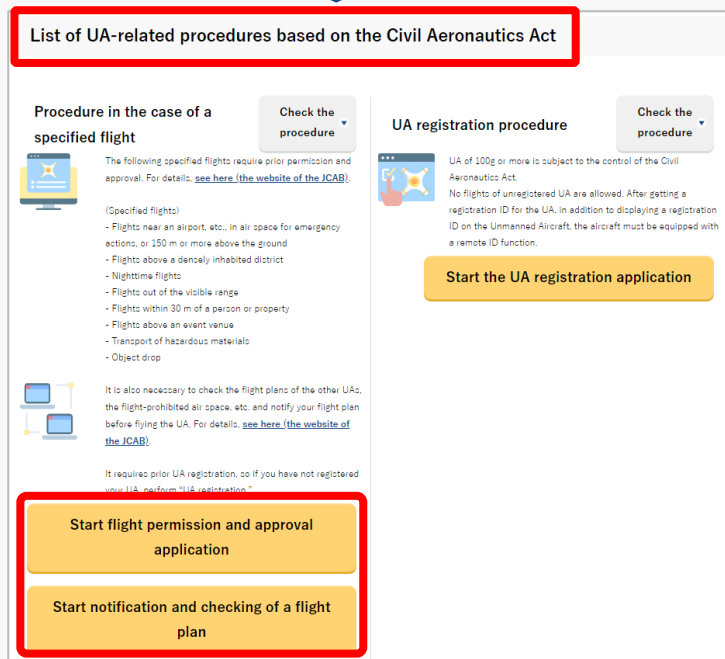
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.


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

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

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

Procedure in the case of a specified flight

Procedure in the case of a specified flight




Check the procedure ▼

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

(Specified flights)

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



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


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

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure



Check the procedure ▼


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

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

Start the UA registration application

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

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



Check the procedure ▼

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

"Accidents"

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


"Serious incidents"

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

Start the reporting of an accident, etc.

Acquisition procedure of UA certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification



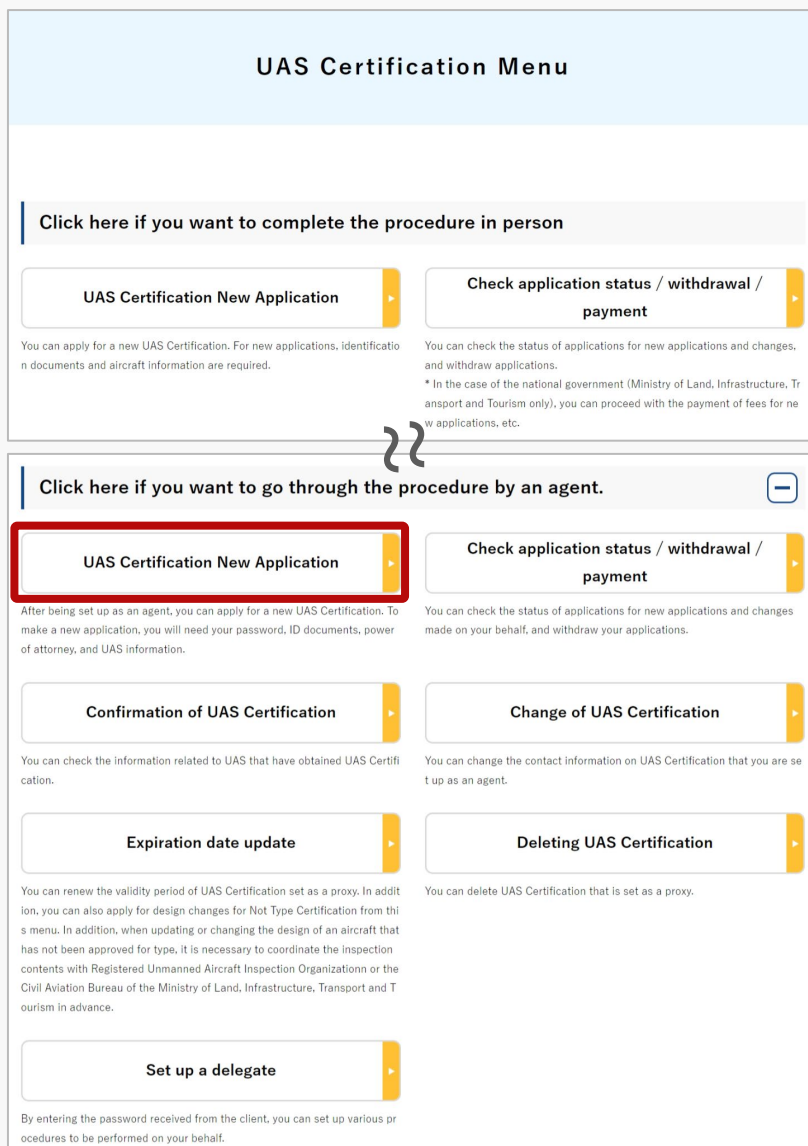
Check the procedure ▼

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

Start the UA certification application

Start the skill certification application

06. Step 2: Proceed to password entry (agent application) screen



On UAS Certification Menu page, click “UAS Certification New Application” button under “Click here if you want to go through the procedure by an agent.”

*Please ensure that the requester has already set up an agent for UAS Certification. For instructions on how to request an agent, refer to "[How to request agent a new application for UAS Certification.](#)"

Additionally, it is necessary to set up an agent for the UA registered in DIPS2.0 owned by the requester. For instructions on how to request an agent for registered UA, refer to "[Request for procedures except for registration to an agent.](#)" For instructions on how to set yourself up as an agent, refer to "[Set yourself as an agent.](#)"

The following information is required for application by an agent.

- Login ID and name of person making the request
- Password for agent settings
- Authorization letter
- UA information

07. Step 3: Enter password

Password Entry (Proxy Application)

Enter the login ID, name and password of the applicant for the aircraft, and press the "Next" button.

Login ID ⓘ

full name ⓘ

password ⓘ

Enter the login ID and name of the person making the request, and the password for agent settings.

Click "Next" button.

08. Step 4: Select application contents

Select Application Details

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

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

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

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

Class of UAS type certification UAS Type Certification aircraft Uncertified UAS

***Note**

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

to go back

Next

Select the application contents.

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

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

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

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

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

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

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

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

When "Multiple UAS application" is selected

Go to [Step 5: Perform pre-application check\(3\)](#)

09. Step 5: Perform pre-application check.

(1) If you selected "Single application" and "Type certified UA"

Pre-application check

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

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

class 1 UAS type certificate number i Number Issue

class 2 UAS type certificate number i Number Issue

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

Selection of the UAS i

Selection	model name	registration mark	manufacturing number	name of manufacturer	presence or absence of modification
<input type="checkbox"/>					No
<input type="checkbox"/>					No
<input checked="" type="checkbox"/>					No
<input type="checkbox"/>					No

⌂

to go back
Next

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

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

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

Check in the selection column of the plane to apply.

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

09. Step 5: Perform pre-application check

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

Pre-application check

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

class of UAS certification ⓘ

Type of UAS ⓘ

Select Authority ⓘ

class 1 UAS certification
 class 2 UAS certification

***Note**
 In order to apply for a new UAS Certification, it is necessary to coordinate in advance with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance regarding the inspection contents and schedule of UAS Certification.
 Even if you apply without prior adjustment, your application will not be accepted.

Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism

to go back

Next

Select the class of UAS certification for which you are applying and the UAS type.

If you selected "Type 2" for the "class of UAS certification" for which you are applying, select the inspection agency which you want to conduct the test.

*If you cannot find your desired registered inspection agency,

select "-" for the "Select Authority" field,

and select "you wish to be inspected by the country" for the "The desired inspection agency If not found" field.

For the inspection, please confirm that you have made prior arrangements with the registered inspection agency or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism, and then insert a check mark in the box for "Pre-coordinated with inspection agencies or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism."

After entering information for the UAS certification for which you are applying, click "Next" button.

09. Step 5: Perform pre-application check

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

Pre-application check

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

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

class 1 UAS type certificate number ? Number Issue

class 2 UAS type certificate number ? Number Issue

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

Selection of the UAS ?

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

to go back
Next

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

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

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

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

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

10. Step 6: Enter applicant information (1/3)

UAS Certification application screen

STEP 01 Requested by Information

STEP 02 UAS information

STEP 03 Additional information

STEP 04 Check application information

STEP 05 Application completed

Please enter your applicant information.

Applicant's information

Applicant classification

full name

Furigana

address

Date of birth

Contact information

Confirm the applicant information.

10. Step 6: Enter applicant information (2/3)

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ

Country/Region

State/Province

department name ⓘ

Department Section

Phone number ⓘ

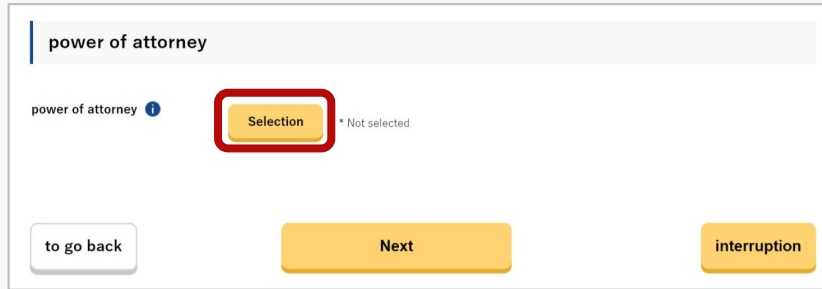
Country/Region

E-mail address ⓘ

power of attorney

Enter the contact information.

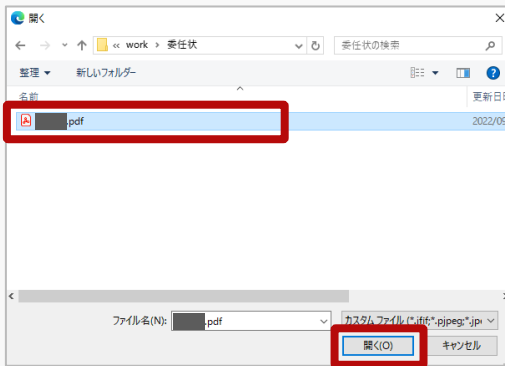
10. Step 6: Enter applicant information (3/3)



Upload the authorization letter.

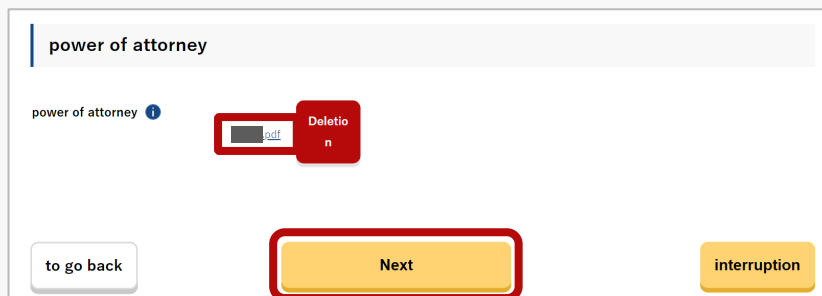
Click "Selection" button.

Select the authorization letter file and then click "Open."



Confirm that the file name of the authorization letter is displayed on the screen.

*To re-select another file, click "Deletion" button and select a file again.

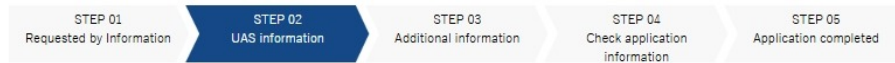


Enter the applicant information and then click "Next."

