

# **Drone Information Platform System Operation Manual**

## **Application for Flight Permit Approval**

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# Operation manual for applicants

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<Applicant>

## 01. Process for new application

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# 01. Introduction (For those who wish to apply for a new flight permission/approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for Unmanned Plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
  - Refer to application forms under the old system for flight permission/approval
- This manual describes how to operate the Drone Information Platform System, so refer to this when performing necessary procedures.
- In addition to this manual, please refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.
- Various notification emails will be sent to the registered email address when registering applicant information. The contents of the e-mail will include information necessary for using the system and the review status of your application. Before using the system, please make sure that the domain information@dips.mlit.go.jp is set to receive e-mails.
- Since it takes certain time to review the documents, please submit the application forms at least 10 business days (excluding Saturdays, Sundays, and holidays) prior to the scheduled flight start date.  
If an application is incomplete, it may take time to obtain additional confirmation, and it may not be possible to obtain permission/approval by the scheduled flight date, we request that you submit your application well in advance, approximately 3 to 4 weeks from the scheduled flight start date.

## 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 flight permission/approval

The following information is required when registering or changing unmanned plane information or operator information.

Various information	Item	
Registration and change of unmanned plane information	<p>*Even if you have already registered, the following is required for self-made planes, etc.</p> <ul style="list-style-type: none"> <li>Information on compliance with standards</li> <li>Design drawing or photos of the plane (front, sideways and top)</li> <li>Name of the flight control device</li> <li>Operator's name</li> <li>Design drawing or photos</li> <li>Information on operational limits of the plane</li> <li>Operating instructions</li> <li>Information on how to make the plane fly</li> </ul>	<p>*The following too are required for new registration of a test flight notification reported plane</p> <ul style="list-style-type: none"> <li>Notification number of test flight</li> <li>Manufacturer name</li> <li>Model name or title</li> <li>Type of plane</li> <li>Serial number etc.</li> <li>Maximum takeoff weight</li> </ul>
Registration and change of operator information	<ul style="list-style-type: none"> <li>Full name</li> <li>Furigana</li> <li>Contact number</li> <li>Email address</li> </ul> <p>* When creating a new operator (without skill certification), registration organization skill certification information provided on of website is optional.</p>	<ul style="list-style-type: none"> <li>Address</li> <li>Information on the compliance of the operator with the standards</li> <li>Flight record so far</li> </ul>

Prepare the following information for a new application for flight permission/approval.

Various information	Item
Information on Applicant	<ul style="list-style-type: none"> <li>Emergency contact (name/phone number)</li> </ul>
Other details	<ul style="list-style-type: none"> <li>Drone Information Platform System account (Example: ABC123456 3 letters + 6 numbers)</li> <li>Flight and plane information</li> <li>Information manual to be used</li> <li>Information on operator</li> <li>Information such as insurance</li> </ul>



## 04. Steps for new application for flight permission/approval

Follow the steps below to apply using the Drone Information Platform System.

### Start the New application for flight permission/approval

#### Step1 : Log in to the Drone Information Platform System

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

#### Step2: Register unmanned plane information

Enter the plane information from "Registration and change of unmanned plane information" on the main menu.

#### Step3: Register operator information

Enter the operator information from "Registration and change of operator information" on the main menu.

#### Step4: Proceed to new application

Select the "Create (new)" button on the main menu.

#### Step5: Carry out simple category judgment

Enter the required items and the flight category will be determined.

#### Step6: Enter the flight overview and flight details

Enter the flight information of the plane to be flown.

#### Step7: Select the plane and the operator

Enter information about the plane to be flown, the operator and the manual.

#### Step8: Confirm the application contents

Select the application form, attachments, etc., and confirm the contents.

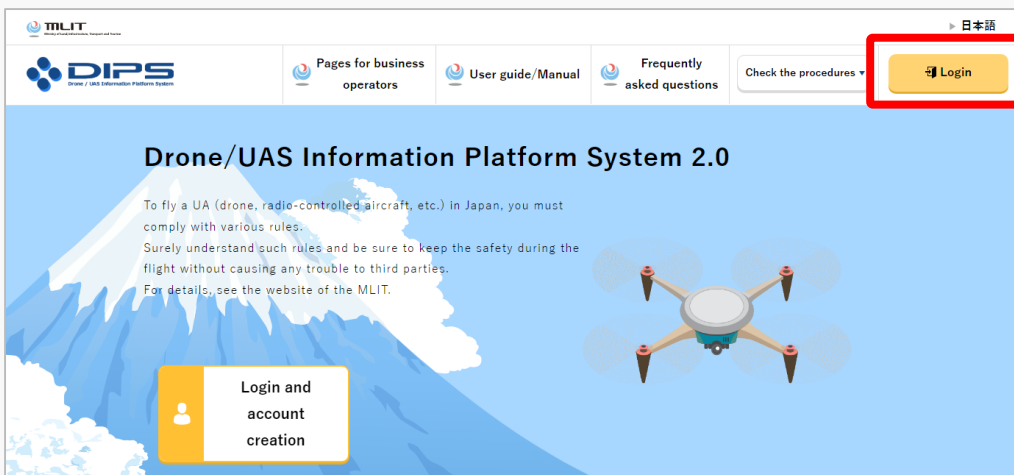
#### Step9: Submit application form

Confirm the contents of the application form and submit.

### New application completed

The application will be verified by the Regional Civil Aviation Bureau or the airport office, etc. and you will be notified by email when the confirmation is complete.

## 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.

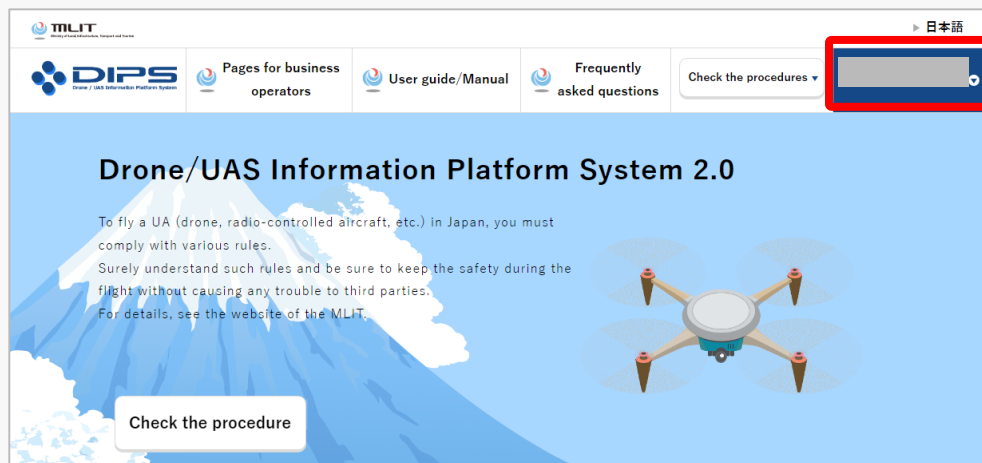
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

### Points to note!

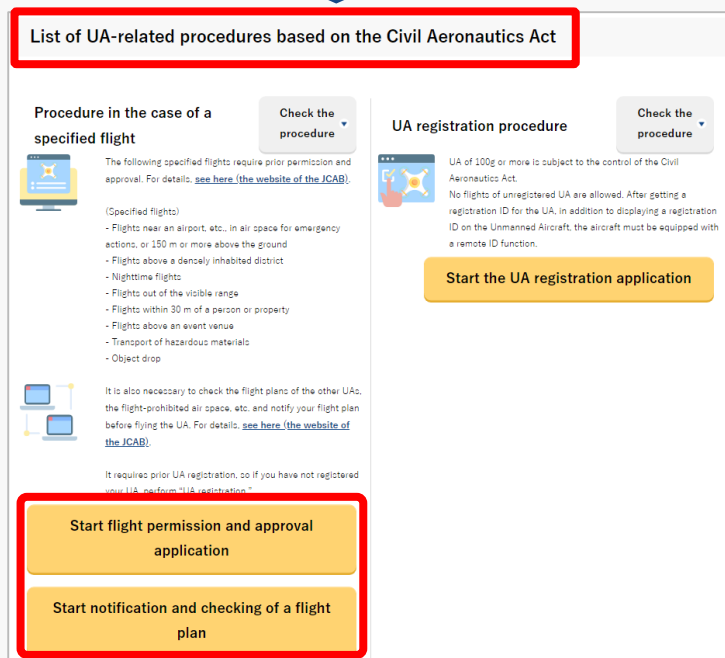
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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: Register unmanned plane information (1/11)

### Flight permission / approval main menu

Prepare the information necessary for a flight permission / approval application

**Registration and change of unmanned plane information**

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

On the Flight permission/approval main menu page, press the "Registration and change of unmanned plane information" button.

# 06. Step 2: Register unmanned plane information (2/11)

Plane registration

List of the registered planes. The plane information is necessary for creation of an application.  
Even if plane information is changed, the plane information added to the application will not be changed, so add the plane again in the creation of an application.

Plane information list

No.	type 1 plane certification	type 2 plane certification	Model / Name	Registration ID, etc.	Manufacturer name	Manufacturing number, etc.		
1						1000000000	Edit	Del
2						1000000000001	Edit	Del

1

2

3

4

Back

Plane information provision to other accounts

Reference / cancellation of plane information provided to other accounts

Registration of test flight notification reported plane

- The page with the Plane information list will open. Planes for which the plane registration procedure has been completed and the Registration ID, etc., issued for the plane are displayed.
- If you want to edit or delete registered plane information, press the "Edit" or "Del" button.
- (1) For editing, go to ["Step2 \(1\) When editing registered plane information"](#).
  - (2) For deletion, go to ["Step2 \(2\) When deleting registered plane information"](#)
- If you want to provide aircraft information to other accounts, press the "Plane information provision to other accounts" button.
- (3) Go to ["Step2 \(3\) When providing plane information to other accounts"](#)
- If you want to refer to/cancel plane information currently provided to other accounts, click the "Reference/cancellation of plane information provided to other accounts" button.
- (4) Go to ["Step2 \(4\) When referencing to plane information provided to other accounts"](#)
- If you wish to register a plane that has already been registered for a test flight, press the "Registration of test flight notification reported plane" button.
- (5) Go to ["Step2 \(5\) When registering test flight notification reported plane"](#)

\* A ○ is displayed in each column for those planes that have acquired type-1 or type-2 plane certification

## 06. Step 2: Register unmanned plane information (3/11)

### (1) When editing registered plane information

#### Edit of plane information (basic information)

Enter the correct information of the plane (manufacturer name, model name and registration ID, etc.).

##### I. Plane information

Registration ID, etc.

Notification number of a test flight



##### IV. Information of model certificated unmanned plane or individual plane certificated unmanned plane

1. In the case of a model certificated unmanned plane; does it comply with the Unmanned Plane Flight Rules?

Also, in the case of individual plane certificated unmanned plane, does it comply with the specification of terms of use, etc.?

☐ Yes ☐ No

Describe specific notes that does not follow the unmanned plane flight rules or specification of terms of use, etc., if it does not comply with the above conditions.

Back

Next

Edit the items to be changed on the Edit of plane information (basic information) page and press the "Next" button.

\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

\*The following items can be edited.

- I. Plane information (Some parts such as registration marks cannot be edited)
- II. Information about self-made planes
- III. Information on modification of unmanned plane posted on website

\*Provide the information in the column "IV. Information of model certificated unmanned plane or individual plane certificated unmanned plane", if the plane you own is a model-certified plane, or an individually certified plane.

\*For unmanned planes listed on the website, please check the [website of the Japan Civil Aviation Bureau](#). Also, if it conforms to the flight configuration of the unmanned plane, no documentation is required to be attached.

## 06. Step 2: Register unmanned plane information (4/11)

### (1) When editing registered plane information

**Plane standard conformity information**

Enter the information regarding the conformity to the standards of the plane.

**Plane**

**Model name**

**Manufacturer name**



**Automatic control system** ⓘ

**Back** **Next**

Edit the items to be changed on the 'Plane standard conformity information' page and press the "Next" button.

\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

\*The following items can be edited.

- V. Information on compliance with standards (general)
- VI. Information on compliance with standards (remote control related)
- VII. Information on compliance with standards (autopilot related)
- VIII. Enter if the maximum takeoff weight is 25kg or more



## 06. Step 2: Register unmanned plane information (5/11)

### (1) When editing registered plane information

#### Additional information of the plane standard conformity

##### IX.Submission of materials related to plane specifications

Enter the information regarding the specifications, etc. of the plane and flight controls.

1Design drawing or photo (front)

Select

Delete



Back

Next

#### Processing result

SC\_U03\_04

The registration of the plane information is completed.  
The registered plane information is used for creation of an application.

OK

Edit the items to be changed on the 'Additional information of the plane standard conformity' page and press the "Register" button.

\*For items that require file upload, press the "Select" button and upload the appropriate file. The formats and sizes of the file that can be uploaded are as follows.

"IX. Submission of materials related to plane specifications" and  
"X. Information on flight control device"

→ File format: jpg, jpeg, png, gif Size: up to 2 MB each

"XI.Information on the operating limits of the plane" and  
"XII.Information on how to make the plane fly"

→ File format: xls, xlsx, doc, docx, pdf, jpg, jpeg, png, gif  
Size: Up to 30 MB each

\* If there are any problems with file format, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*The following items can be edited.

IX. Submission of materials related to plane specifications

X. Information on flight control devices

XI. Information on the operational limits of the plane

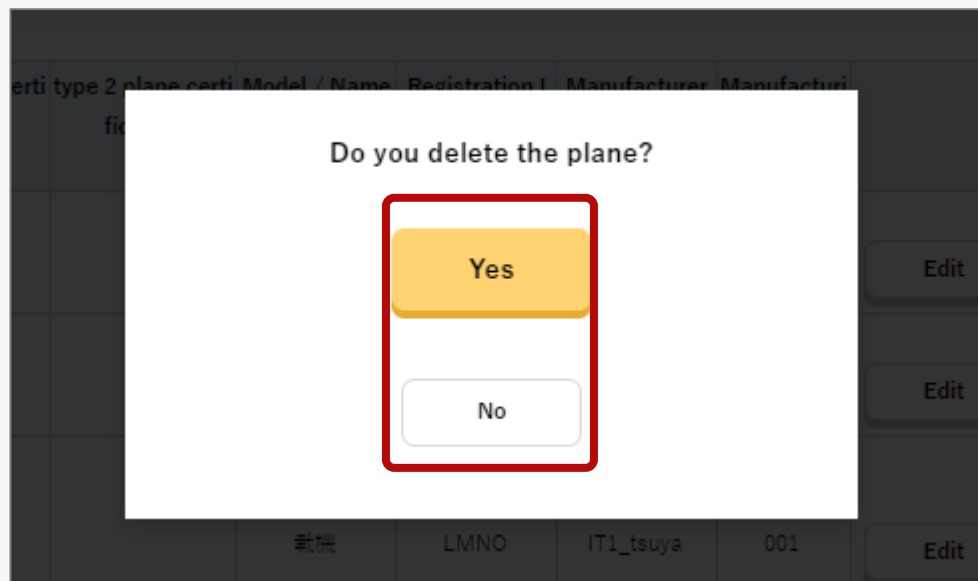
XII. Information on how to make the plane fly

\*Up to 300 planes can be registered per account.

Confirm the message and click the "OK" button.

## 06. Step 2: Register unmanned plane information (6/11)

### (2) When deleting registered plane information



A confirmation message will appear. Click "Yes" to delete or "No" to cancel deletion.

# 06. Step 2: Register unmanned plane information (7/11)

## (3) When providing plane information to other accounts

Unmanned plane information provision

Entry of the information provision

Press the information provision button after enter information destination and select plane to provide.

Account ID

Name or corporate name

Information provision

Select plane to provide.

Select all

No.	Plane certification(type 1)	Plane certification(type 2)	Model / Name	Registration ID, etc.	Manufacturer name	Manufacturer, etc
<input type="checkbox"/>	1					10000000
<input type="checkbox"/>	2					10000000
<input type="checkbox"/>	3					10000000
<input type="checkbox"/>	4					10000000
<input type="checkbox"/>	5					10000000
<input type="checkbox"/>	6			100000000001		10000000
<input type="checkbox"/>	7					10345678
<input type="checkbox"/>	8			FGHIJ1234567		10000000
<input type="checkbox"/>	9	○		ABCDE1234567		10345678
<input type="checkbox"/>	10	○		999999000001		10345678

1

2

3

4

Back

It is used when a person other than the plane owner applies for permission approval. Provide information on the plane owner's account based on the applicant's request. Once provided, the plane will be registered as available for use in the account to which it is provided and can be used for the application.

The 'Unmanned Plane Information Provision' screen will appear. Enter the "Account ID" and "Name or Corporate Name" of the recipient, select the aircraft to be provided, and press the "Information provision" button.

Confirm the message that is displayed, and click the "OK" button.

## 06. Step 2: Register unmanned plane information (8/11)

### (4) When referencing to plane information provided to other accounts

**Cancellation of unmanned planes information provision**

Cancellation of unmanned planes information provision

Select the information to be canceled from the list and press the cancellation button.

☐ Select all

Select	No.	Destination account ID	Destination name	Plane certification (type 1)	Plane certification (type 2)	Model / Name	Registration ID
<input type="checkbox"/>	1					332	

Navigation: << < 1 > >>

The account to which you are currently providing information can be verified. For flights with permission/approval, after the permit period has passed, if the information is no longer required, the same can be deleted.

On the 'Cancellation of unmanned planes information provision' screen, you can refer to the plane information that is being provided.

To browse only, press the "Back" button.

To cancel an offer, select the plane information to be canceled from the list and press the "Cancellation" button.

Confirm the message and click the "OK" button.

#### Processing result

SC\_U03\_10

Canceled the information provide of unmanned plane.The canceled unmanned plane information become unusable newly at destination.

## 06. Step 2: Register unmanned plane information (9/11)

### (5) When entering information for test flight notification reported plane

**Edit of plane information (basic information)**

Enter the correct information of the plane (manufacturer name, model name and registration ID, etc.).

**I.Plane information**

Registration ID, etc.

Notification number of a test flight

type 1 model certification number



**IV.Information of model certificated unmanned plane or individual plane certificated unmanned plane**

1.In the case of a model certificated unmanned plane; does it comply with the Unmanned Plane Flight Rules?  
Also, in the case of individual plane certificated unmanned plane, does it comply with the specification of terms of use, etc.?

☐ Yes ☐ No

Describe specific notes that does not follow the unmanned plane flight rules or specification of terms of use, etc., if it does not comply with the above conditions.

**Back** **Next**

Enter this when applying for a plane that does not have a registration mark.

The corresponding 'Edit of plane information (basic information)' screen is displayed, enter the required information and press the "Next" button.

\*If there are any incomplete entries, an error message will be displayed on the screen. Correct the information according to the error message and press the "Next" button again.

\*Enter the test flight notification number in half-width alphanumeric characters.

## 06. Step 2: Register unmanned plane information (10/11)

### (5) When entering information for test flight notification reported plane

**Plane standard conformity information**

Enter the information regarding the conformity to the standards of the plane.

**Plane**

Model name	aa
Manufacturer name	aa

The 'Plane standard conformity information' screen will be displayed. Enter the necessary information and press the "Next" button.



Automatic control system ⓘ

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## 06. Step 2: Register unmanned plane information (11/11)

### (5) When entering information for test flight notification reported plane

**Additional information of the plane standard conformity**

**IX.Submission of materials related to plane specifications**

Enter the information regarding the specifications, etc. of the plane and flight controls.

1Design drawing or photo (front)

Select

Deletion

Back

Next

#### Processing result

SC\_U03\_04

The registration of the plane information is completed.  
The registered plane information is used for creation of an application.

OK

The 'Additional information of the plane standard conformity' screen will be displayed. Enter the necessary information and press the "Register" button.

\*For items that require file upload, press the "Select" button and upload the appropriate file.

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Correct the information according to the error message and press the "Register" button again.

Confirm the message and click the "OK" button.

## 07. Step 3: Register operator information (1/11)

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

On the Flight permission/approval main menu page, press the "Registration and change of operator information " button.



# 07. Step 3: Register operator information (2/11)

Operator information management / Operator information list

List of the registered operators.  
The operator information is necessary for creation of an application.

Operator information list

of the operator	Skill certification number		Skill certification			
	1	Reference		Edit	Plane selection	Del

Back

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1

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Operator information provision to other accounts

Reference / cancellation of operator information provided to other accounts

New creation (without skill certification)

The Operator information management/Operator management list page will open. Displays operators who have a certificate of competence.

\*Only operators with a skill certificate can provide operator information.

In registered operator information, if you want to refer, edit, select a plane, or delete an operator, press the "Reference", "Edit", "Plane selection", or "Del" button.

- (1) To refer, go to "[Step3 \(1\) When referencing to registered operator information](#)"
- (2) To edit, go to "[Step3 \(2\) When editing registered operator information](#)"
- (3) For plane selection, go to "[Step3 \(3\) When selecting a plane where operator information is registered](#)"
- (4) For deletion, go to "[Step3 \(4\) When deleting registered operator information](#)"

If you want to provide operator information to other accounts, press the "Operator information provision to other accounts" button.

- (5) Go to "[Step3 \(5\) When providing operator information to other accounts](#)"

If you want to refer to/cancel operator information provided to other accounts, press the "Reference/cancellation of operator information provided to other accounts" button.

- (6) Go to "[Step3 \(6\) When referencing/cancelling operator information provided to other accounts](#)"

If you want to register a new one, press the "New creation (without skill certification)" button.

- (7) To "[Step3 \(7\) New creation \(without skill certification\)](#)"

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# 07. Step 3: Register operator information (3/11)

## (1) When referencing registered operator information

Reference of operator information (skill certification)

I .Name and address of the operator.

Name

Phonetic

Address

Phone number

E-mail address

II . Skill certification contents

Status

Invalid

Skill certification number

1

Lifetime(end)

Classification	Plane type	Flight method
	Rotorcraft(multicopter)	
	Rotorcraft (helicopter)	
	Rotorcraft(multicopter)	
	Rotorcraft (helicopter)	
	Plane	

Back

Operator information management (skill certification) screen will be displayed. Refer to the content and press the "Back" button.

# 07. Step 3: Register operator information (4/11)

## (2) When editing registered operator information

On the 'Edit of operator information' page, edit items with changes.

To enter the issuing organization code or lecture organization code, press the "Select" button.

\*Please enter the information of skill certification based on the information provided on the certificate of proficiency issued by a private lecture organization.

\*To refer to the issuing organization code or lecture organization code, click "See here for issuing organization code and lecture organization code" and confirm it on the website of the Ministry of Land, Infrastructure, Transport and Tourism.

\*The following items can be edited.

- I. Enter the operator's name and address.
- II. Enter the information of skill certification of the organization listed on the website.  
(Enter "3. Compliance of the operator with the standards" if skill certification is not available.)
- III. Answer the following questions regarding the compliance of the pilot with the standards.
- IV. Please enter your flight record so far.

### Edit of the operator information (without a skill certification of any organization listed on the web site)

Enter the information regarding the operator (name, address, conformity to the standards, etc.).  
To confirm the contents of the standards, click "Standard contents."

#### I. Enter the name and address of the operator.

1.Name

2. Phonetic

3.Phone number  Country / region

4.E-mail address

5.Address Country / region  Prefecture  City/town/village and the following address

#### II. Enter the information of skill certification of organization listed on the web site. (Enter "III. Operator conformity", if does not have skill certification)

登録済の技能認証一覧

No	Skill certification number	Issuing organization name		

selected line

[Click on the link to see issuing and lecture organization codes.](#)

1.発行団体コード

Select

2.講習団体コード

Select

## 07. Step 3: Register operator information (5/11)

### (2) When editing registered operator information

Edit of the operator information (without a skill certification of any organization listed on the web site)

Enter the information regarding the operator (name, address, conformity to the standards, etc.).  
To confirm the contents of the standards, click "Standard contents."

I. Enter the name and address of the operator.



Invisible flight time (hour)	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="20"/>
Object drop experience (time)	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="20"/>

\*A multicopter corresponds to "rotorcraft."

Back

Register

#### Processing result

SC\_U04\_02

The operator information has been registered. The registered operator information is used for creation of an application.

OK

Edit other items to be changed on 'Edit of the operator information (without a skill certification of any organization listed on the website)' page and press the "Register" button.

\* You can register the certificate by pressing the "Select" button of the skill certification certificate.