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

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

UAS Certification application screen



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

Information about the UAS you are applying for

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

Enter the information of the aircraft that you are applying.

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

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



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

UAS weight	1.0
maximum take-off weight	1.0
Weight Classification	less than 4kg
Risk classification (Class 1 UAS certification) ⓘ	<input type="radio"/> A type of unmanned aerial vehicle that flies in airspace that does not include specified airspace <input type="radio"/> A type of unmanned aircraft that flies in airspace including specified airspace
UAS Dimensions_Full Width	1.0
UAS Dimensions_Full Length	1.0
UAS Dimensions_Total Height	1.0
A person who has obtained UAS Type Certification, etc. (Design and manufacturer of self-made machines) whether or not they are maintained. ⓘ	<input type="radio"/> Yes <input type="radio"/> None
A person who has obtained UAS Type Certification, etc. Maintenance record materials by the designer and manufacturer for self-built machines) ⓘ	<input type="button" value="Selection"/> * Not selected
Purpose of Use ⓘ	<input type="text"/>
flight in a no-fly zone	<input checked="" type="checkbox"/> Airspace around airports, etc. where aircraft take-off and landing are frequently carried out and designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure safe and smooth air traffic at airports, etc., and designated by the Minister of Land, Infrastructure, Transport and Tourism as necessary to ensure the safety of air traffic at such airports, etc. and the airspace above them.
method of flight	<input checked="" type="checkbox"/> Night flight

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

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

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

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



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

Inspection documents
-

Unmanned Aerial Flight Rules ?

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

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

Documents describing other reference matters other than the above ?

Selection
* Not selected

Selection
* Not selected

Selection
* Not selected

Selection
* Not selected

to go back
Next
interruption

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

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

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

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

After input is completed press "Next" button.

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

12. Step 8: Enter other information

UAS Certification application screen

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

Please provide additional information.

Inspection method information

Desired location for inspection ⓘ

Desired selection of inspection bodies ⓘ

The desired inspection agency If not found ⓘ

Desired inspection timing ⓘ

remarks

remarks ⓘ

to go back
Next
interruption

Enter the information on the inspection method.

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

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

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

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

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

After input, press "Next".

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

13. Step 9: Confirm application information (1/2)

Application information confirmation screen

STEP 01
Requested by Information

STEP 02
UAS information

STEP 03
Additional information

STEP 04
Check application information

STEP 05
Application completed

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

Applicant's information
[-]

Division

full name

Furigana

address

Date of birth

Identity verification classification

Contact information
[-]

full name

}}}

to go back

application

interruption

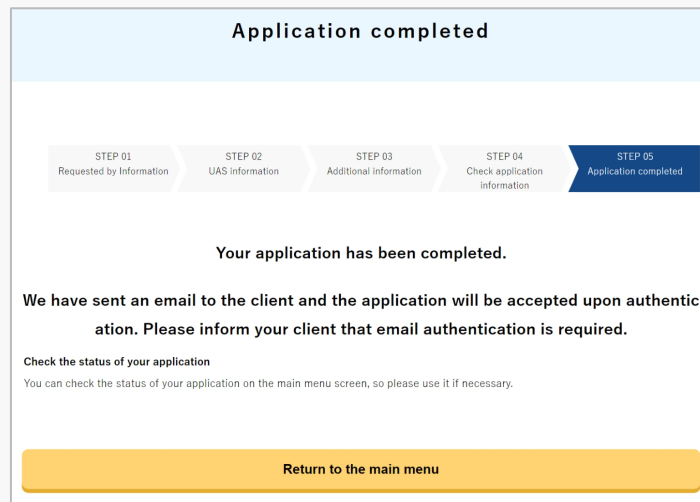
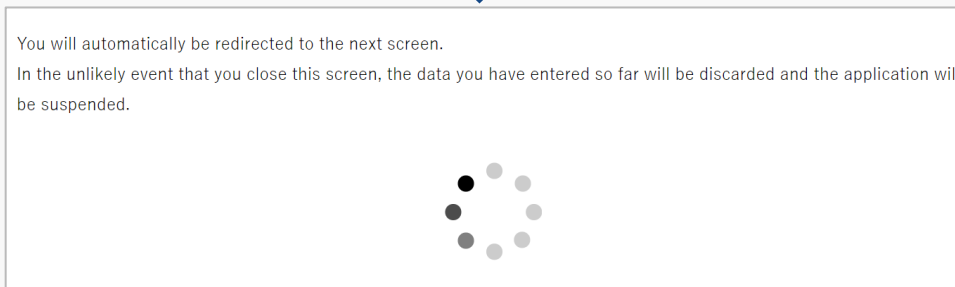
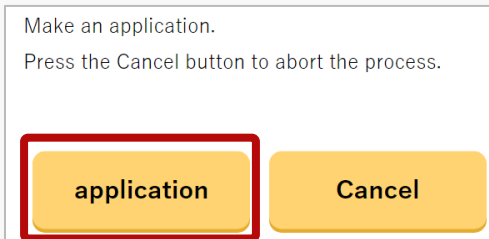
Confirm the Applicant's information/Contact information/ UA information/ Inspection method information/Handing fee information/Remarks.

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

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

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

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



A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

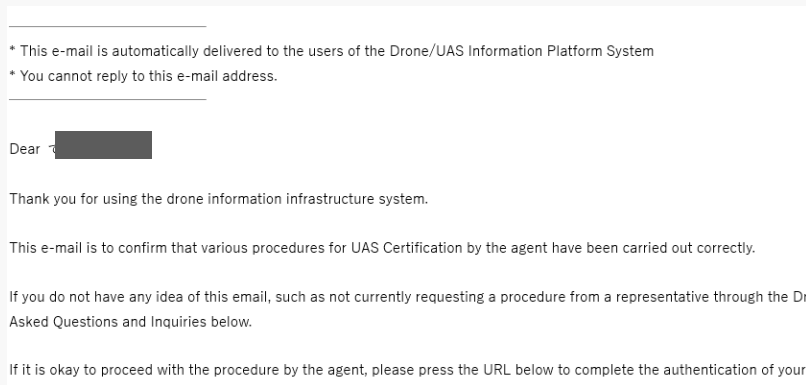
Important!

The application is put on hold until the arrival confirmation via e-mail is completed.

Please inform the requester that the confirmation must be via e-mail.

14. Step 10: Confirm Arrival (operated by the client)

***Step 10 is operated by the client.**



Requester will open the e-mail for arrival confirmation and check the recipient. If the requester confirms that the recipient is him/herself and wants moving forward, he/she press the URL for arrival confirmation.

Now the mail address certification is completed, and a completion message appears on the browser. Close the browser.

Application operation will complete when the mail address is certificated.

Application status can be confirmed in the application status list page.

Important!

Identification documents of the requester is required for the examination.

Please inform the requester that his/her identification documents are required.

<UAS Certification Application Edition>

02. Method to Change UAS Certification Attributes By Representative


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01. Introduction (For Those Wishing to Change the Attributes 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 Attribute Changes of UAS Certification by Representative

Prepare the following information to change the attributes of UAS Certification by a representative.

Type of Information	Item
Contact information	<ul style="list-style-type: none">• Name• Telephone number• Email address• Address of person requesting application
Other information	<ul style="list-style-type: none">• Login ID and name of person requesting application• Password for agent settings

04. Step to Change Attributes of UAS Certification by Representative

Implement attribute changes to UAS Certification by the representative using the following steps in the Drone Information Platform System.

Start UAS Certification attribute changes by a 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: Proceed to UAS Certification Change Screen

Select the application information whose attributes you want to change for UAS Certification from the UAS Type list screen.

Step 7: Implement Attribute Changes to UAS Certification

UAS Certification Enter the content to change on the change screen.

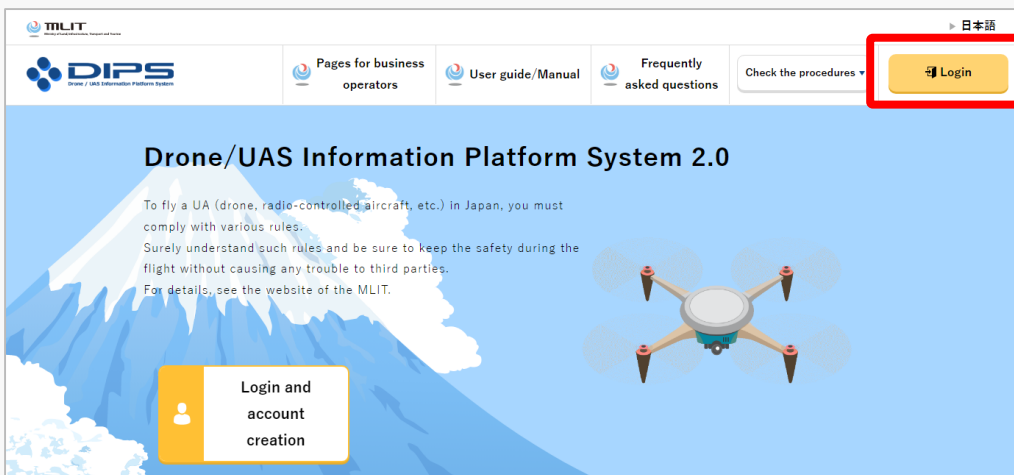
Step 8: Confirm the Content to Change

Confirm the information that you entered, and apply.

UAS Certification attribute changes by a representative are completed.

This completes the Attribute Changes by a representative.

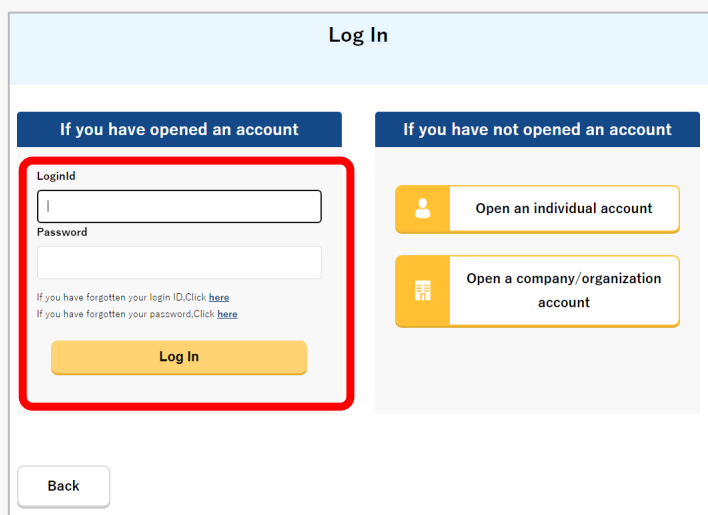
05. Step 1: Log in to the Drone Information Platform System(1/3)



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.

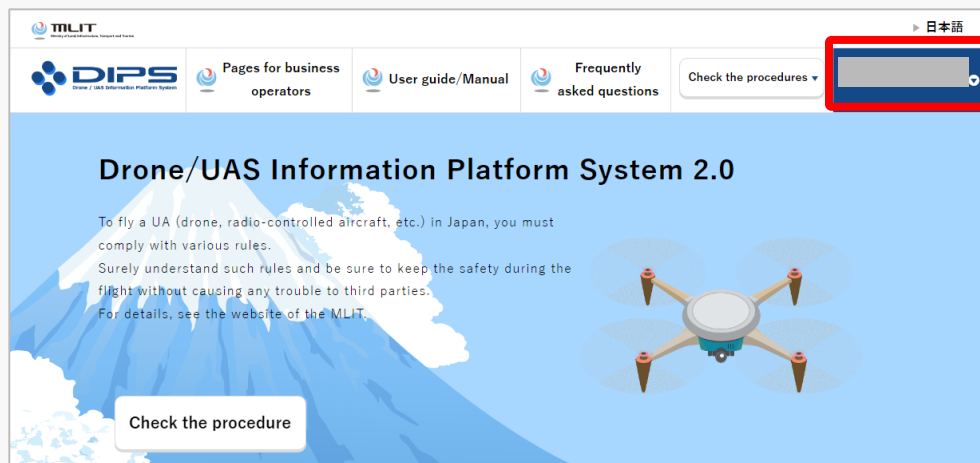


Points to note!

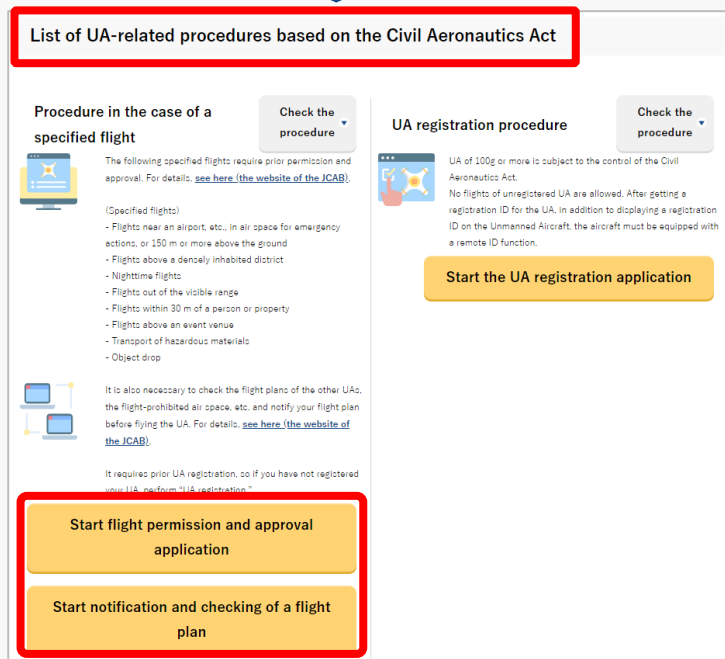
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 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 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;"> <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>
--	--

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



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

to go back proxy setting

Confirm the UA information and contact information receiving the request to for attribute changes.

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 "Change of 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: Proceed to UAS Certification Change Screen

UAS List

Select the UAS whose contact information you want to change.

UAS certificate number ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

The name of UAS Certification holder ⓘ

Corporate name/trade name ⓘ

search

Search Results:1case

Select All

Select ion	UAS ce rtificat ion numb er	registra tion ma rk	Manufactur er's name or name	model n ame	UAS St atus	Phone number	E-mail Adress es	Expirati on date	The na me of UAS Ce rtificati on hold er	Corpor ate na me/tra de nam e	Details
<input checked="" type="checkbox"/>											Details

1

to go back

Enter information to change

Select the application information whose attributes you want to change for UAS Certification from the UAS Type list screen, and press "Enter information to change" button.

11. Step 7: Implement Attribute Changes to UAS Certification

UAS Certification change screen

STEP 01 Requested by Information STEP 02 Checked for changes STEP 03 Change complete

Contact information

full name ⓘ

Furigana ⓘ

address ⓘ
Country/Region
State/Province

department name ⓘ

Phone number ⓘ
Country/Region

E-mail address ⓘ

On the UAS Certification Change screen, enter the content to change in the contact information and press "Next" button.

12. Step 8: Confirm the Content to Change (1/2)

Change confirmation screen

STEP 01 Requested by Information **STEP 02 Checked for changes** STEP 03 Change complete

After confirming the entered contact information, press the "Confirm" button.

Contact information -

full name

Furigana

address

department name

Phone number

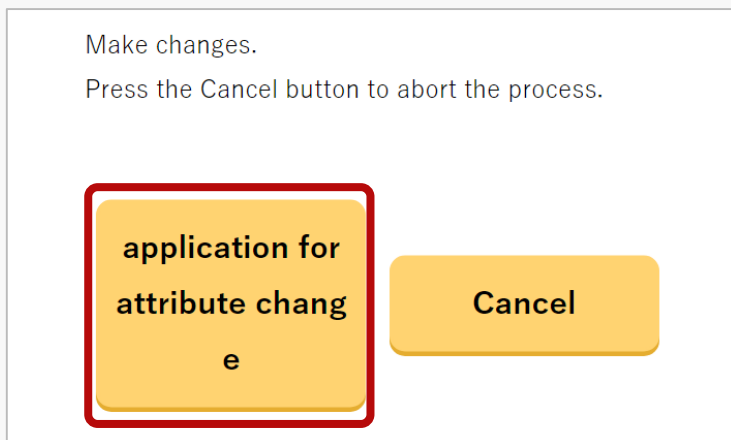
E-mail address

Confirm the contact information that you entered.

If there is an error in the content you entered, press the "Correct" button to correct the information.

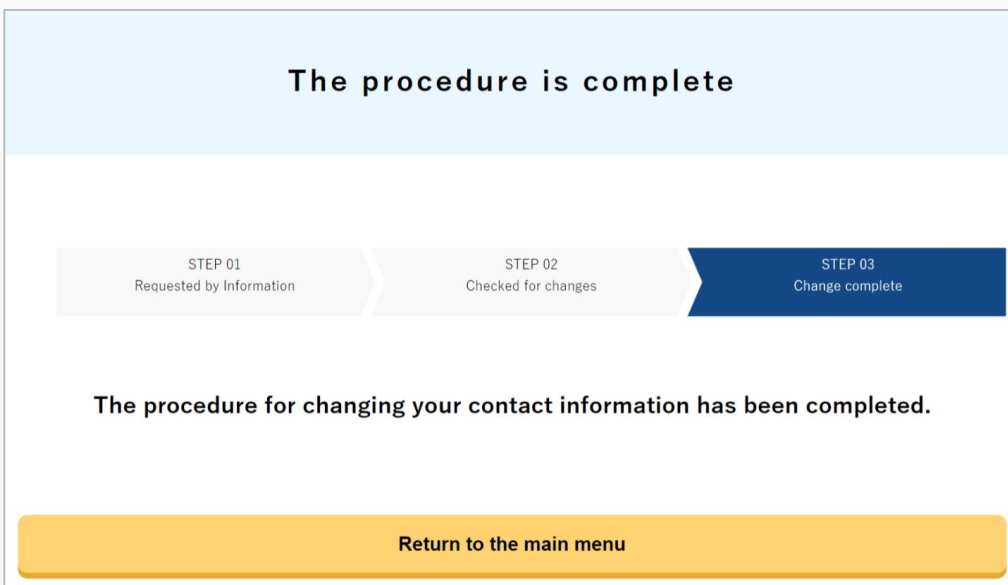
If there is no problem with the content you entered, press "application for attribute change" button.

12. Step 8: Confirm the Content to Change (2/2)



The confirmation screen of the registration application is displayed. If there is no problem, press "application for attribute change" button.

When you press "application for attribute change" button a message indicating that the application is complete is displayed. This completes the changes.



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

<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"> • 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
Fee information	<ul style="list-style-type: none"> • Fee amount • Fee-related documents
Other information	<ul style="list-style-type: none"> • Login ID and name of person requesting application • Password for agent settings • POA

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.

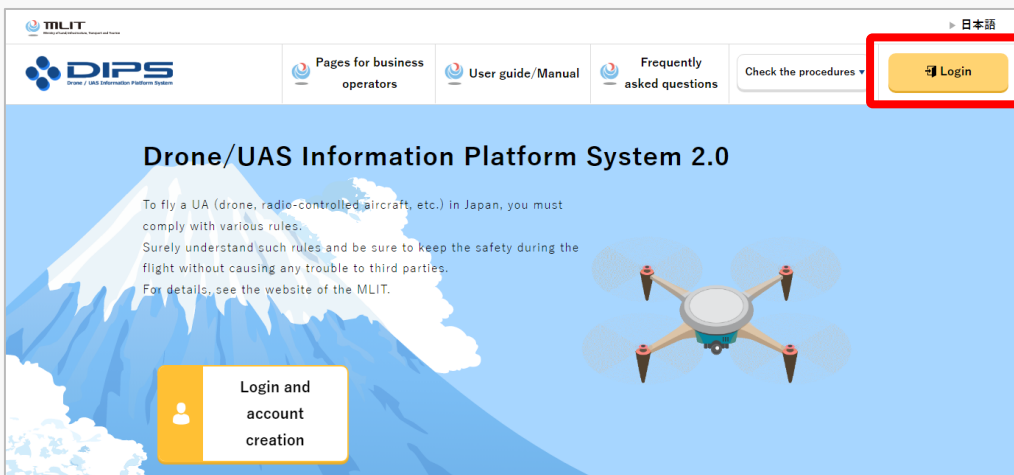


The UAS Certification renewal application by representative is completed.

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.

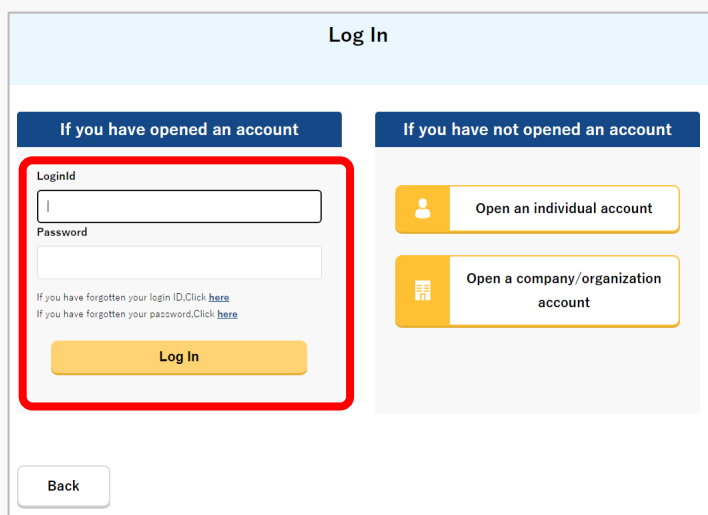
05. Step 1: Log in to the Drone Information Platform System(1/3)



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.

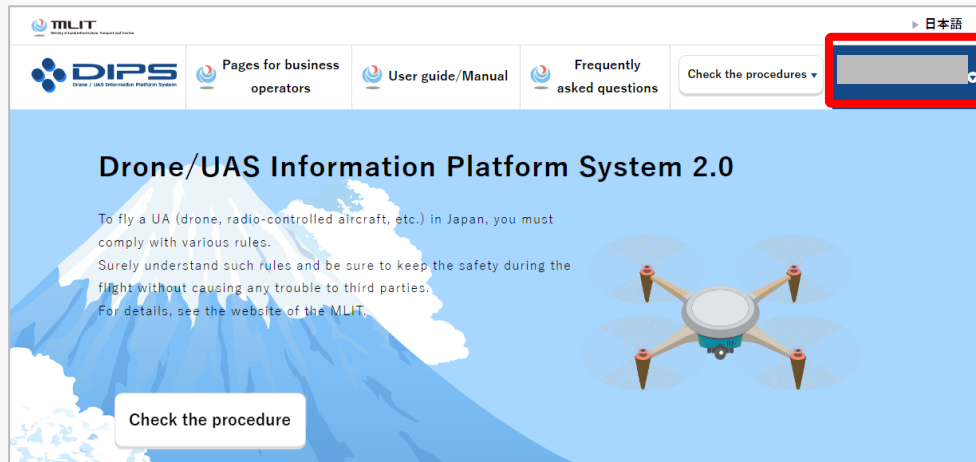


Points to note!