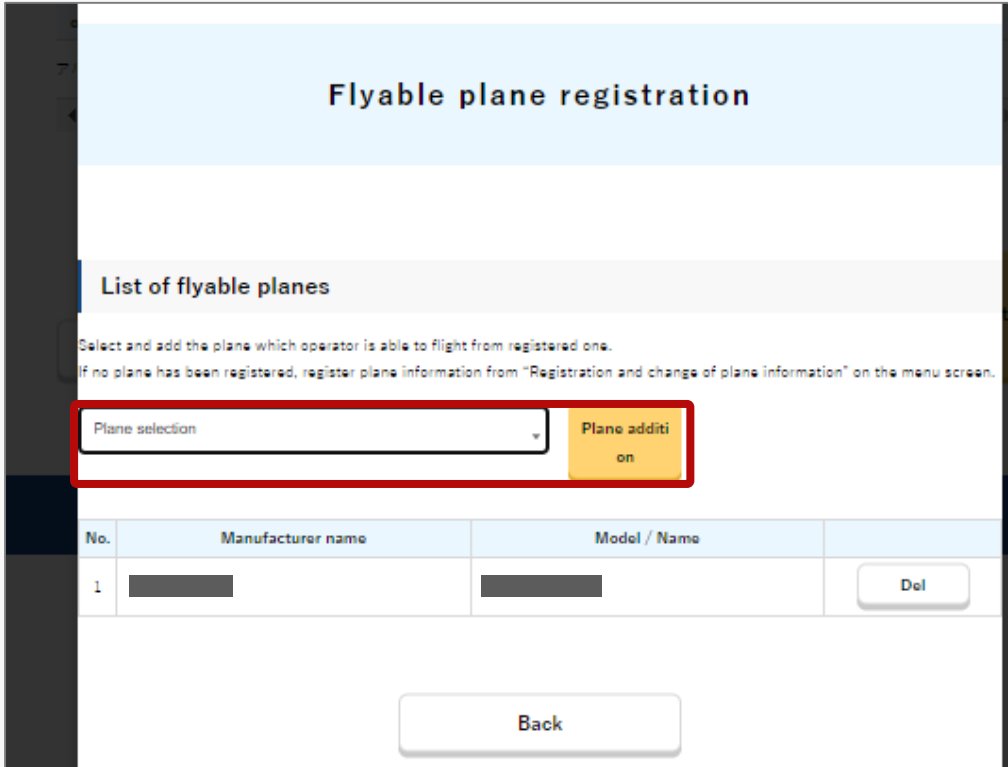
\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*Up to 100 planes persons can be registered per account.

Confirm the message and click the "OK" button.

## 07. Step 3: Register operator information (6/11)

### (3) When selecting a plane where operator information is registered



**Flyable plane registration**

**List of flyable planes**

Select and add the plane which operator is able to flight from registered one.  
If no plane has been registered, register plane information from "Registration and change of plane information" on the menu screen.

Plane selection ▼ Plane addition

No.	Manufacturer name	Model / Name	
1			Del

Back

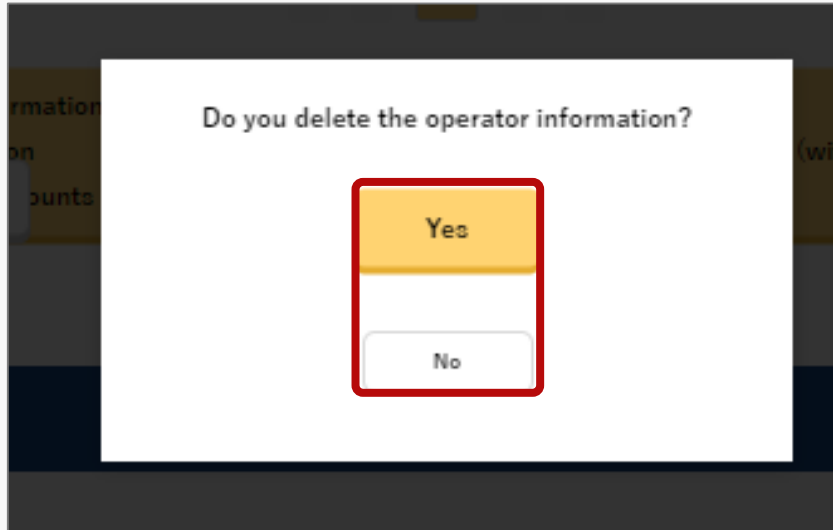
A list of flyable planes is displayed on the screen. Select the plane you want to add from the pull-down menu, and press the "Plane addition" button.

The plane gets added to the list.

\*In the pulldown menu, the plane displayed in the plane information list in "Registration and change of unmanned plane information" will be displayed on the DIPS top page.

## 07. Step 3: Register operator information (7/11)

### (4) When deleting registered operator information



If you press the "Del" button on the 'Operator information list' page, a confirmation message about the deletion appears. Click "Yes" to delete, or "No" to cancel deletion.

## 07. Step 3: Register operator information (8/11)

### (5) When providing operator information to other accounts

#### Operators information provision

##### Entry of the information provision

Press the information provision button after enter information destination.

Account ID

氏名または法人名

Information pr  
ovision

Back

Operator information to other accounts can be provided.

The 'Operators information provision' screen will appear. Enter the "Account ID" and "Name or Corporate Name" of the recipient, and press the "Information provision" button.

Confirm the message that is displayed, and click the "OK" button.

\*Only operators with a skill certificate can provide operator information.

\*With this operation, the information provided will be added to the pilot information list.

# 07. Step 3: Register operator information (9/11)

## (6) When referencing/cancelling operator information provided to other accounts

Cancellation of provided operator information

Cancellation of provided operator information

☐ Select all

	No.	Destination account ID	Destination name
<input type="checkbox"/>	1		

<<

<

1

>

>>

Back

Cancellation

You can view or delete the operator information currently provided to other accounts.

To cancel, check the box and press the "Cancellation" button.



## 07. Step 3: Register operator information (10/11)

### (7) At the time of new creation (without skill certification)

Edit of the operator information (without a skill certification of any organization listed on the web site)

Enter the information regarding the operator (name, address, conformity to the standards, etc.).  
To confirm the contents of the standards, click "Standard contents."

#### I. Enter the name and address of the operator.

1.Name

2. Phonetic

3.Phone number  Country / region

4.E-mail address

5.Address  Country / region

??

Register here if you do not have a skill certificate. Enter the required information on the 'Edit of the operator information (without a skill certification of any organization listed on the website)' page, and press the "Register" button.

\*If there are any incomplete entries etc., an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*If you do not have a skill certificate, you do not need to enter the following items.

II. Enter the information of skill certification of the organization listed on the website. (Enter "3. Compliance of the operator with the standards" if skill certification is not available.)

\*The characters that can be used in the pilot name are as follows.

- Double-byte character:  
JIS X 0208-JIS Level 1 Kanji set, JIS Level 2 Kanji set
- Single-byte character:  
Alphabets (A to Z, a to z), numbers (0 to 9), symbols (+-\*/=.:;`@!#\$%&?'|~^()[]{}\_), space

\*Enter the flight record in half-width numeric characters. In addition, enter the flight time rounded down to the nearest minute for flight results related to flight time.

Invisible flight time (hour)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Object drop experience (time)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

\*A multicopter corresponds to "rotorcraft."

Back

Register

## 07. Step 3: Register operator information (11/11)

### (7) At the time of new creation (without skill certification)

#### Processing result

SC\_U04\_02

The operator information has been registered. The registered operator information is used for creation of an application.

OK

Confirm the message and click the "OK" button.

## 08. Step 4: Proceed to new application

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information ▶

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information ▶

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

#### Create a flight permission / approval application

##### Create (new) ▶

Create a new flight permission / approval application

##### Application list ▶

Confirm the information of a flight permission / approval application created or under creation.

On the Flight Permission/Approval Main Menu page, press the "Create (new)" button.

\*For a new application, it is necessary to register unmanned plane information and operator information.

## 09. Step 5: Carry out simple category judgment (1/7)

### Start the category simple judgement

A flight risk assessment is performed to commence the application for a flight permit / approval.  
Check the outline of the category classification on the "flight rules for unmanned plane" homepage, and press the "next" button.

● What's Category ?

Defined by the Aviation Law, "category" is a classification that is divided into stages according to the degree of flight risk.  
For details, check the "flight rules for unmanned aircraft" on the website of the Ministry of Land, Infrastructure, Transport and Tourism.  
[Flight rules of unmanned plane](#)

Back

Next

A simple category judgment page opens.  
Since the risk classification (category) differs depending on the nature of the plane, and as the need for permission and approval and the requirements for planes, operators, manuals, etc. are different, a plane risk assessment is conducted in advance when applying for plane permission/approval.

After checking the outline of the category division in advance, press the "Next" button.

\*Refer to the [website of the Ministry of Land, Infrastructure, Transport and Tourism](#) for an outline of the categories.

## 09. Step 5: Carry out simple category judgment (2/7)

**Simple category judgment**

Up to 5 questions left

● Confirmation of the presence of the prohibited airspace (Related to Civil Aeronautics Act Articles 132-85, Paragraph 1)

Check for the airspace you plan to flight if any of the following apply.

☐ Around an airport   ☐ Airspace 150m or more above the land or water surface  
☐ Above a region crowded with people or houses

● Confirmation of flight method (Related to Civil Aeronautics Act Articles 132-86, Paragraph 2)

Check for the flight method if any of the following apply.

☐ Night flight   ☐ Invisible flight   ☐ Less than 30 m or from people or houses   ☐ Sky above an event   ☐ Object drop  
☐ Transport of hazardous materials

**Back**   **Next**

As a question page will open for simple category judgment, put checkmark on each item.

Check the box if applicable to confirm whether or not you fly in no-fly airspace.

\*You can select multiple items.

## 09. Step 5: Carry out simple category judgment (3/7)

### Simple category judgment

Up to 5 questions left

● Confirmation of the presence of the prohibited airspace (Related to Civil Aeronautics Act Articles 132-85, Paragraph 1)

Check for the airspace you plan to flight if any of the following apply.

☐ Around an airport   ☐ Airspace 150m or more above the land or water surface  
☐ Above a region crowded with people or houses

● Confirmation of flight method (Related to Civil Aeronautics Act Articles 132-86, Paragraph 2)

Check for the flight method if any of the following apply.

☐ Night flight   ☐ Invisible flight   ☐ Less than 30 m or from people or houses   ☐ Sky above an event   ☐ Object drop  
☐ Transport of hazardous materials

Back

Next

Check the appropriate boxes regarding the confirmation of flight method, if any, and press the "Next" button.

\*You can select multiple items.

## 09. Step 5: Carry out simple category judgment (4/7)

### Confirmation of flight risk mitigation measures

Do you take an entry control measures?

☒ Yes ☐ No

- ☒ Allocate the assistant. ☐ Set the entry prohibit measures. ☐ Set the entry control measures.  
☐ Set the entry control measures (Flight level 3). ☐ Take other measures.

Do you carry out mooring flights with mooring lines of 30m or less?

☐ Yes ☒ No

Back

Next

Check the appropriate boxes regarding the confirmation of flight risk mitigation measures and press the "Next" button.

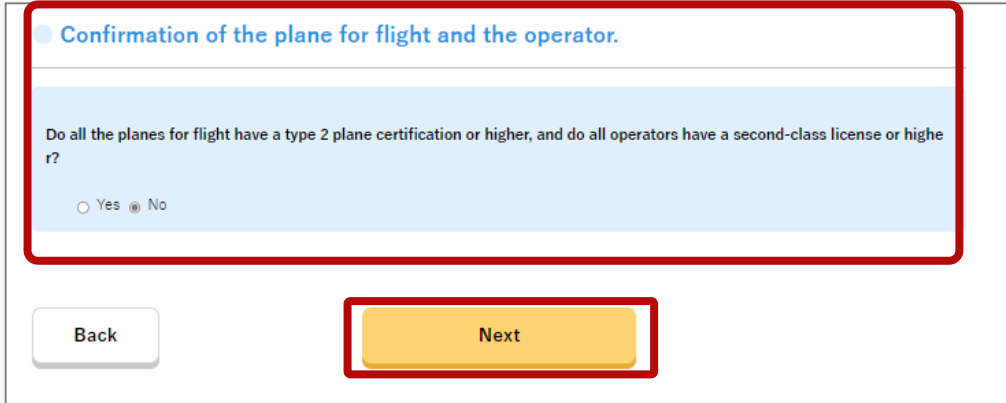
\*After answering the question \*Do you take an entry control measures?, press the "Next" button to display the further questions. Answer them and press the "Next" button.

\*You can select multiple check boxes.

\*Select from the following items the safety measures you will take to avoid flying over third parties.

- Allocate the assistant.
- Set the entry prohibit measures.  
(When flying over an event location, etc.)
- Set the entry control measures.  
(Installation of walls, fences, etc., installation of signs, cones, etc., restricting entry to unauthorized persons)
- Set the entry control measures.  
(In case of "Flight level 3")
- Take other measures.

## 09. Step 5: Carry out simple category judgment (5/7)



Confirmation of the plane for flight and the operator.

Do all the planes for flight have a type 2 plane certification or higher, and do all operators have a second-class license or higher?

☐ Yes ☒ No

Back Next

Check the appropriate boxes for the confirmation of the plane to be flown and the operator (person to fly), and press the "Next" button.

\*You cannot select multiple items.

\*If you have either **aircraft certification or pilot certificate**, please select "No".



## 09. Step 5: Carry out simple category judgment (6/7)

Confirmation of maximum takeoff weight of the plane for flight

Do all the plane for flight have a maximum takeoff weight of less than 25kg?

☐ Yes ☐ No

Back Next

Check the appropriate box for the maximum takeoff weight of the plane for flight, and press the "Next" button.

\*You cannot select multiple items.

## 09. Step 5: Carry out simple category judgment (7/7)

### Simple category judgement

Flight category is "**Category II A**".

Click "To permission / approval application" button to continue the creating of permission / approval application.

Click "Back to category judgement" button to re-judge the category.

Back to Category simple judgement

To flight permit / approval application

As the judgment result will be displayed, press the "To flight permit/approval application" button to apply for the relevant category.