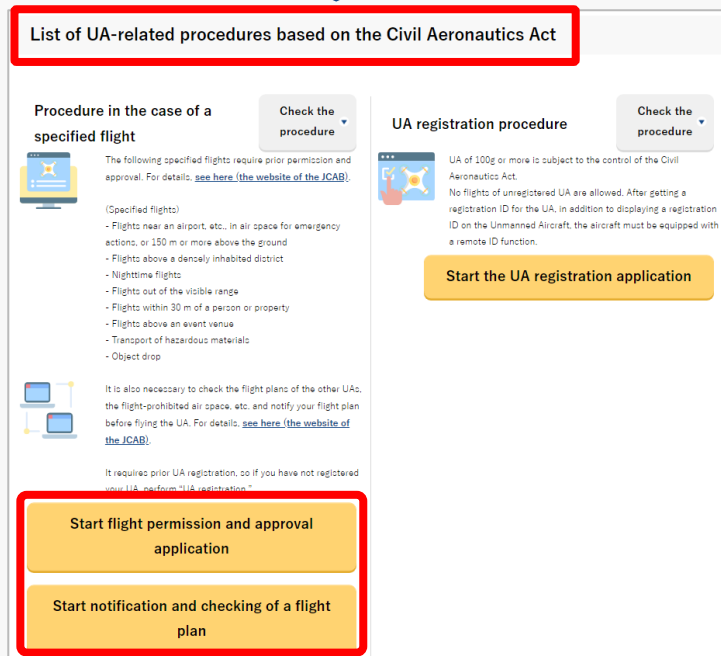
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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; text-align: center; font-weight: bold;">UAS Certification New Application</div> <p style="font-size: 0.8em; margin: 0;">You can apply for a new UAS Certification. For new applications, identification documents and aircraft information are required.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center; font-weight: bold;">Check application status / withdrawal / payment</div> <p style="font-size: 0.8em; margin: 0;">You can check the status of applications for new applications and changes, and withdraw applications. * In the case of the national government (Ministry of Land, Infrastructure, Transport and Tourism only), you can proceed with the payment of fees for new applications, etc.</p>
--	--

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: 0.8em; margin: 0;">After being set up as an agent, you can apply for a new UAS Certification. To make a new application, you will need your password, ID documents, power of attorney, and UAS information.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center; font-weight: bold;">Check application status / withdrawal / payment</div> <p style="font-size: 0.8em; margin: 0;">You can check the status of applications for new applications and changes made on your behalf, and withdraw your applications.</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center; font-weight: bold;">Confirmation of UAS Certification</div> <p style="font-size: 0.8em; margin: 0;">You can check the information related to UAS that have obtained UAS Certification.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center; font-weight: bold;">Change of UAS Certification</div> <p style="font-size: 0.8em; margin: 0;">You can change the contact information on UAS Certification that you are set up as an agent.</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center; font-weight: bold;">Expiration date update</div> <p style="font-size: 0.8em; margin: 0;">You can renew the validity period of UAS Certification set as a proxy. In addition, you can also apply for design changes for Not Type Certification from this menu. In addition, when updating or changing the design of an aircraft that has not been approved for type, it is necessary to coordinate the inspection contents with Registered Unmanned Aircraft Inspection Organization or the Civil Aviation Bureau of the Ministry of Land, Infrastructure, Transport and Tourism in advance.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center; font-weight: bold;">Deleting UAS Certification</div> <p style="font-size: 0.8em; margin: 0;">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 * 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 ⓘ

registration mark ⓘ

Name of manufacturer ⓘ

model name ⓘ

The name of UAS Certification holder ⓘ

Corporate name/trade name ⓘ

search

Search Results:1case

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

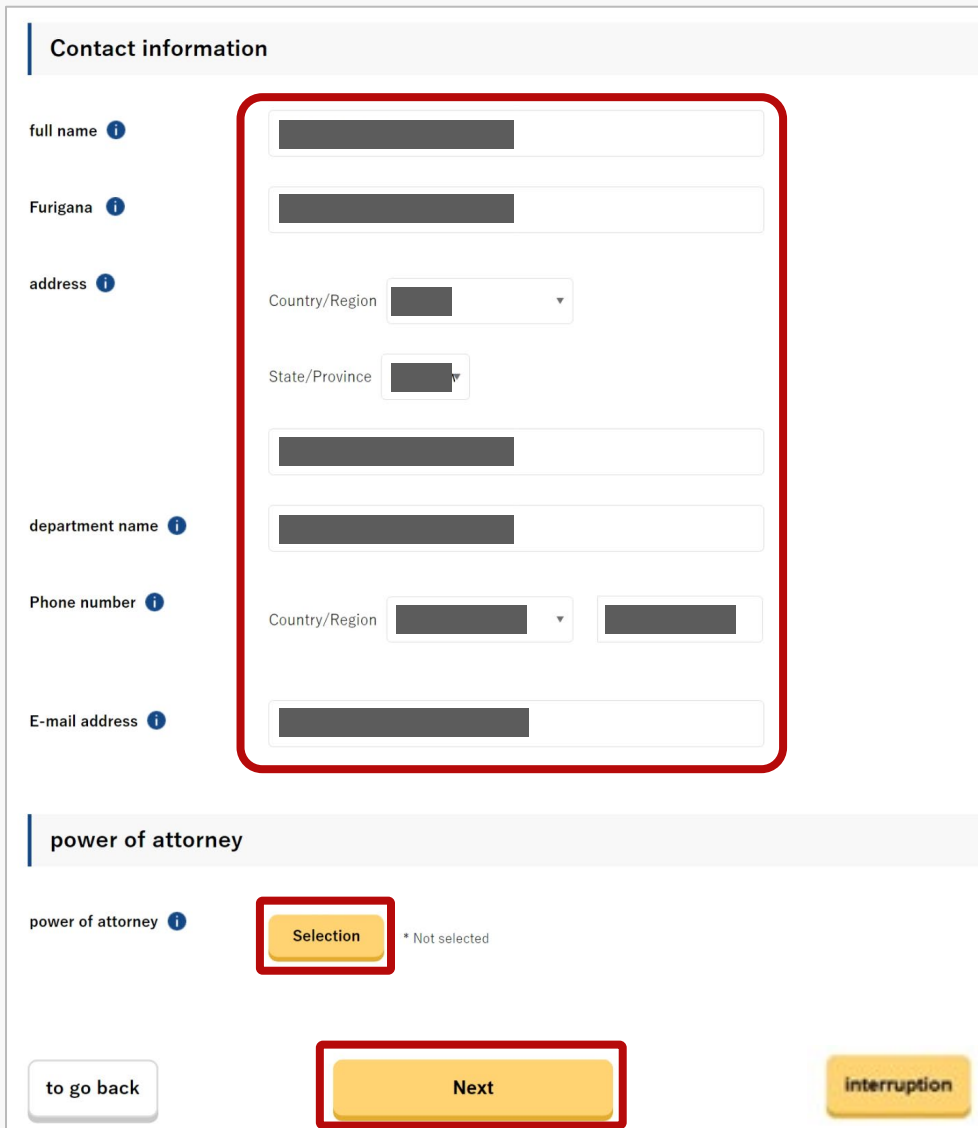
Applicant classification	private person
full name	[REDACTED]
Furigana	[REDACTED]
address	[REDACTED]
Date of birth	[REDACTED]

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 numeric field), and "E-mail address". A red rectangular box highlights the "address" and "Phone number" sections. Below the form is a "power of attorney" section with a "Selection" button highlighted in red. At the bottom, there are three buttons: "to go back", "Next" (highlighted in red), 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

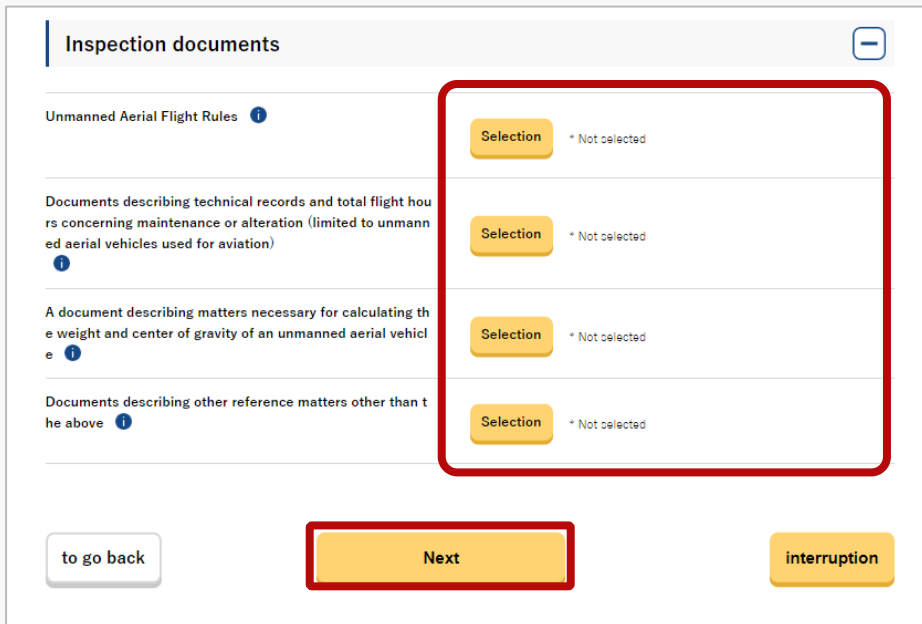
Enter information of the UA to apply for renewal.

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



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

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) ⓘ

[input.pdf](#) **Deletion**

to go back **Next** interruption

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**

Next | interruption

Enter the other information.

Check the inspection method information.

Input the handling fees.

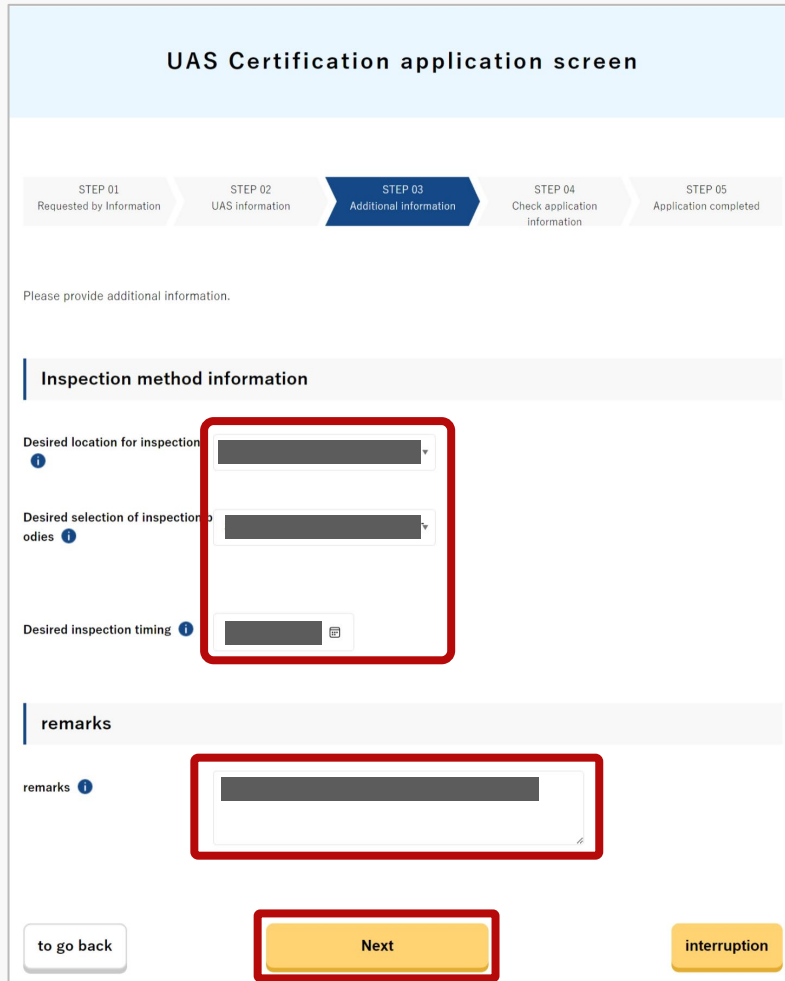
In case of attaching a handling fee related document, please press "Selection" button to upload the file.

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.

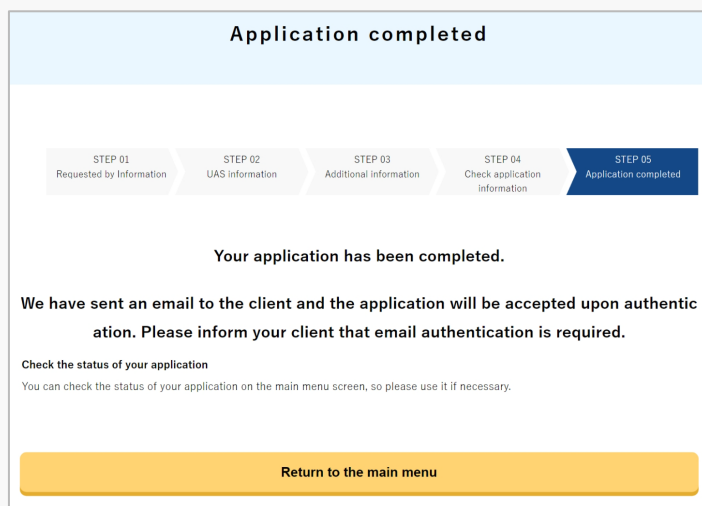
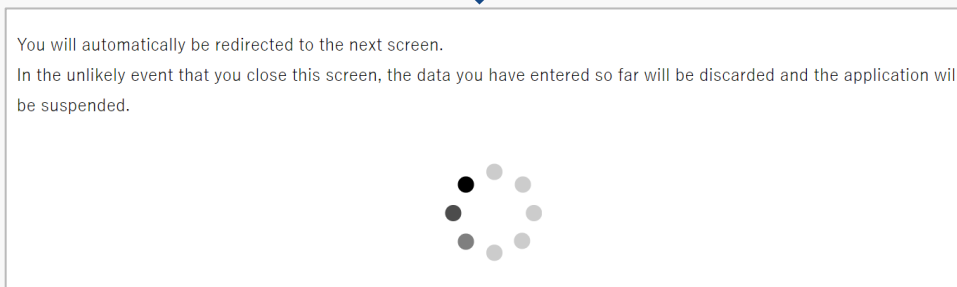
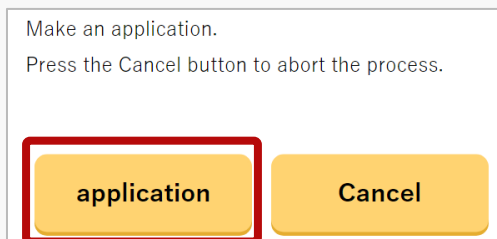
If a mistake is found in the data entry, correct it by pressing "Correct" button on the bottom of each information.

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.

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

* Only when extending the expiration date



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.

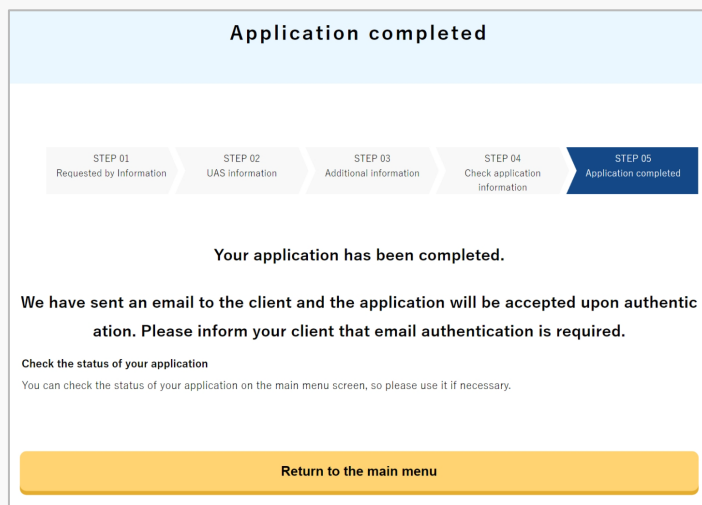
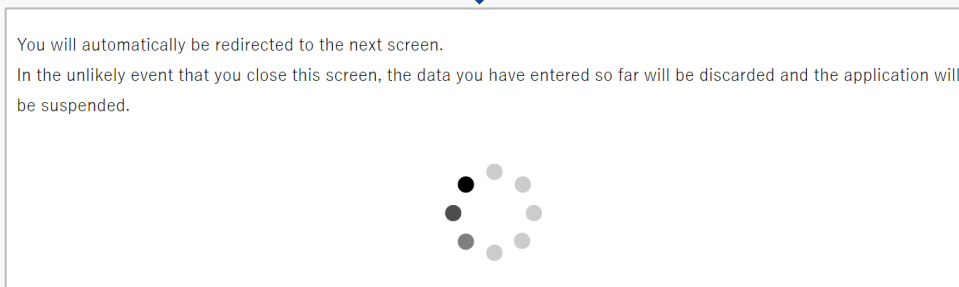
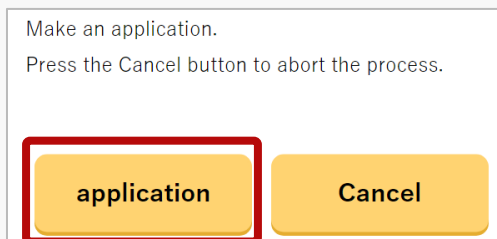
If no problem is found in the entry, press "Application for renewal" button.

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

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

* In the case of renewal application when changing UA information



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.

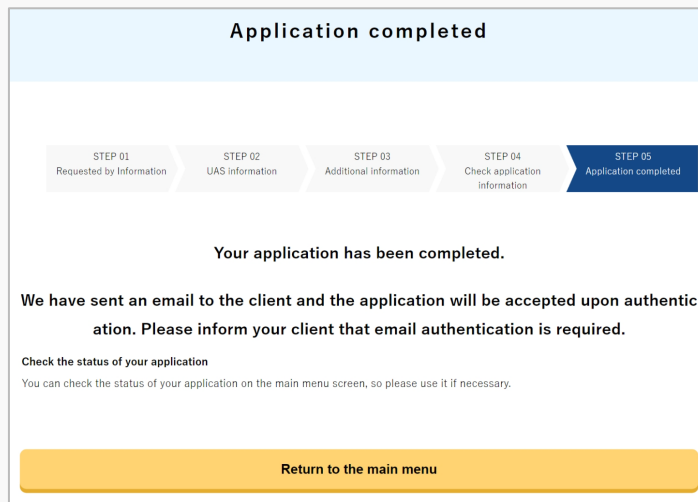
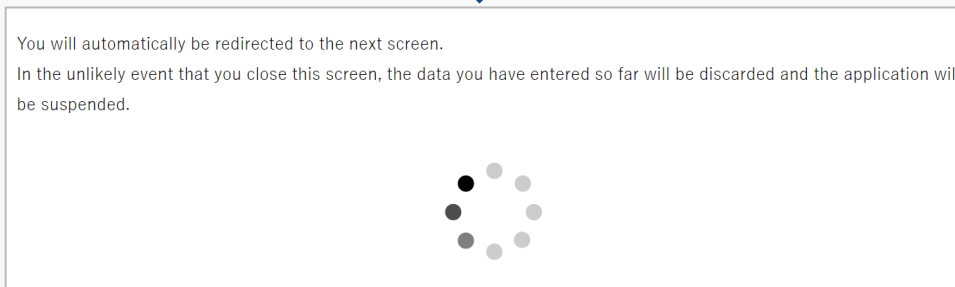
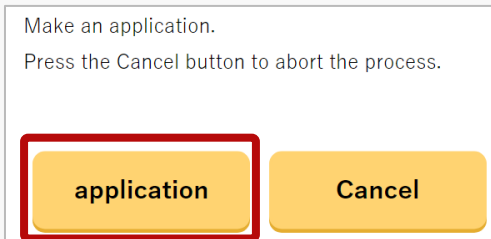
If no problem is found in the entry, press "Application for Renewal" button.

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



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.

* 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 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.

<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">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
Other information	<ul style="list-style-type: none">Login ID and name of person requesting applicationPassword for agent settingsPOA

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)

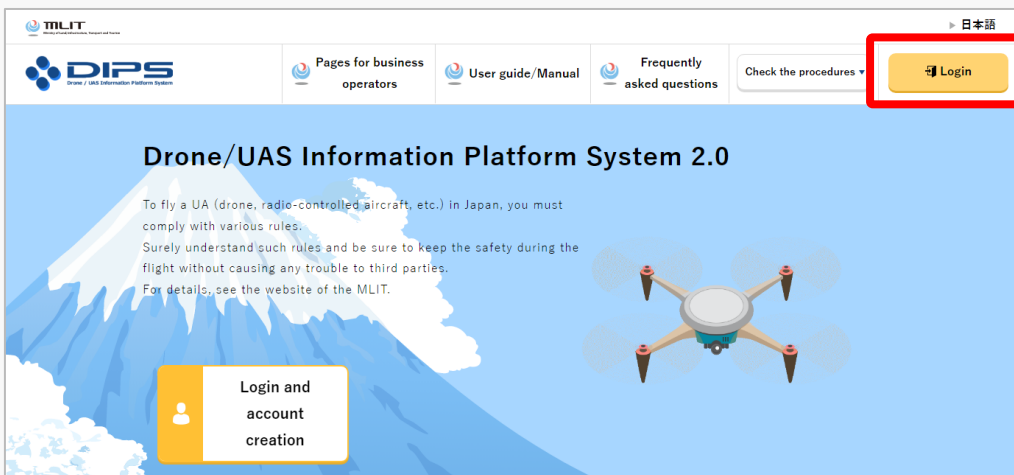
A confirmation email will be sent to you when you have applied to cancel UAS Certification, so open the email and confirm its arrival.

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.

Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID,Click [here](#)
If you have forgotten your password,Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

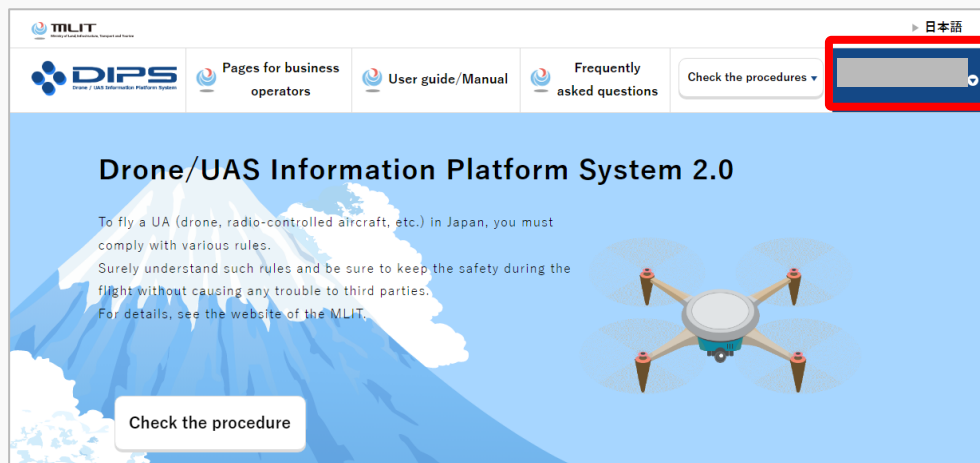
Back

Points to note!

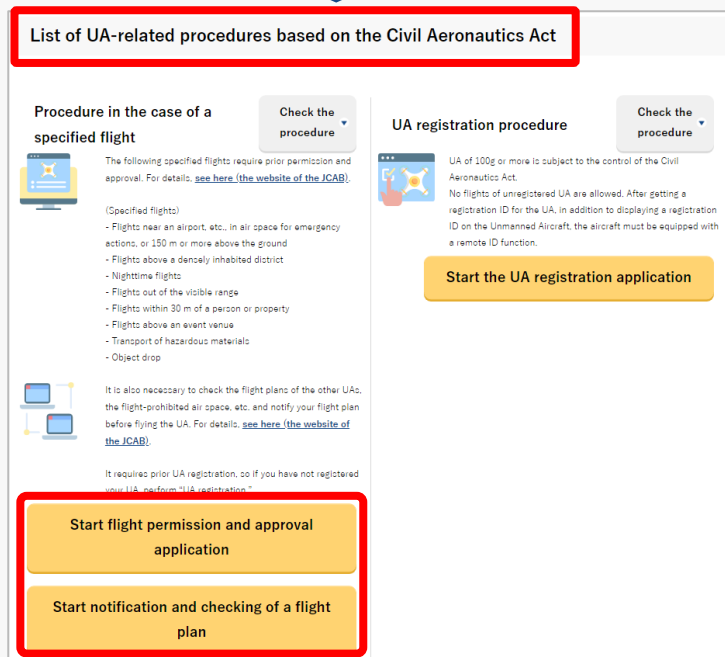
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 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 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"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			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

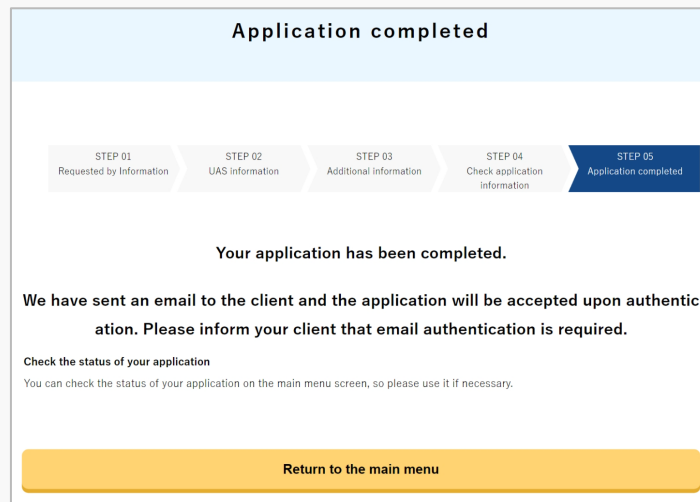
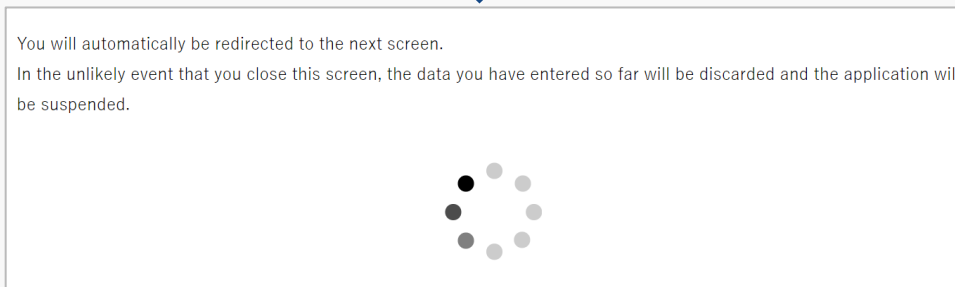
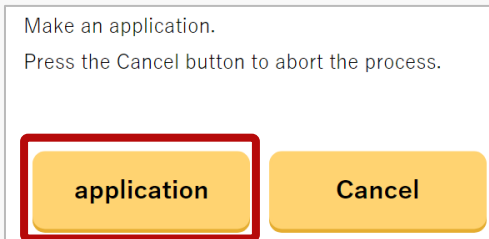
Check Applicant's information / Contact Information / Power of Attorney / UA Information / Other Information.

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 [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.

<UAS Certification Application Edition>

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


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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

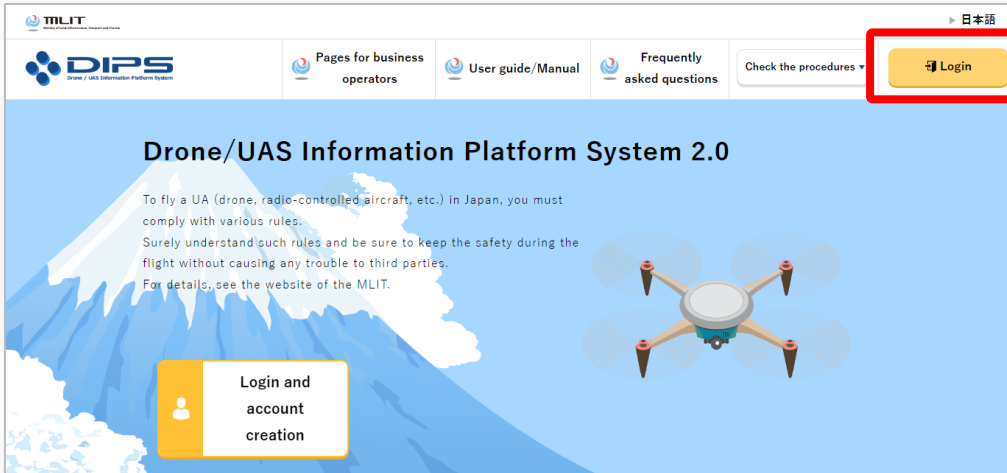
Click the "Details" button for the application procedures you want to confirm

Step 4: Confirm the application status details

Confirm the application status details.

Complete confirming status of UAS certification application by agent

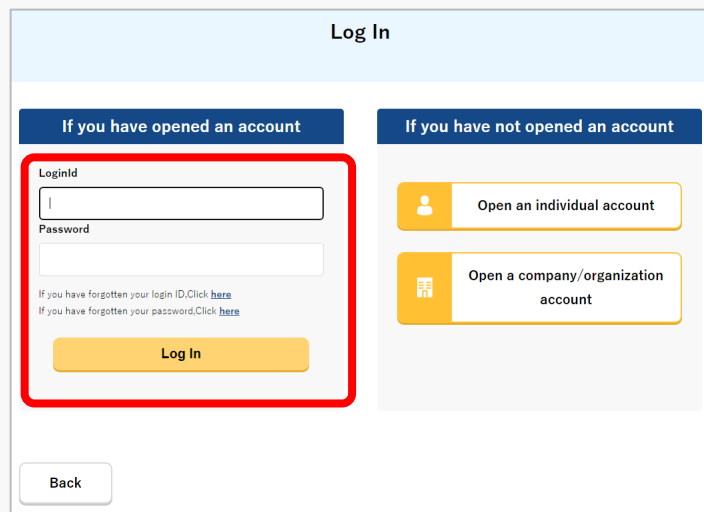
06. Step 1: Log in to the Drone Information Platform System(1/3)



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.

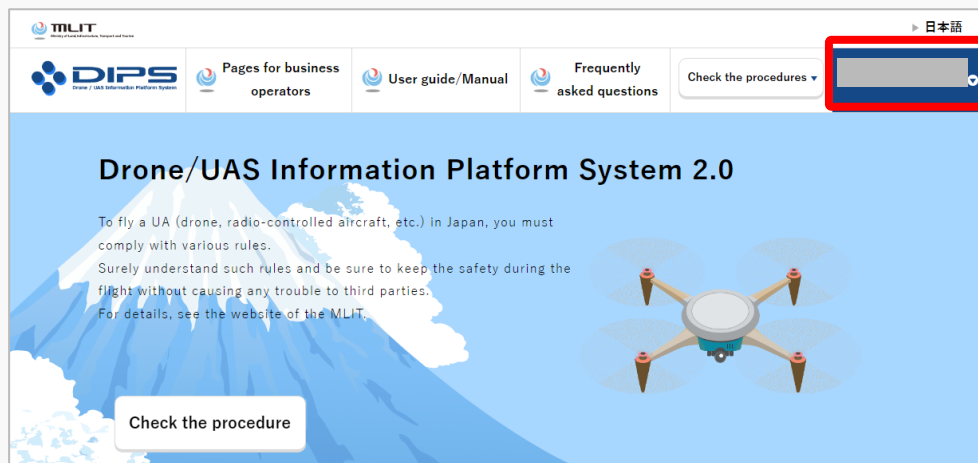


Points to note!

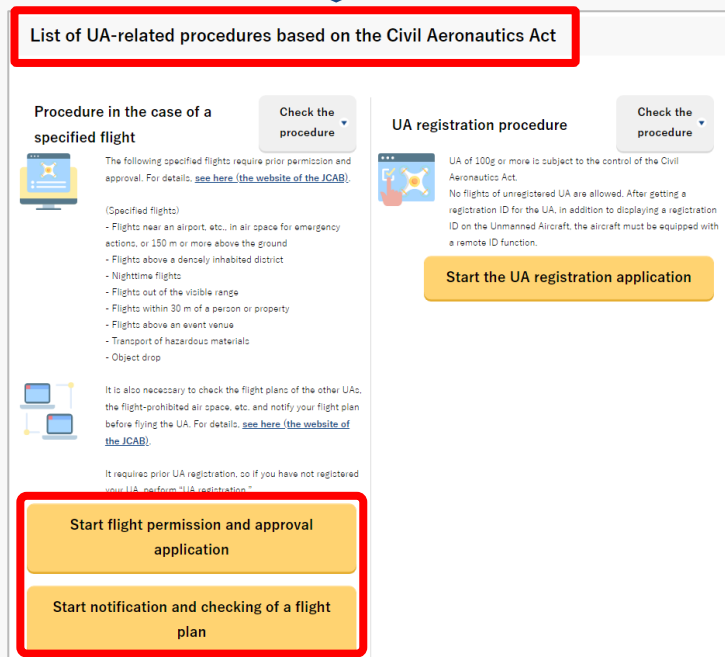
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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