## 10. Step 6: Enter the flight overview and flight details (1/7)

### Flight overview



The category you are applying for is **"Category II A"**.

Enter the correct overview of the flight (purpose of flight, reason, period, etc.).

#### I .What is the purpose of the flight?

##### 1.Business

- ☐ Aerial photography  
 ☐ Reporting and news  
 ☐ Security  
 ☐ Agriculture, forestry and fisheries  
 ☐ Measurement  
☐ Environmental survey  
☐ Facility maintenance  
☐ Infrastructure inspection and maintenance  
☐ Material management  
☐ Transport and delivery  
☐ Natural observation  
☐ Accident and disaster response



#### V.Where is the flight location?

##### 1.Where is the flight location? ⓘ

- ☒ Do not perform a flight in a specific location/path  
 ☐ Perform a flight in a specific location/path

Cancel

Next

Save

Enter the required information on the flight overview page and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*For the purpose of flight, refer to the table on the next page, "[Flight Purpose List](#)."

\*For more information on why a flight permit is required, please refer to the table on the following pages: "List of [reasons why flight permit is required \(flight airspace\)](#)" and "List of [reasons why flight permit is required \(methods of flight\)](#)".

\*In the flight location, if you select "Do not perform a flight in a specific location/path", Go to "[Step6 \(1\) If you do not fly in a specific location/path](#)", and if you select "Perform a flight in a specific location/path", Go to "[Step6 \(2\) If you fly in a specific location/path](#)"

\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

# 10. Step 6: Enter the flight overview and flight details (2/7)

Flight overview

STEP 01

Entry of the flight overview

STEP 02

Entry of the flight details

STEP 03

lane / Operator selection

STEP 04

Entry of other details etc.

STEP 04

Application confirmation

STEP 05

Application completion

The category you are applying for is "Category II A".

Enter the correct overview of the flight (purpose of flight, reason, period, etc.).

I .What is the purpose of the flight?

1.Business

☐ Aerial photography

☐ Reporting and news

☐ Security

☐ Agriculture, forestry and fisheries

☐ Measurement

☐ Environmental survey

☐ Facility maintenance

☐ Infrastructure inspection and maintenance

☐ Material management

☐ Transport and delivery

☐ Natural observation

☐ Accident and disaster response

}}

V.Where is the flight location?

1.Where is the flight location?

☒ Do not perform a flight in a specific location/path

☐ Perform a flight in a specific location/path

Cancel

Save

Next

Enter the required information on the flight overview page and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*It is mandatory to fill in the following fields.

- I. What is the purpose of the flight?
- II. How will entry control measures be implemented?
- III. Reasons why a flight permit is required
- IV. Do you fly throughout the year?
- V. Where is the flight location?

Regarding II and III, the contents of the answers given at the time of simple category judgment are reflected, and there are some areas that cannot be changed. Depending on your selection, you may need to enter additional information, such as the reason for the flight, etc. Please enter the information in the white box provided.

\* Enter half-width numbers for altitude above ground level and altitude above sea level.

If you have selected "Airspace at the height of 150 m or more above the ground or water surface" or "Around airport" as the reason for requiring a flight permit, this field must be entered.

\*Enter the result of coordination with the "airport installation manager" and the "air traffic control agency with jurisdiction over the airspace". For details on how to coordinate with relevant organizations, check the Japan Civil Aviation Bureau website.

\*When flying over an event location, write the "event name", "organizer name", and "result of coordination".

# 10. Step 6: Enter the flight overview and flight details (3/7)

Flight overview

STEP 01

Entry of the flight overview

STEP 02

Entry of the flight details

STEP 03

lane / Operator selection

STEP 04

STEP 04

STEP 05

The category you are applying for is "Category II A".

Enter the correct overview of the flight (purpose of flight, reason, period, etc.).

I .What is the purpose of the flight?

1.Business

☐ Aerial photography

☐ Reporting and news

☐ Security

☐ Agriculture, forestry and fisheries

☐ Measurement

☐ Environmental survey

☐ Facility maintenance

☐ Infrastructure inspection and maintenance

☐ Material management

☐ Transport and delivery

☐ Natural observation

☐ Accident and disaster response



V.Where is the flight location?

1.Where is the flight location?

☒ Do not perform a flight in a specific location/path

☐ Perform a flight in a specific location/path

Cancel

Save

Next

Enter the required information on the flight overview page and press the "Next" button.

\*In cases where the flight date or time changes due to bad weather, etc., submit an application for a period of time that takes into consideration the flight delays, etc. Please note that the period for which you can apply is limited to one year.

\*Note the following points regarding "V. Where is the flight location?"

If you are flying any of the following, please select "Perform a flight in a specific location/path". If you select "Perform a flight in a specific location/path", you will be required to create a map on the next screen.

- Flying in airspace around airports, etc.
- Flying in airspace at a height of 150 m or more above the surface of the ground or water
- Night flights over densely populated areas or cluster of buildings
- Flight beyond visual line of sight at night
- Flight beyond visual line of sight without an assistant (level 3 flight)
- Flying over an event location
- Flying as a hobby
- Flying for research and development purposes

\*After pressing the "Next" button, if any of the fields are missing, a message will appear prompting you to fill in the missing fields.

## 10. Step 6: Enter the flight overview and flight details (4/7)

### Flight Purpose List

Item number	Purpose of the flight	Category	Remarks
1	Aerial photography	Business	Taking pictures of landscapes and facilities, TV and film, production, shooting an event, etc.
2	Reporting and news	Business	Reporting and news, etc.
3	Security	Business	Tracking of intruders, surveillance of people entering the factory, etc.
4	Agriculture, forestry and fisheries	Business	Spraying pesticides, controlling pine weevils, sowing seeds, spraying fertilizers, cultivation surveys, etc.
5	Measurement	Business	Measurement at construction sites, etc.
6	Environmental survey	Business	Radioactivity measurement, air pollution survey, etc.
7	Facility maintenance	Business	Plant maintenance, construction plan survey, solar panel management, etc.
8	Infrastructure inspection and maintenance	Business	Road and bridge inspection, tunnel inspection, inspection of river management facilities, inspection of coastal conservation facilities, inspection of port facilities, etc.
9	Material management	Business	Plant material management, volume measurement of materials, etc.
10	Transport and Delivery	Business	Transportation of goods, home delivery, etc.
11	Nature observation	Business	Volcano observation, terrain change measurement, resource observation, etc.
12	Accident and disaster response	Business	Landslide damage investigation, mountain rescue, search for water victims, search for victims, investigation of the cause of fires, traffic accident investigation, etc.
13	Hobbies	Non-business	Conferences, sports, recreation, flying as a hobby, etc.
14	Research and Development	Non-business	Research and Development, etc.
15	Other details	Business/non-business	Reasons other than the above, in case of a test flight

# 10. Step 6: Enter the flight overview and flight details (5/7)

List of reasons why a flight permit is required (flight airspace)

Item number	Category	Airspace
1	Flying in no-fly zones (related to Article 132-85)	Around airport
2		Airspace at the height of 150 m or more above the ground or water surface
3		Densely populated areas or cluster of buildings

List of reasons why flight approval is required (methods of flight)

Item number	Category	Methods of flight
1	Methods of flight (related to Article 132-86)	Night flights
2		Flight beyond visual line of sight
3		Distance less than 30 m from people/property
4		Flying over an event location
5		Transportation of dangerous goods
6		Airdrop at a property

# 10. Step 6: Enter the flight overview and flight details (6/7)

## (1) If you do not fly in a specific location/path

Flight details

STEP 01  
Entry of the flight overview
STEP 02  
Entry of the flight details
STEP 03  
Lane/Operator selection
STEP 04  
Entry of other details etc.
STEP 05  
Application confirmation
STEP 06  
Application completion

The category you are applying for is **"Category II A"**.

Enter the correct details of the flight (flight range, location, etc.).  
 Draw the flight range on the map according to the planned flight path.  
 See here for the detailed operation method

### Where is the assumed flight range?

1. Flight range  
 If you select "Prefectures," select all prefectures that apply to your flight location.  
 (When the application is for the Regional Civil Aviation Bureau, address the application to the competent bureau of the selected prefecture.  
 If the selected prefecture straddles the jurisdiction of both bureaus, address the application to the Regional Civil Aviation Bureau)

### II. Where is the application destination?

1. Application destination ⓘ

☐ Civil Aviation Bureau of Tokyo

☐ Civil Aviation Bureau of Osaka

☐ Office of the Tokyo Airport

☐ Office of the Kansai Airport

☐ Ministry of Land, Infrastructure, Transport and Tourism (The Ministry)

Cancel

Next

Save

Enter the required information on the flight details page and press the "Next" button.

\*It is mandatory to fill in the following fields.

- I. Where is the assumed flight range?
- II. Where is the application destination?

\*The application destination differs depending on the airspace and region to fly. Check the application destination carefully before completing the procedure.

\*If you wish to apply for a "All Over Japan" flight area for business flights, etc., apply to the Regional Civil Aviation Bureau Director with jurisdiction over the prefecture in which you live.

\*When flying in the vicinity of an airport or in an airspace of 150m or more, an application should be submitted to the Director General of the Tokyo Airport Office or the Director General of the Kansai Airport Office.

\*For night flights, for example, in the airspace surrounding an airport, the same application form must be submitted to both the airport office and the Regional Civil Aviation Bureau. In such cases, after creating one application, use the '[Duplicate Application](#)' function to change the destination of the already created application and submit each form to the respective authorities.



# 10. Step 6: Enter the flight overview and flight details (7/7)

## (2) If you fly in a specific location/path

Flight details

STEP 01

Entry of the flight overview

STEP 02

Entry of the flight details

STEP 03

lane/Operator selection

STEP 04

entry of other detail etc.

STEP 05

Application confirm

STEP 06

Application complete

The category you are applying for is "Category II A".

Enter the correct details of the flight (flight range, location, etc.).

Draw the flight range on the map according to the planned flight path.

See here for the detailed operation method

I . Where is the planned location of flight?

I . Flight location

Enter the names of the prefecture, city/town/village, etc.

An application for all over Japan or one or more prefectures does not specify locations or paths, so return to the previous screen and change the selection of "4. Where is the location of flight?".

Create a map of the flight path.

Select

Not selected

Del

Cancel

Save

Next

Enter the required information on the flight details page and press the "Next" button.

\*To create a map of the flight path, press the "Select" button. See [here](#) for instructions on how to create it.

\*It is mandatory to fill in the following fields.

- I. Where is the planned location of flight?
- II. Where is the application destination?

P.01-45

## 11. Step 7: Select the plane and the operator (1/8)

**Plane/Operator overview**

STEP 01 Entry of the flight overview   STEP 02 Entry of the flight details   **STEP 03 Plane/Operator selection**   STEP 04 Entry of other details etc.   STEP 05 Application confirmation   STEP 06 Application complete

The category you are applying for is "Category II A".

Enter the correct information regarding the plane, operator, and manual to flight.

I. Plane information list/Selection ⓘ

Plane selection

**Plane information list/Selection**

全選択   Plane addition

Plane ID, etc.	Plane certification	Terms of use specification statement	Unmanned plane flight rules		
1012345		Compliance	Compliance	Add Std	Del

Cancel   Register

When you press the "Plane selection" button on the Plane/operator overview page, the Plane information list/Selection screen will be displayed.

As the plane information entered in "[Registration and change of unmanned plane information](#)" on the Flight permission/approval main menu page will be reflected, select the plane required for application, and press the "Plane addition" button.

If you change the plane information from the menu screen "[Registration and change of unmanned plane information](#)" after adding the plane, it will not be automatically reflected in the contents of the application form.

In order to reflect the changes, delete the corresponding plane and then perform "Plane addition" again. The selected description is added to the list.

Additional standard must be registered according to the type of flight being applied for, so press the "Add Std" button for each plane. (Scroll right to see the button.)

## 11. Step 7: Select the plane and the operator (2/8)

**Plane Entry of the conformity to the additional standards**

Enter the correct information regarding the conformity to the additional standards of the plane.  
 If any permission, etc. for multiple matters is required for the flight configuration, enter the conformity to all additional standards for these matters.

**I. Enter conformity to additional standards according to the flight configuration**

T4-1. The plane is equipped with an automatic operation system and the situation outside the plane can be monitored with an installed camera, etc. ⓘ

☒ The plane is equipped with an automatic operation system specified by the manufacture and the genuine camera.

☐ The situation outside the plane can be monitored with an installed camera, etc. The plane is not equipped with an automatic operation system, but an spotter constantly monitors the flight conditions and the surroundings and make the necessary advice to the operator to secure safety.

☐ The plane is equipped with an automatic operation system. The situation outside the plane can be monitored with a set

When some materials that which the error prevention function (fall, etc.) can be confirmed, attach a material as needed.

Materials, photos, etc.

Remarks

Enter the required information on the 'Plane entry of the conformity to the additional standards' page and press the "Register" button.

\*For items that require file upload, press "Select" and upload the appropriate file.