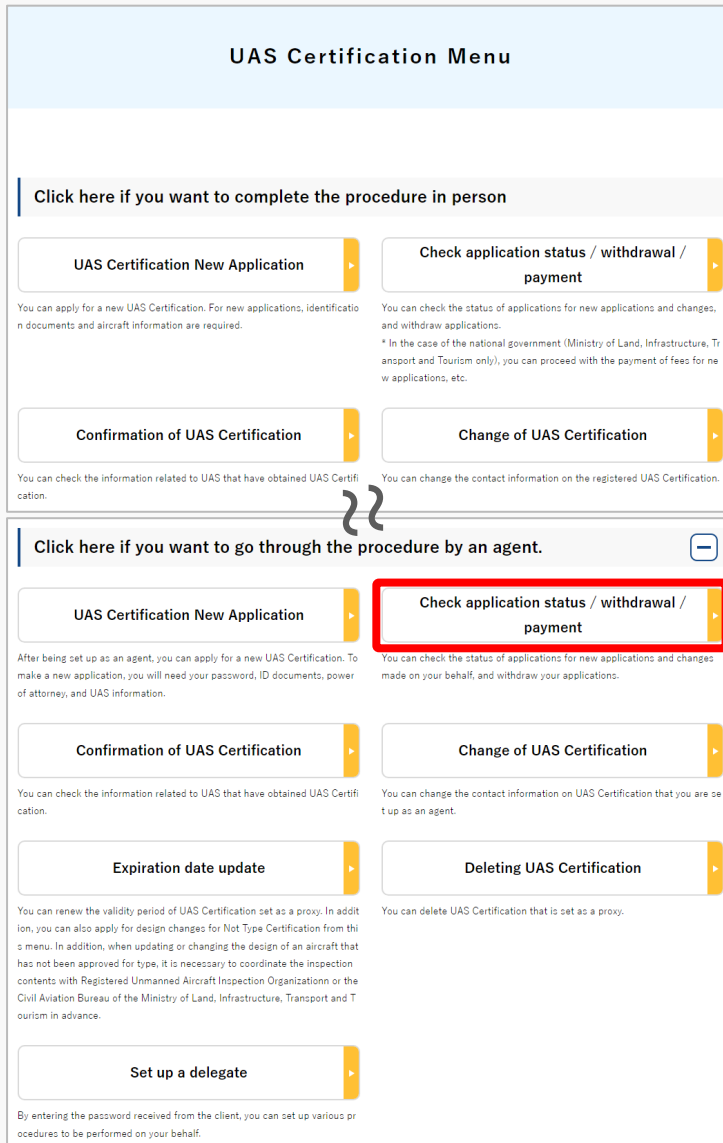
Check the procedure ▼

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.

??

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

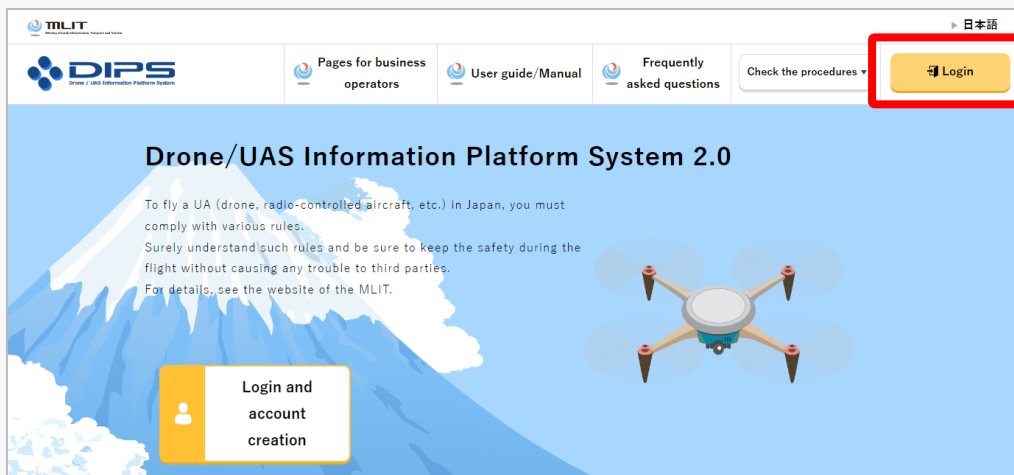
The Aviation Bureau will confirm the contents of your application. A notification will be sent to your email address once confirmation is complete.

* 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.

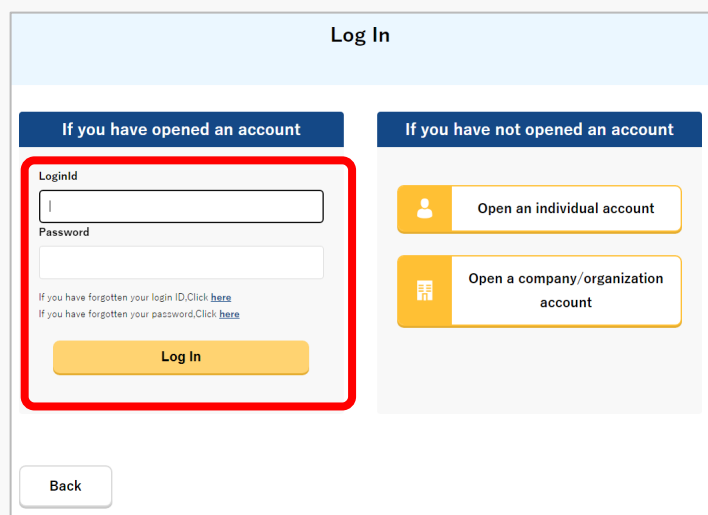
13. Step 1: Log in to the Drone Information Platform System(1/3)



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.

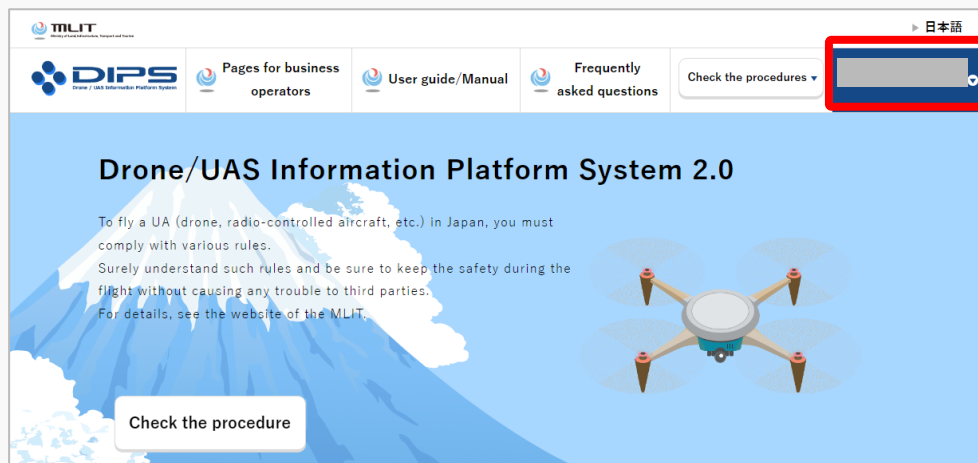


Points to note!

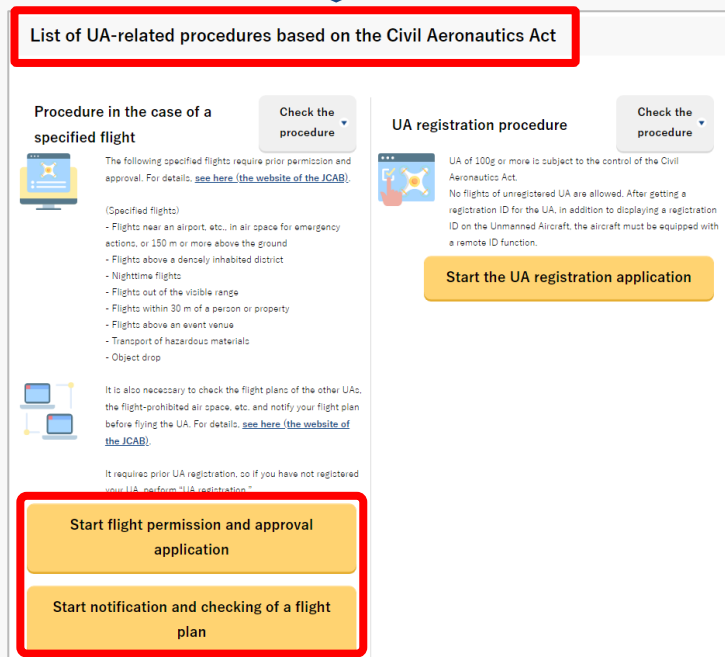
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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



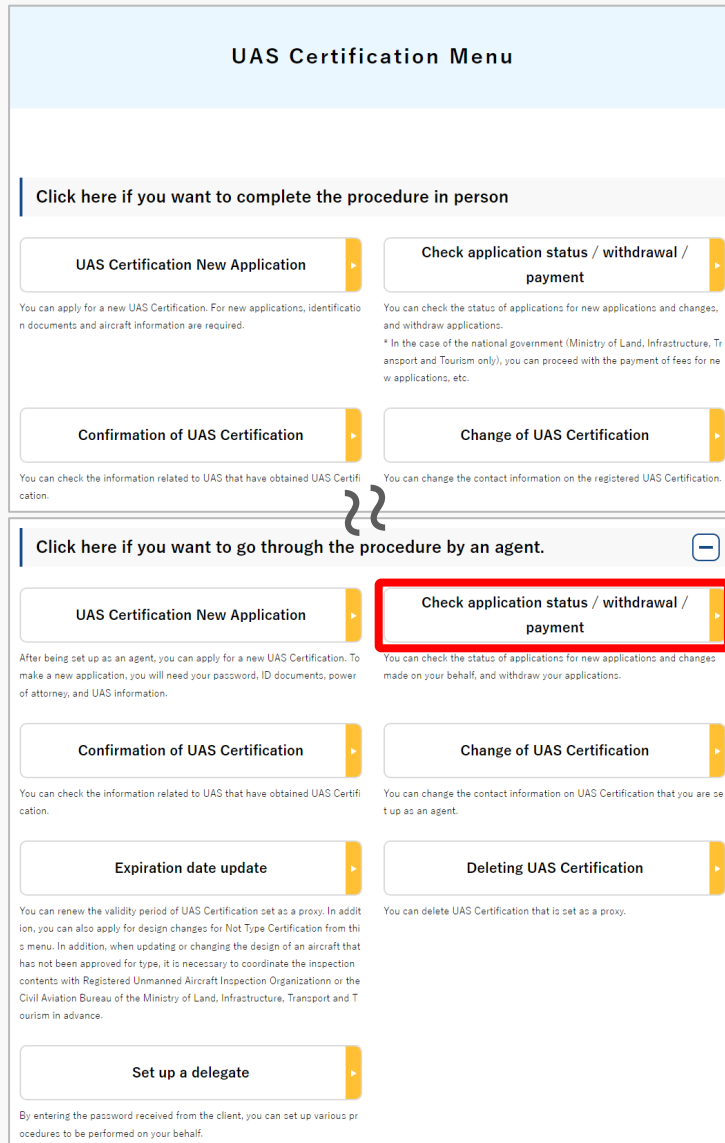
Check the procedure ▼

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 [REDACTED]

full name [REDACTED]

??

[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

.pdf

Deletion

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

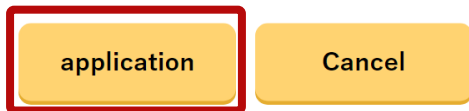
The corrected information is displayed.

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)

Make an application.
Press the Cancel button to abort the process.