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*For unmanned planes listed on the website, please check the [website of the Japan Civil Aviation Bureau](#). Also, if it conforms to the flight configuration of the unmanned plane, no documentation is required to be attached.

\*It is mandatory to fill in the following fields.

- I. Enter conformity additional standards according to the flight configuration

\*The formats and sizes of the file that can be uploaded are as follows.

File format: xls, xlsx, doc, docx, pdf, jpg, jpeg, png, gif

Size: 2 MB

## 11. Step 7: Select the plane and the operator (3/8)

Plane information list/Selection

Select all Plane addition

No.	Manufacturer name	Model / Name	Registration ID, etc.	Plane certification	Terms of use specification statement	Unmanned plane rules
1					-	-

◀ 1 ▶▶▶

Cancel Register

You will be returned to the 'Plane information list/Selection' page, check the plane to be registered, and press the "Register" button.

\*Check to see if additional standards have been entered for all selected planes.

If even one of the selected plane does not meet the additional standards, it cannot be registered.

Check the 'Plane entry of the conformity to the additional standards' page, and confirm the details of additional standards to be entered.

\*Items such as "Terms of use specification statement" and "Unmanned plane flight rules" are displayed if the plane you own is a model-certified plane, or if you have obtained individual plane certification.

# 11. Step 7: Select the plane and the operator (4/8)

Plane/Operator overview

STEP 01

Entry of the flight overview

STEP 02

Entry of the flight details

STEP 03

Plane/Operator selection

STEP 04

Entry of other details etc.

STEP 05

Application confirmation

STEP 06

Application complete

The category you are applying for is "Category II A".

Enter the correct information regarding the plane, operator, and manual to flight.

I . Plane information list/Selection ⓘ

Plane selection

II . Operator information list/Selection ⓘ

Operator selection

Since you will return to the Plane/operator overview page, press the "Operator selection" button.

# 11. Step 7: Select the plane and the operator (5/8)

Operator information list/Selection

Select all

Operation addition

No.	Operator name	Plane information	First-class	Second-class	Skill certification	
1						Del

<<

<

1

>

>>

Close

Register

As the operator information entered in "Registration and change of operator information" on the Flight permission/approval main menu page will be reflected, select the operator name required for application, and press the "Operation addition" button.

If you change the operator information from the menu screen "Registration and change of operator information" after adding the operator, the changes will not be automatically reflected in the application form.

In order to reflect the changes, delete the corresponding operator and then perform "Operator addition" again.

\*The "First Class (Operator Skill Certification)", "Second Class (Operator Skill Certification)", and "Skill Certification (Private Skill Certification)" fields are displayed when the selected operator has obtained skill certification, etc.

# 11. Step 7: Select the plane and the operator (6/8)

Plane/Operator overview

STEP 01

Entry of the flight overview

STEP 02

Entry of the flight details

STEP 03

Plane/Operator selection

STEP 04

Entry of other details, etc.

STEP 05

Application confirmation

STEP 06

Application complete

The category you are applying for is "Category II A".

Enter the correct information regarding the plane, operator, and manual to flight.

I . Plane information list/Selection

Plane selection

II . Operator information list/Selection

Operator selection

III. Select the flight manual to use

1. Select the flight manual to use.

When using the "Standard manual of the Civil Aviation Bureau", use it after fully understanding the contents.  
The latest Standard manual of the Civil Aviation Bureau can be confirmed on the Civil Aviation Bureau website.  
The latest Standard manual of the Civil Aviation Bureau is here.

☐ Use a standard manual of the Civil Aviation Bureau.

☐ Standard manual of the Civil Aviation Bureau 01

☐ Standard manual of the Civil Aviation Bureau 02

☐ Standard manual of the Civil Aviation Bureau (aerial spraying)

☐ Standard manual of the Civil Aviation Bureau (research and develop)

☐ Standard manual of the Civil Aviation Bureau 01 (infrastructure inspection)

☐ Standard manual of the Civil Aviation Bureau 02 (infrastructure inspection)

☐ Use a flight manual set by following organization, etc. listed on the Civil Aviation Bureau web site.

☐ Use a flight manual (attachment) created based on risk assessment guideline.

☐ Use a flight manual (attachment) other than the above.

Cancel

Next

Save

Since you will return to the 'Plane/operator overview' page, enter other necessary information and press the "Next" button.

\*For items that require file upload, press the "Select" button and upload the appropriate file.

The formats and sizes of the file that can be uploaded are as follows.

File format: xls, xlsx, doc, docx, pdf, jpg, jpeg, png, gif  
Size: 10 MB

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*It is mandatory to fill in the following fields.

- I. Plane information list/Selection
- II. Operator information list/Selection
- III. Select the flight manual to use

\*If you are applying using Civil Aviation Bureau Standard Manual, select the manual(s) to be used during the flight (multiple selections allowed).

However, the Standard manual of the Civil Aviation Bureau 01 and 02 cannot be used together.

For details, please check the Civil Aviation Bureau website.

If you select Other Manual, please select the standard equivalent to the Civil Aviation Bureau Standard Manual and attach the prepared manual.

## 11. Step 7: Select the plane and the operator (7/8)

### Entry screen of other details, etc



The category you are applying for is " **Category II A** ".

Enter the correct information regarding other details (purchased insurance information, emergency contact, etc.).

Enter if does have third-party liability insurance.

1. Insurance company name

If you have purchased multiple insurances, list the insurance company

}}

Cancel

Save

Next

As you will proceed to the input page, 'Entry screen of other details etc.', enter other required information and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*In the Additional Attachments section, attach any other files or additional files that could not be attached when preparing the application.

\*For items that require file upload, press "Select" and upload the appropriate file.

The formats and sizes of the file that can be uploaded are as follows.

File format: xls, xlsx, doc, docx, pdf, jpg, jpeg, png, gif  
 Size: 10 MB

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

\*It is mandatory to fill in the following fields. Fill in the other items as applicable and necessary.

- I. Please check your emergency contact.
- II. Select the type of the permission slip you want to receive.

\*Choose electronic or paper permit. If you choose a paper permit, you will need to submit a self-addressed envelope to the concerned authorities.



## 11. Step 7: Select the plane and the operator (8/8)

### Entry screen of other details, etc



The category you are applying for is " **Category II A** ".

Enter the correct information regarding other details (purchased insurance information, emergency contact, etc.).

Enter if does have third-party liability insurance.

1. Insurance company name

If you have purchased multiple insurances, list the insurance company names

}}

Cancel

Save

Next

As you will proceed to the input page, 'Entry screen of other details etc.', enter other required information and press the "Next" button.

\*Enter the amount of coverage in half-width numeric characters.

If you have multiple insurance policies, please enter the "Insurance Company Name", "Product Name", "Amount of Coverage (Personal)" and "Amount of Coverage (Property)" as shown below.

- "Insurance company name": List the insurance company names
- "Product name": List the product names
- "Amount of Coverage (Personal)", "Amount of Coverage (Property)": Enter the highest amount

If the Amount of Coverage (Personal) or the Amount of Coverage (Property) is unlimited, please check "Unlimited (personal)" or "Unlimited (property)".

If you do not have insurance, select whether you have the ability to compensate.

## 12. Step 8: Confirm the application contents

Application information management / Confirmation of the application contents

Select the following application form, attachment, etc. created based on the entered contents, and confirm the contents.  
To save or print an application, select the form, etc. and save and print it from the browser.

No.	Application
1	<a href="#">Form 1 Permission/Approval Applicant for Flight of Unmanned Plane</a>
2	<a href="#">Form 2 Letter of Confirmation of Standard Conformity for Functions and Performance of Unmanned Plane</a>
3	<a href="#">Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane</a>

??

No.	Instruction manual of the plane
1	<a href="#">Plane 1 Instruction manual</a>
2	<a href="#">Plane 2 Instruction manual</a>
3	

☐ Are the contents of the application correct?

Cancel Apply

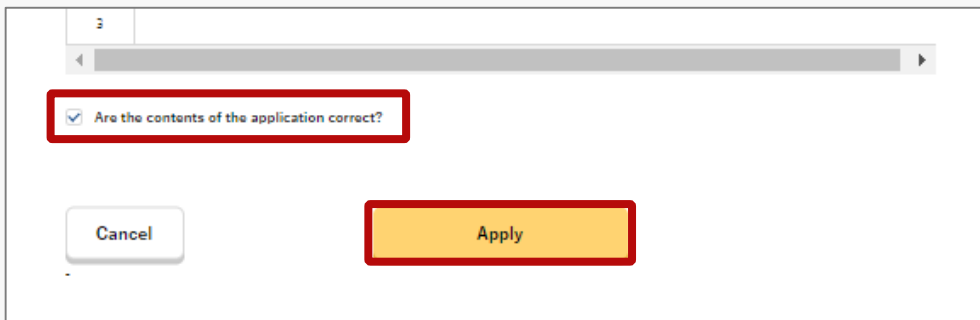
On the 'Application information management/Confirmation of the application contents' page, the application forms, attachments, etc. created based on the information you entered will be displayed, so click on them to confirm their contents.

\*To save or print the application form, select the format, etc., and save/print it from the browser.

### Points to note!

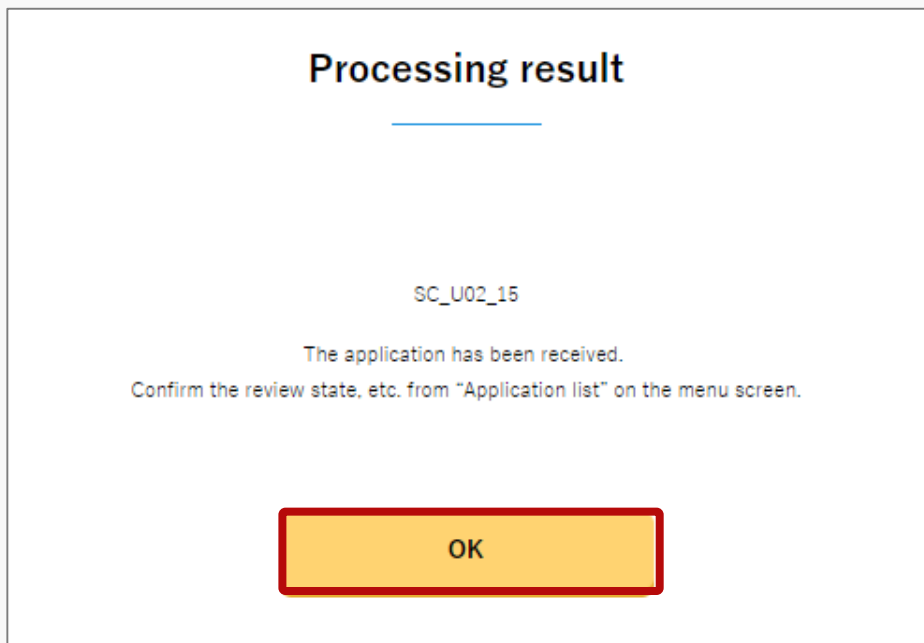
Be sure to finalize your application, including the form and attachments, to ensure that you have the correct plane details for which you require a permit and approval.

## 13. Step 9: Submit application form



A dialog box with a title bar containing the number '3'. Below the title bar is a checkbox labeled 'Are the contents of the application correct?' which is checked. At the bottom of the dialog are two buttons: 'Cancel' and 'Apply'. The 'Apply' button is highlighted with a red border.

Finally, check the information you have entered again, and if everything is correct, check the box for "Are the contents of the application correct?" and click the "Apply" button.



A screen titled 'Processing result' with a blue underline. Below the title, the text 'SC\_U02\_15' is displayed. Underneath, it says 'The application has been received.' and 'Confirm the review state, etc. from "Application list" on the menu screen.' At the bottom of the screen is a large yellow button with a red border labeled 'OK'.

Confirm the message and click the "OK" button.

This completes the new application.

The application will be verified by the Regional Civil Aviation Bureau or the airport office, etc. and you will be notified by email when the confirmation is complete.

\*Applications that have been completed or suspended can be checked from the application list. Check [the manual for the method to confirm the application list](#).

# Operation manual for applicants

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<Applicant>

## 02. How to proceed with change application

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# 01. Introduction (For those who wish to make a change application for a flight permission/approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for Unmanned Plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
  - Refer to application forms under the old system for flight permission/approval
- This manual describes how to operate the Drone Information Platform System to apply for making changes in flight permission/approval, so please refer to it when performing this procedure.
- In addition to this manual, please refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

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

## 03. Steps to be followed for change application for flight permission/approval

Follow the steps below to apply using the Drone Information Platform System.

### Start the change application for flight permission/approval

#### Step 1: Log in to the Drone Information Platform System

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

#### Step 2: Proceed to change application

On the main menu, select the "Create (change)" button.

#### Step 3: Select the application to be changed

Select the relevant application from the Application list.

#### Step 4: Select the reason for changes in application

Select the reason for changes in application.

#### Step 5: Select the plane and the operator

Enter information about the plane to be flown, the operator and the manual.

#### Step 6: Conformation of the application contents

Select the application form, attachments, etc., and confirm the contents.

#### Step 7: Submission of application form

Confirm the contents of the application form and submit.

### Change application completed

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

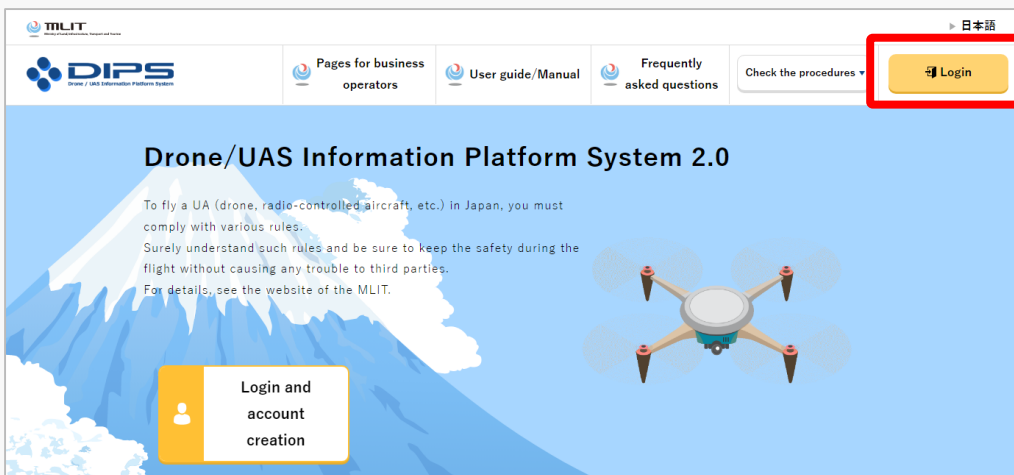
\*A change application refers to an application used to change the part of the application content, and continue the flight within the period of permission and approval that has already been received. If an application for a permit or approval subject to change has been submitted through this system, please follow the procedure below to submit the application for change. If an application for a permit or approval subject to change has been submitted in writing or by some other method other than this system, please submit the application as a regular new application.

The main contents of the application for which the change request is possible, are as follows.

- Unmanned Plane registration mark
- Aircraft certificate number of the Unmanned Plane or matters relating to the functions and performance of the Unmanned Plane
- Unmanned Plane Pilot Certificate number of the person flying the Unmanned Plane or flight history of the Unmanned Plane and matters related to the knowledge and abilities required to fly the Unmanned Plane
- Matters concerning the system necessary to ensure safety when flying Unmanned Plane



## 04. 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.

**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**

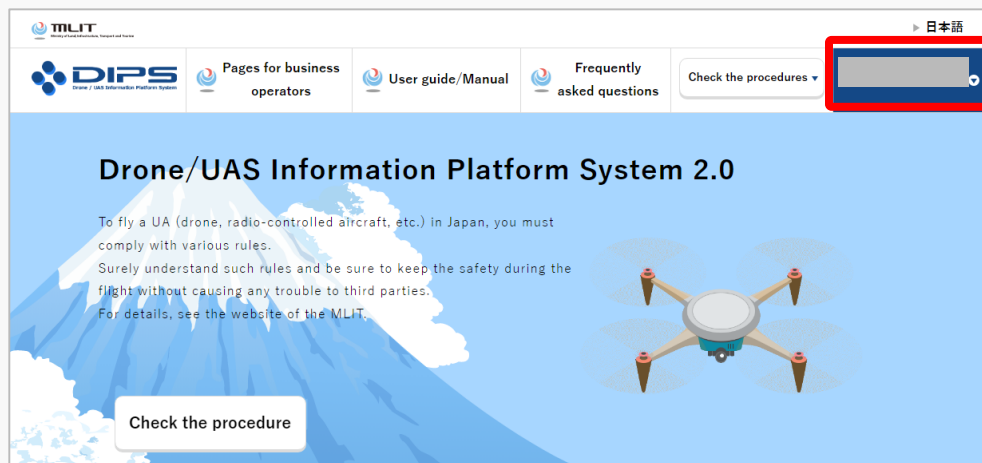
[Back](#)

### Points to note!

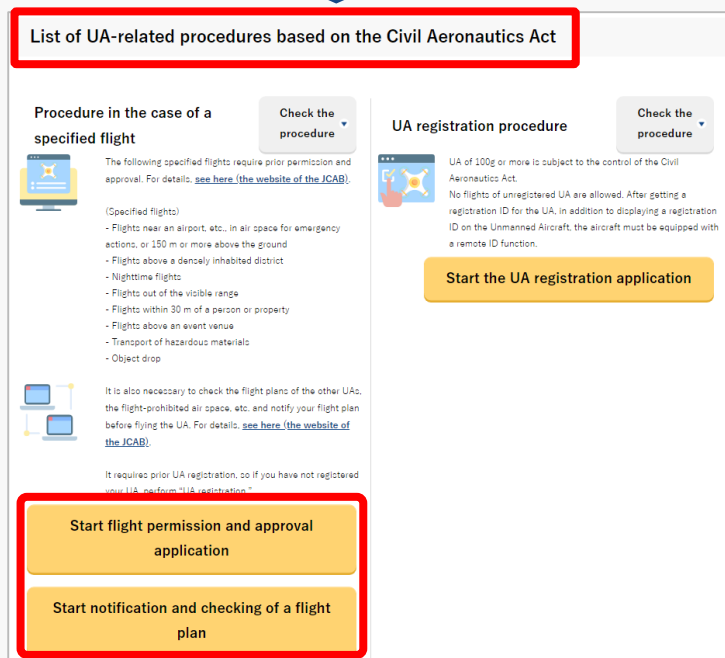
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.

## 04. 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

## 05. Step 2: Proceed to change application

On the Flight Permission/Approval Main Menu page, press the "Create change" button.

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

#### Create a flight permission / approval application

##### Create (new)

Create a new flight permission / approval application

##### Application list

Confirm the information of a flight permission / approval application created or under creation.

##### Create (change)

Change the plane information and the operator information of approved flight permission / approval application, and apply again.

##### Create (update)

Update the flight period of approved flight permission / approval application, and apply again.  
Create (update) is able to apply within 2 months until the end date of flight permission / approval.

# 06. Step 3: Select the application to be changed

## Application information management / Application list (change)

List of applications for which you can make a change application.  
To make a change application, click the "Cng" button of the applicable application.

ype	Destination	Purpose of the flight	Category	Permission numb er	Procedure status	
	Civil Aviation B ureau of Tokyo	Other 1	II A	東京運航第 1 0 2 1 号	Procedure finishe d	Cng
	Civil Aviation B ureau of Tokyo	Other 1	II A	東京運航第12345 号	Procedure finishe d	Cng

Back

The page, Application information management/Application list (change) will open. To submit the change application, press the "Cng" button on the application form.

### Points to note

Only the applications with status as "Review finished" or "Procedure finished" are displayed in the list, and those with other procedural status are not displayed.

# 07. Step 4: Select the reason for changes in application

Flight overview

STEP 01

Entry of the flight c

STEP 02

Entry of the flight d

STEP 03

lane / Operator se

STEP 04

Entry of other deta

STEP 05

Application confir

STEP 06

Application complet

Flight category is "Category II A".

Selection of reason for change application

Select the reason for change application

☐ Plane information

☐ Operator information

☐ Flight manual

☐ Other information

Back

Change

The page, Selection of reason change application will open. Put a check on the applicable reason for the change application and press the "Change" button.

Reasons for change application that correspond to main items are as follows.

Item number	Change application item	Reason for change application
1	Unmanned Plane registration mark	Plane information
2	Certificate number or matters related to functions and performance of the Unmanned Plane	Plane information
3	Unmanned Plane Pilot Certificate number of the person flying the Unmanned Plane or flight history of the Unmanned Plane and matters related to the knowledge and abilities required to fly the Unmanned Plane	Information on operator
4	Matters concerning the system necessary to ensure safety when flying Unmanned Plane	Flight manual

# 08. Step 5: Select the plane and the operator

Plane/Operator overview

STEP 01

Entry of the flight overview

STEP 02

Entry of the flight details

STEP 03

Plane/Operator selection

STEP 04

Entry of other details, etc.

STEP 05

Application confirmation

STEP 06

Application completion

The category you are applying for is "Category II A".

Enter the correct information regarding the plane, operator, and manual to flight.

I . Plane information list/Selection

Plane selection

II . Operator information list/Selection

Operator selection



4. If Other manuals is selected, confirm the following contents.

Is the level equivalent to the standard manual of the Civil Aviation Bureau?

Yes

No

If "No" is selected, describe the corresponding location (number in the table of contents, etc.) and its overview.

選択

削除

Cancel

Next

Save

The page, Selection of plane/operator will open.

## Points to note

- The following items cannot be changed in the change application.

Item number	Items that cannot be changed	Description
1	Flight date and time	In the change application, it is not possible to apply by changing the date and time of the flight.
2	Place of submission	In the change application, it is not possible to apply by changing the place of submission.

- Subsequent creation (Step 5: Select the plane and the operator, Step 6: Confirmation of the application contents, Step 7: Submission of application form) are the same as creating a new application form. Please refer to P01-42-50 of "[01. Process for new application](#)" in the operation manual to proceed with the creation.
- The flight permission approval form for the original application, that was the source of the change application is automatically granted, so there is no need to attach it in the "Other Attachments" section.

# Operation manual for applicants

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<Applicant>

## 03. How to proceed with renewal application

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08. Step 5: Confirmation of the application contents	▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪	p.03-12
09. Step 6: Submission of application form	▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪	p.03-13

# 01. Introduction (For those who wish to make a renewal application for a flight permission/approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for Unmanned Plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
  - Refer to application forms under the old system for flight permission/approval
- This manual describes how to operate the Drone Information Platform System to apply for renewal of flight permission/approval, so please refer to it when performing this procedure.
- In addition to this manual, please refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

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

## 03. Steps to be followed for renewal application for flight permission/approval

Follow the steps below to apply using the Drone Information Platform System.

### Start the renewal application for flight permission/approval

#### Step 1 : Log in to the Drone Information Platform System

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

#### Step 2 : Proceed to renewal application

Select the "Create (update)" button on the main menu.

#### Step 3 : Select the application to be renewed

Select the relevant application from the Application list.

#### Step 4 : Enter the details of the renewal application

Enter the flight date and time etc. that require renewal.

#### Step 5 : Confirmation of the application contents

Select the application form, attachments, etc., and confirm the contents.

#### Step 6 : Submission of application form

Confirm the contents of the application form and submit.

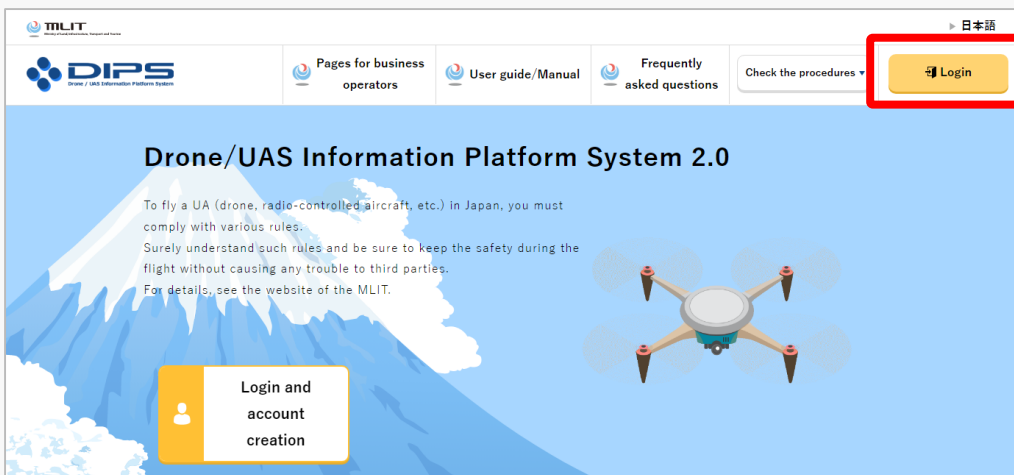
### Renewal application completed

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

\*A renewal application is an application for a permit or approval that has already been granted and for which the applicant wishes to continue to fly for an extended period of time only. (Only those applications which were made at least 2 months before the end date of permissions are eligible.)

If you have already submitted an application for a permit/approval for renewal through this system, please follow the procedure below to submit your renewal application. If an application for a permit or approval subject to renewal has been submitted in writing or by some other method other than this system, please submit the application as a regular new application.