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.

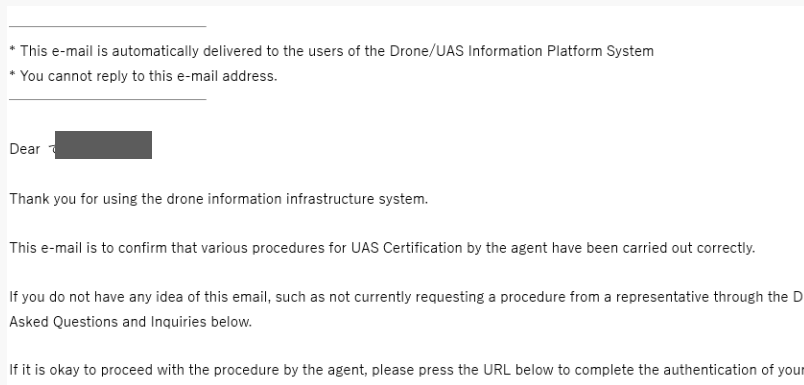
Important!

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.

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.

<UAS Certification Application Edition>

06. How to Withdraw Application for UAS Certification by Agent


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01. Introduction (to users who want to withdraw the UAS certification application by agent)

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

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

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

*Click on the link to open the external site.

03. Items required for withdrawing UAS certification application by agent

Please prepare the following information for withdrawing UAS certification application by agent.

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

04. Steps for withdrawing UAS certification application by agent

Use the following steps to withdraw application in the Drone Information Platform System.

Start withdrawing 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 application status list screen

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

Step 3: Select withdrawal application procedures

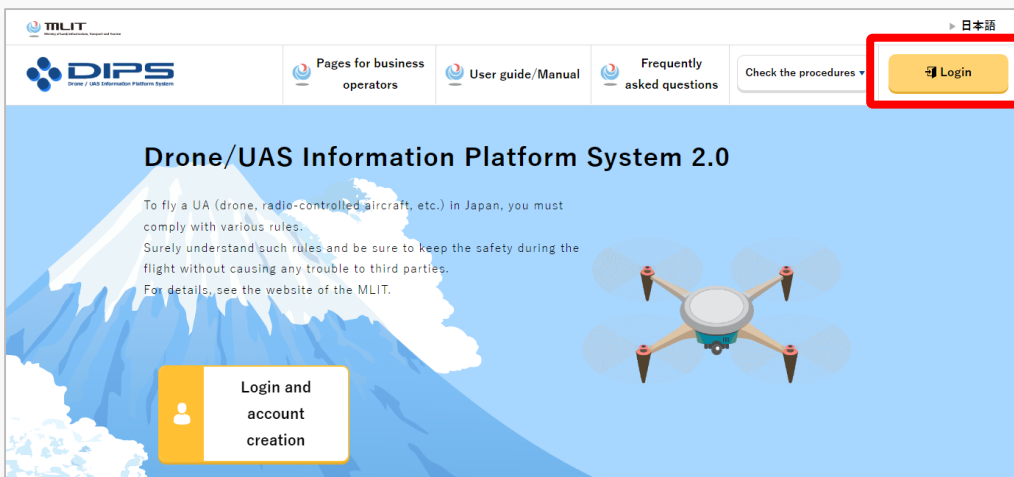
Click the "Withdrawal" button and confirm the details of application contents.

Step 4: Withdraw the application

Click the "Withdraw" button on the application status details screen and withdraw the application.

Complete withdrawing UAS certification application by agent

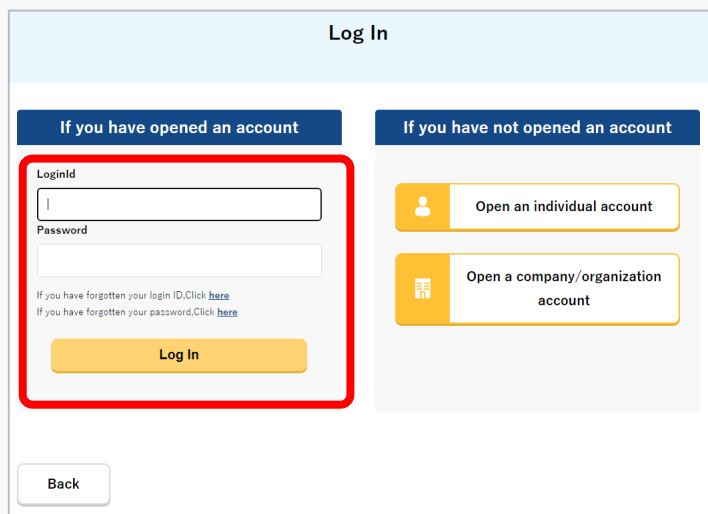
05. Step 1: Log in to the Drone Information Platform System(1/3)



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 ID and password (set up when opening the account) and press the "Log In" button.

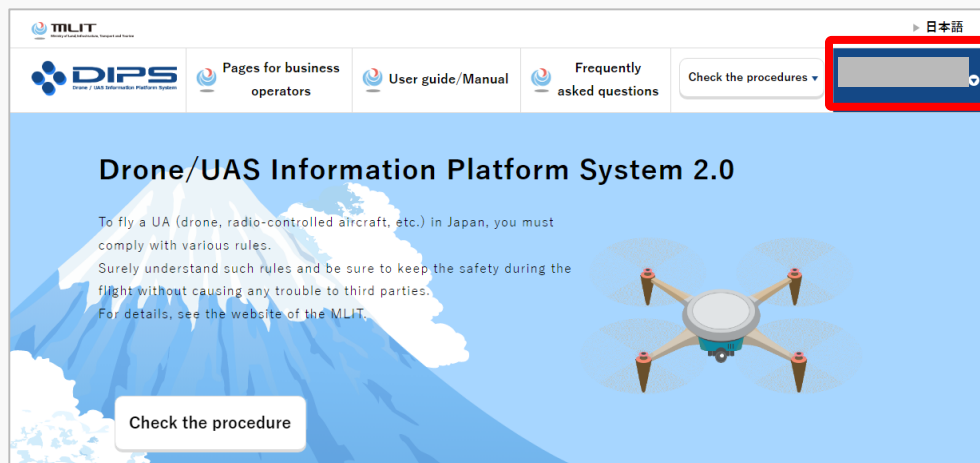


Points to note!

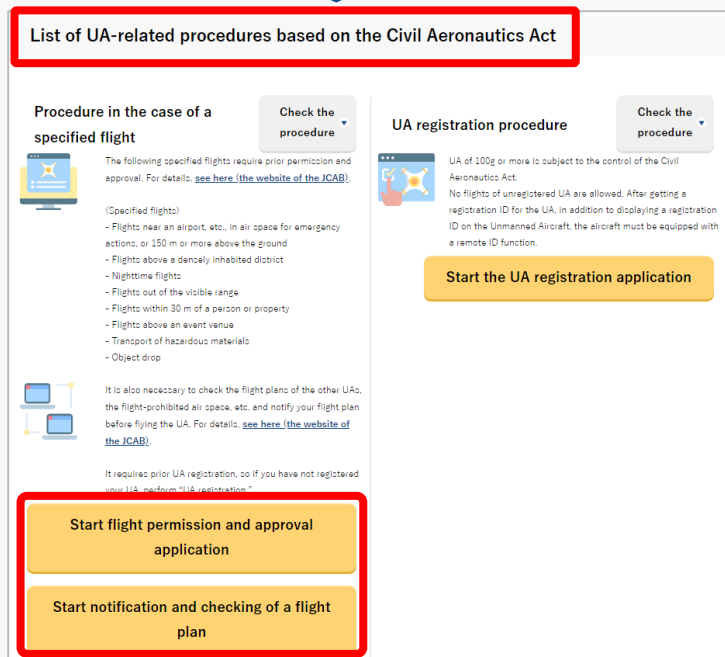
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



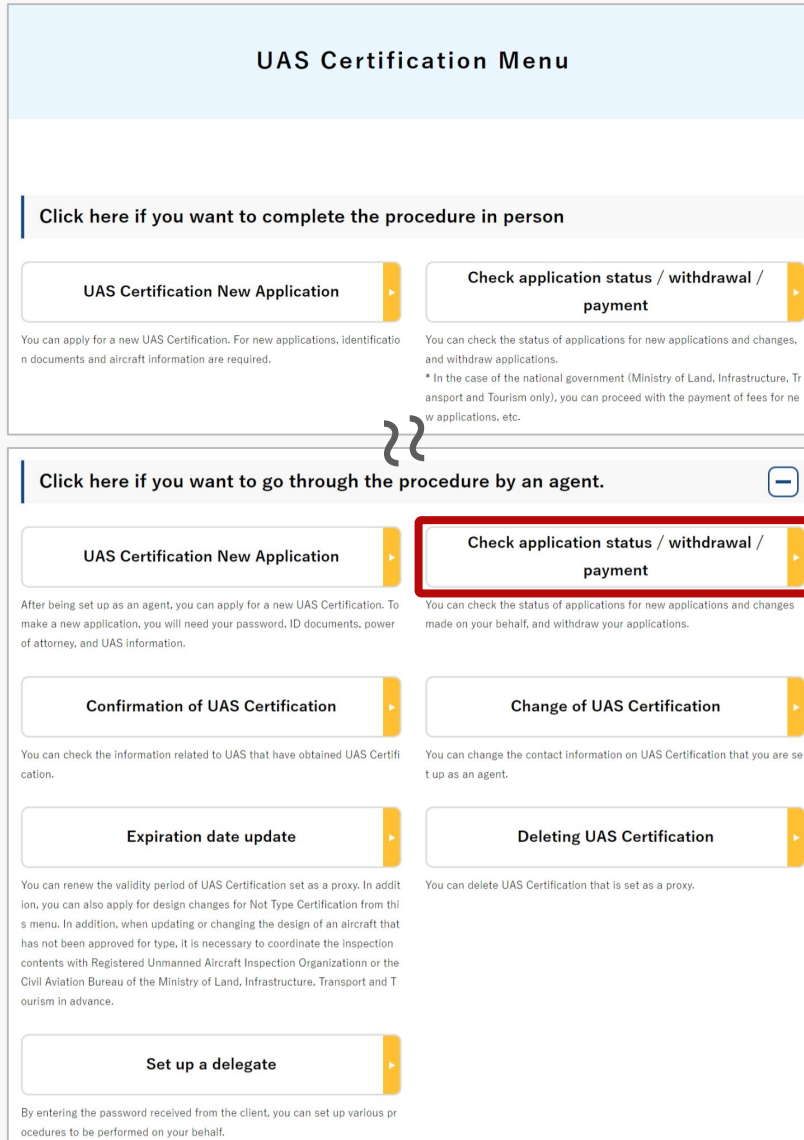
Check the procedure ▼

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 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.

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 “Check application status/withdrawal/payment” button under “Click here if you want to go through the procedure by an agent.”

06. Step 3: Select withdrawal application procedures

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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	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 withdraw the application, click "Withdrawn" button for withdrawal application procedures.

06. Step 4: Withdraw the application

Details of UAS Certification application status

The detailed information of the selected application is displayed on UAS Certification application status list screen.
 If you wish to withdraw your application, please press the "Withdraw" button at the bottom of the screen.

application status -

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

??

The procedure is complete

Your application has been withdrawn.

Withdraw the application through the following steps.

If you have confirmed the application content and it is OK to withdraw the application, click "Withdrawn" button.

Click "Withdrawn" button to complete the withdrawal.

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