## 04. 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.

**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**

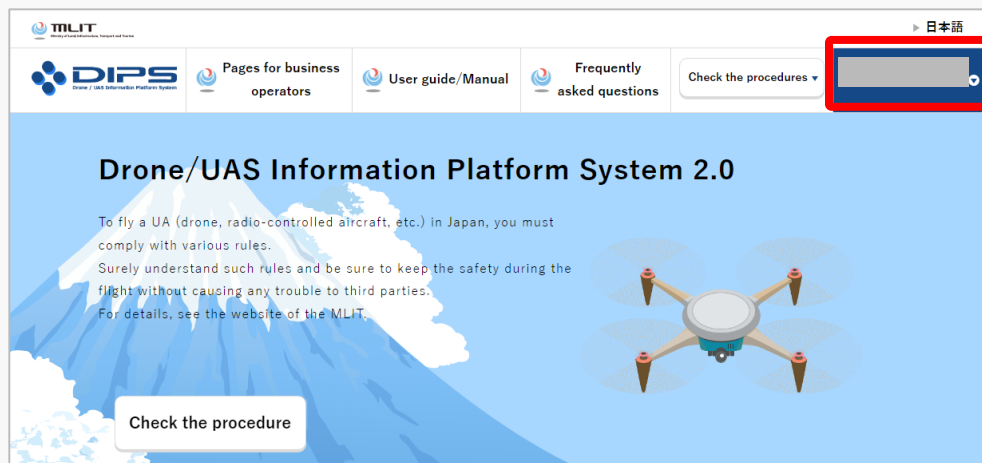
[Back](#)

### Points to note!

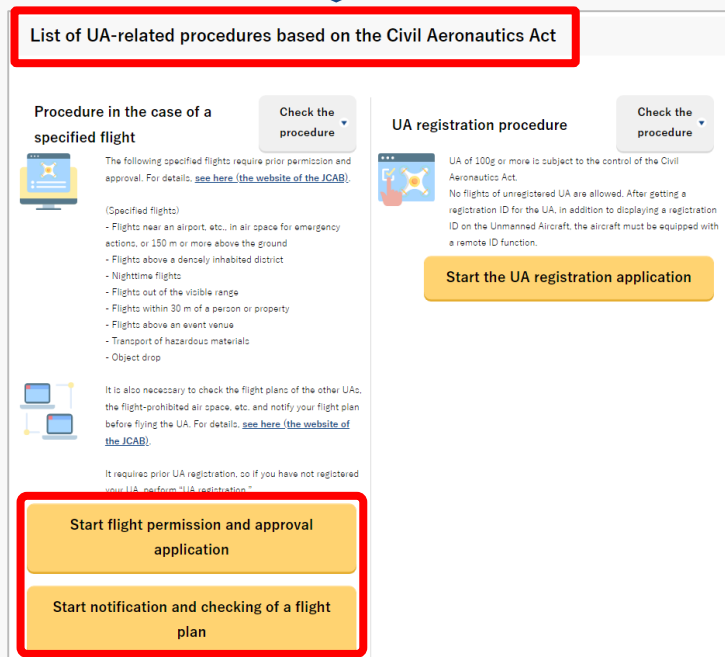
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.

## 04. 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

## 05. Step 2: Proceed to renewal application

On the Flight Permission/Approval Main Menu page, press the "Create (update)" button.

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

#### Create a flight permission / approval application

##### Create (new)

Create a new flight permission / approval application

##### Application list

Confirm the information of a flight permission / approval application created or under creation.

##### Create (change)

Change the plane information and the operator information of approved flight permission / approval application, and apply again.

##### Create (update)

Update the flight period of approved flight permission / approval application, and apply again.  
Create (update) is able to apply within 2 months until the end date of flight permission / approval.



## 06. Step 3: Select the application to be renewed

### Application list (update application)

List of applications for which you can make an update application.  
To make an update application, click the "Upd" button of the applicable application.

type	Destination	Purpose of the flight	Category	Permission number	Procedure status	
	Civil Aviation Bureau of Tokyo	Other 1	II A	東京運航第1021号	Procedure finished	<b>Upd</b>

Navigation controls: Previous, First, 1, Next, Last

Back

The page, Application list (update application) will open. To submit the change application, press the "Upd" button on the application form.

### Points to note

The applications with status as "Judgment finished" or "Procedure finished" are displayed in the list, and those applications which are made at least 2 months before the end date of permissions are eligible.

If you wish to renew the permission approval form that has already expired, please proceed with the [copy of the application form](#).

## 07. Step 4: Enter the details of the renewal application (1/2)

### Entry of the update application contents

Change the permitted flight period and the purchased insurance information into the updated information.  
You cannot change the application contents other than this item by an update application.

Permitted flight permission period 2022/10/21~2022/10/28


#### I .Do you perform flights throughout the year?

Flight throughout the year

☐ Yes ☒ No

Enter the flight period.

Start date 2022/10/29

End date yyyy/mm/dd 

For a flight over a venue of an event, enter the specific flight time (the specific start and end months, dates, and times).

(Note) Enter the period considering postponement of the flight, etc. due to bad weather, etc.

The page, Entry of the update application contents will open.

Enter the flight date and time that require renewal.

### Points to note

- The date and time of flights that can be applied for is limited to one year, the same period as at the time of new application.
- If the renewal application includes a flight over the event site, please enter the specific flight time.

## 07. Step 4: Enter the details of the renewal application (2/2)

**II. Enter if does have third-party liability insurance.**

**1. Insurance company name**

**2. Product name**

**3. Compensation amount (for people)**  
☒ Unlimited

**4. Compensation amount (for objects)**  
☒ Unlimited

**5. Compensation ability**  
☐ Yes ☐ No  
Describe the compensation ability, if "Yes" is selected.

**III. Select the type of the permission slip you want to receive.**

**1. Select the type of the permission slip you want to receive.**  
☐ Electronic permission slip ☒ Paper permission slip

Enter the third-party liability insurance information, select the format of the permission slip you want to receive, then press the "Next" button.

### Points to note

\*Enter the amount of compensation in half-width numeric characters.

If you have purchased multiple insurances, please enter as below the "Insurance company name", "Product name", "Compensation amount (Personal)", and "Compensation amount (Property)" as follows.

- "Insurance company name": List the insurance company names
- "Product name": List the product names
- "Compensation amount (personal)" "Compensation amount (property)" : Enter the highest amount

If the amount of compensation (personal) or the amount of compensation (property) is unlimited, please check "Unlimited (personal)" or "Unlimited (property)".

If you do not have insurance, please select whether you have the ability to compensate.

# 08. Step 5: Confirmation of the application contents

## Application information management / Confirmation of the application contents

Select the following application form, attachment, etc. created based on the entered contents, and confirm the contents.  
To save or print an application, select the form, etc. and save and print it from the browser.

No.	Application
1	<a href="#">Form 1 Permission/Approval Applicant for Flight of Unmanned Plane</a>
2	<a href="#">Form 2 Letter of Confirmation of Standard Conformity for Functions and Performance of Unmanned Plane</a>
3	<a href="#">Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane</a>



16	
17	

No.	Original application permission approval slip
1	<a href="#">東空運航第1112号</a>

- ☒ Would you like to be notified of your application in English?
- ☒ Are the contents of the application correct?

Cancel

Apply

On the Application Information Management/ Application Confirmation page, the application forms, attachments, etc. created based on the entered information, etc. will be displayed, so check the content.

\*Since the flight permission approval form for the original renewal application has been reflected in the application, please check the same.

### Points to note

Please be sure to make a final check of the application details, including the form and attachments, to ensure that the flight details are correct for permission and approval.

## 09. Step 6: Submission of application form

### Application information management / Confirmation of the application contents



17	
<hr/>	
No.	Original application permission approval slip
1	<a href="#">東空運航第1112号</a>
<hr/>	
<input checked="" type="checkbox"/> Would you like to be notified of your application in English?	
<input checked="" type="checkbox"/> Are the contents of the application correct?	
<hr/>	
Cancel	Apply



### Processing result

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SC\_U02\_15

The application has been received.  
Confirm the review state, etc. from "Application list" on the menu screen.

OK

Finally, please check the entered information again, and if there are no problems, check the box for "Are the contents of the application correct?" and press the "Apply" button.

Since the processing result is displayed, click the "OK" button.

# Operation manual for applicants

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<Applicant>

## 04. How to copy the application form

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# 01. Introduction (For those who wish to copy an application for flight permission/approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for Unmanned Plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
  - Refer to application forms under the old system for flight permission/approval
- This manual describes how to operate the Drone Information Platform System to copy the application, so please refer to it when performing this task.
- In addition to this manual, please refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.



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

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

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

## 03. Steps to be followed in copying the application for flight permission/approval

Copy the application for flight permission/approval.

**Start copying the application form**

**Step 1: Log in to the Drone Information Platform System**

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

**Step 2: Proceed to copy the application form**

On the main menu, select the "Create (copy)"

**Step 3: Select the application to be copied**

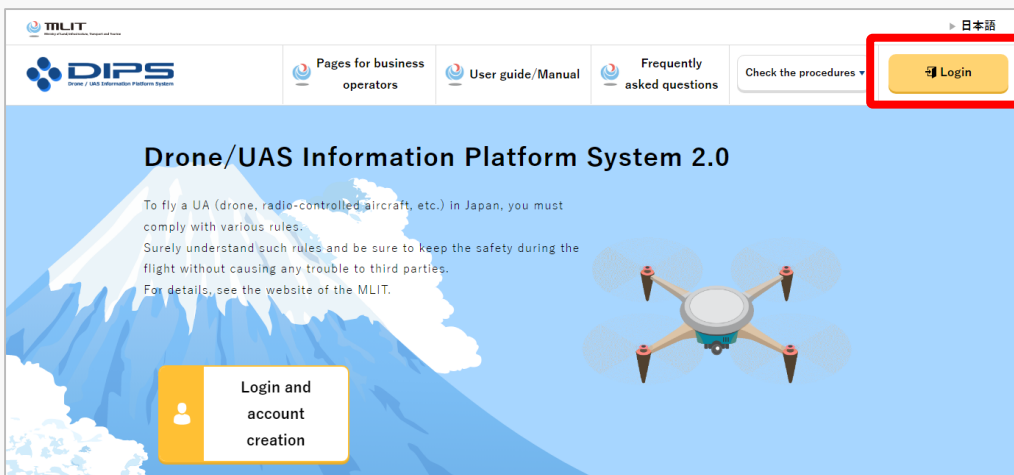
Select the application to be copied from the Application list (copy).

**Step 4: Make copies of the application form**

Press the "Copy" button to copy an application.

**A copy is made**

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



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

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

Click the "Login" button.

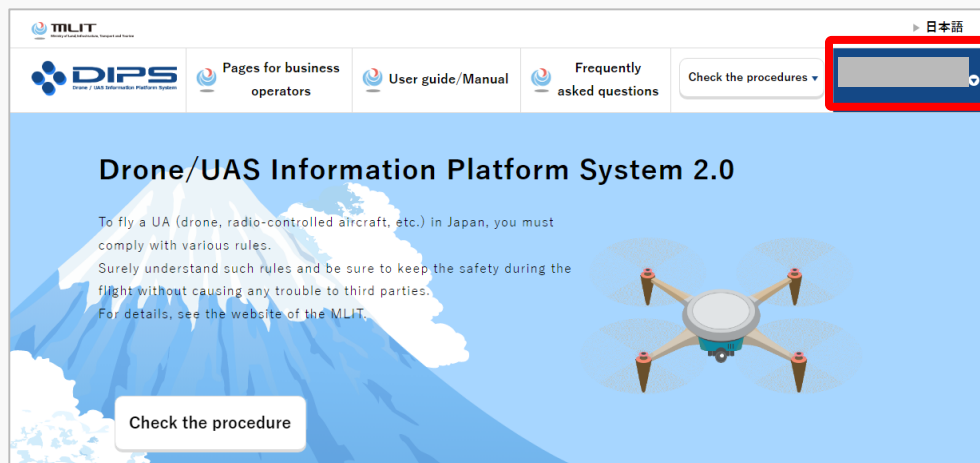
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

### Points to note!

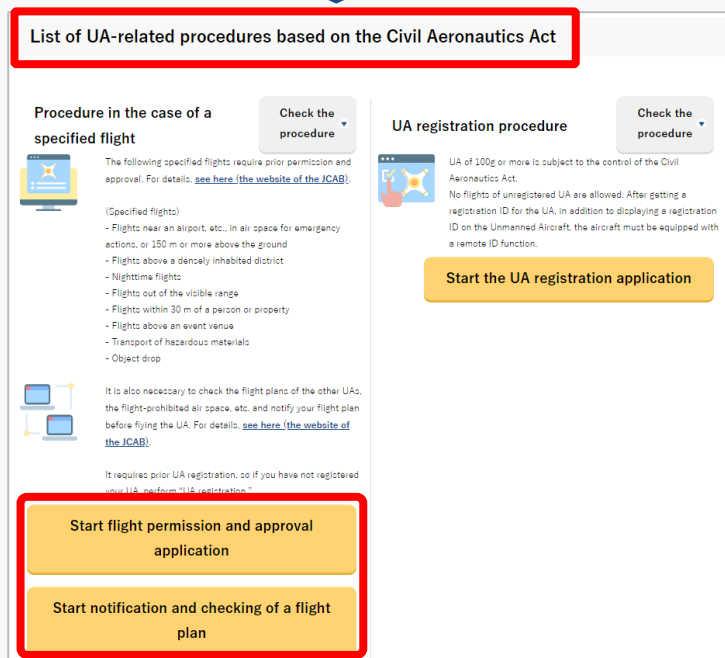
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.

## 04. 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

## 05. Step 2: Proceed to copy the application form

On the Flight Permission/Approval Main Menu page, press the "Create (copy)" button.

**Flight permission / approval main menu**

**Prepare the information necessary for a flight permission / approval application**

**Registration and change of unmanned plane information**

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

**Registration and change of operator information**

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

**Create a flight permission / approval application**

**Create (new)**

Create a new flight permission / approval application

**Application list**

Confirm the information of a flight permission / approval application created or under creation.

**Create (change)**

Change the plane information and the operator information of approved flight permission / approval application, and apply again.

**Create (update)**

Update the flight period of approved flight permission / approval application, and apply again.  
Create (update) is able to apply within 2 months until the end date of flight permission / approval.

**Create (copy)**

Copy the flight permission / approval application created or under creation.

# 06. Step 3: Select the application to be copied

## Application information management / Application list (copy)

List of applications which can be copied.  
To copy an application to make another application, click the "Copy" button of the applicable application.

ype	Destination	Purpose of the flight	Category	Permission numb er	Procedure status	
	Office of the To kyo Airport	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy
	Civil Aviation B ureau of Tokyo	Other 1	II A			Copy

Back

The page, Application information management/Application list (copy) will open. To copy an application, press the "Copy" button on the application.

\* The application forms displayed on the list screen include those applications that are being created, those that are under review, and those whose procedures have been completed.

## 07. Step 4: Make copies of the application form

### Flight overview

STEP 01  
Entry of the flight overview

STEP 02  
Entry of the flight details

STEP 03  
Pilot / Operator selection

STEP 04  
Entry of other details etc.

STEP 04  
Application confirmation

STEP 05  
Application complete

The category you are applying for is "Category II A".

Enter the correct overview of the flight (purpose of flight, reason, period, etc.).

#### I .What is the purpose of the flight?

**1.Business**

☐ Aerial photography ☐ Reporting and news ☐ Security ☐ Agriculture, forestry and fisheries ☐ Measurement

☐ Environmental survey ☐ Facility maintenance ☐ Infrastructure inspection and maintenance ☐ Material management

☐ Transport and delivery ☐ Natural observation ☐ Accident and disaster response

☒ Other (If this is selected, enter the purpose of the flight below)

**(2) Other than business**

☐ Hobby ☐ Research and develop ☐ Other (If this is selected, enter the purpose of the flight below)

For the applications selected from the list, the flight overview page for making entries will open.

\*The contents in the screen will be the same as the application selected in the list.

\*From here on, please enter and edit the contents of the application form in the same way as the procedure for creating the application form.

(Refer to P01-37-50 of the operation manual "[01. New application method](#)")



# Operation manual for applicants

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<Applicant>

## **05. Method to confirm the list of applications**

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# 01. Introduction (For those who wish to confirm the list of applications for flight permission/approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for Unmanned Plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
  - Refer to application forms under the old system for flight permission/approval
- This manual describes how to operate the Drone Information Platform System to check the list of applications, so please refer to it when performing this task.
- In addition to this manual, please refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

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

## 03. Steps to be followed when confirming the list of applications for flight permission/approval

Confirm the list of applications for flight permission/approval in the Drone Information Platform System.

**Start the confirmation of the list of applications for flight permission/approval**



**Step 1: Log in to the Drone Information Platform System**

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



**Step 2: Proceed to list of applications**

On the main menu, select the "Application list" button.



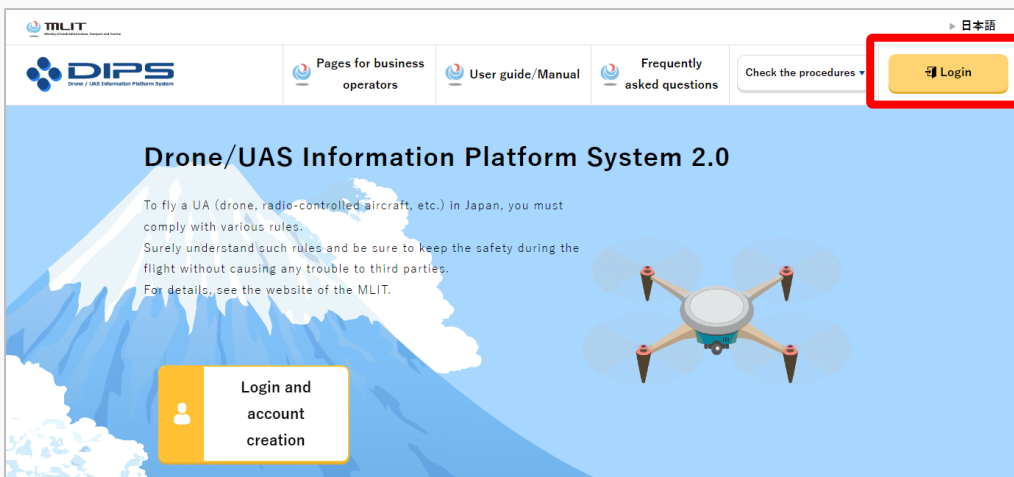
**Step 3: Confirm the list of applications**

A list of submitted applications will be displayed.



**Confirmation of the list of application forms is complete**

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



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

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

Click the "Login" button.

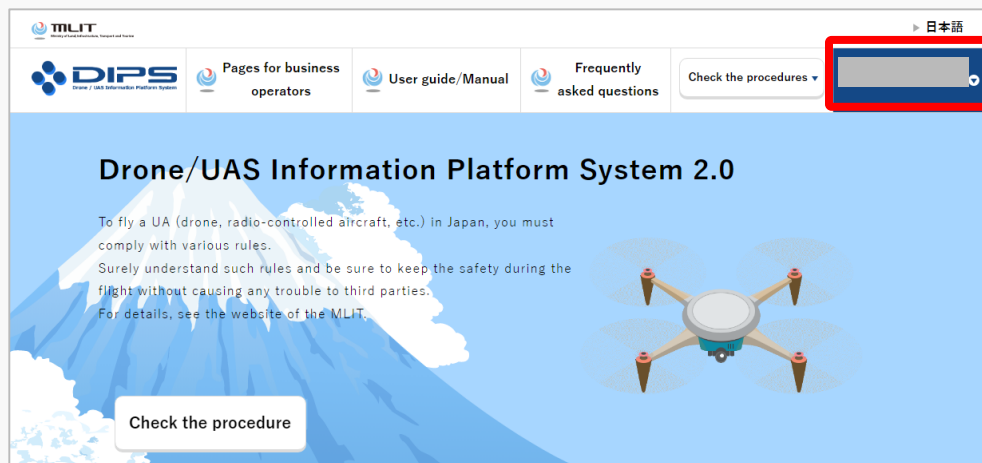
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

### Points to note!

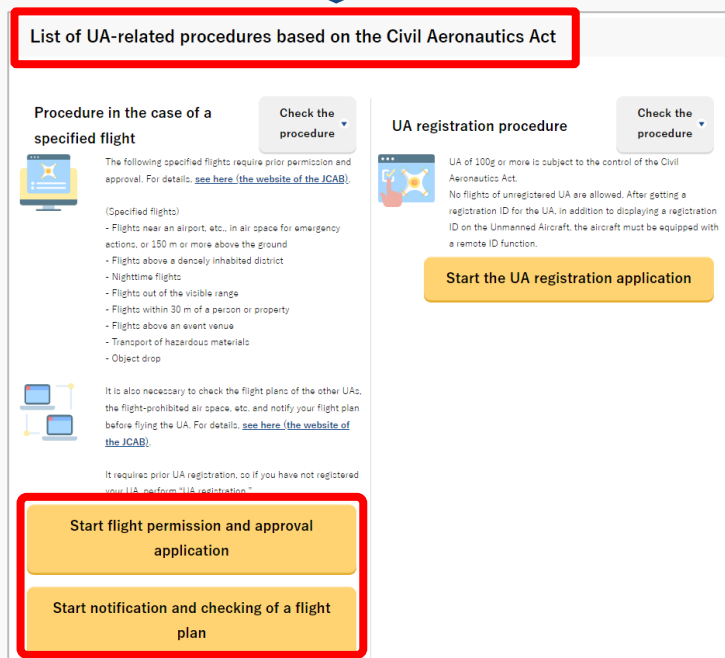
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.

## 04. 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



## 05. Step 2: Proceed to list of applications

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

#### Create a flight permission / approval application

##### Create (new)

Create a new flight permission / approval application

##### Application list

Confirm the information of a flight permission / approval application created or under creation.

##### Create (change)

Change the plane information and the operator information of approved flight permission / approval application, and apply again.

##### Create (update)

Update the flight period of approved flight permission / approval application, and apply again.  
Create (update) is able to apply within 2 months until the end date of flight permission / approval.

##### Create (copy)

Copy the flight permission / approval application created or under creation.

On the Flight Permission/Approval Main Menu page, press the "Application list" button.

# 06. Step 3: Confirm the list of applications

Application information management / Application list

List of applications applied or under creation.  
For acquisition of a permission slip, confirmation of the correction instruction contents, cancellation of an application, etc., click the "Edit" button.

No	Application reception number	Application type	Destination	Purpose of the flight	Category
1	P221051150	New	Civil Aviation Bureau of Tokyo	Other 1	II A
2	P221051098	New	Office of the Tokyo Airport	Other 1	II A
3	P221051097	New	Civil Aviation Bureau of Tokyo	Other 1	II A
4	P221051073	New	Civil Aviation Bureau of Tokyo	Other 1	II A
5	P221051068	Update	Civil Aviation Bureau of Tokyo	Other 1	II A
6	P221051067	New	Civil Aviation Bureau of Tokyo	Other 1	II A
7	P221051066	New	Civil Aviation Bureau of Tokyo	Other 1	II A
8	P221051065	New	Civil Aviation Bureau of Tokyo	Other 1	II A
9	P221051052	New	Civil Aviation Bureau of Tokyo	Other 1	II A
10	A221051422	Update	Civil Aviation Bureau of Tokyo	Other 1	II A

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Application information management/Application list page open, and a list of application data that are being created, processed, or completed will be displayed.

- Footnote (Regarding the notation of the application receipt number)

Those under creation are indicated as "A123456789" and those after submission of the application are indicated as "P123456789".

# Operation manual for applicants

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<Applicant>

## 06. Method to confirm the application status

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# 01. Introduction (For those who wish to confirm the application status for flight permission/approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for Unmanned Plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
  - Refer to application forms under the old system for flight permission/approval
- This manual describes how to operate the Drone Information Platform System to check the status of your application, so please refer to it when performing this task.
- In addition to this manual, please refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

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

## 03. Steps to be followed when confirming the application status for flight permission/approval

Confirm the application status for flight permission/approval in the Drone Information Platform System.

**Start the confirmation of the application status for flight permission/approval**

**Step1: Log in to the Drone Information Platform System**

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

**Step2: Proceed to list of applications**

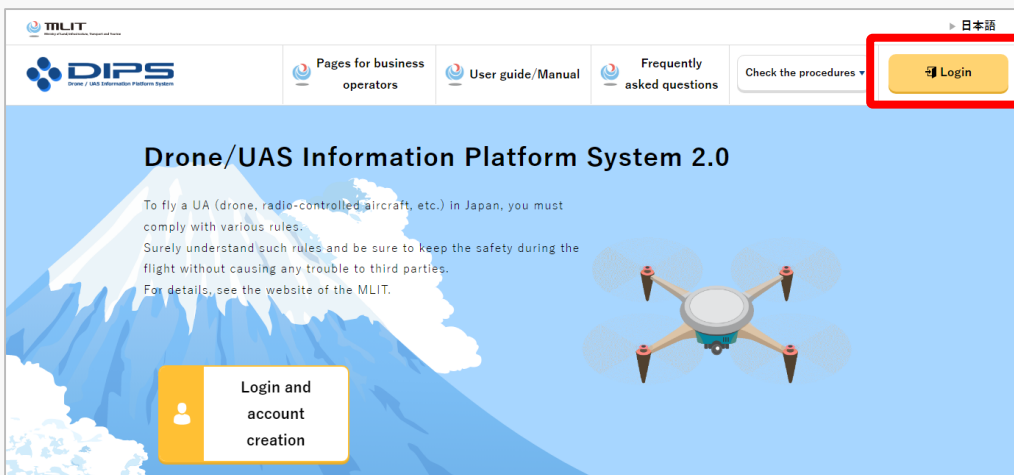
On the main menu, select the "Application list" button.

**Step3: Confirm the list of applications**

Confirm the contents displayed in "Application status".

**Confirmation of application status is complete**

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



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

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

Click the "Login" button.

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

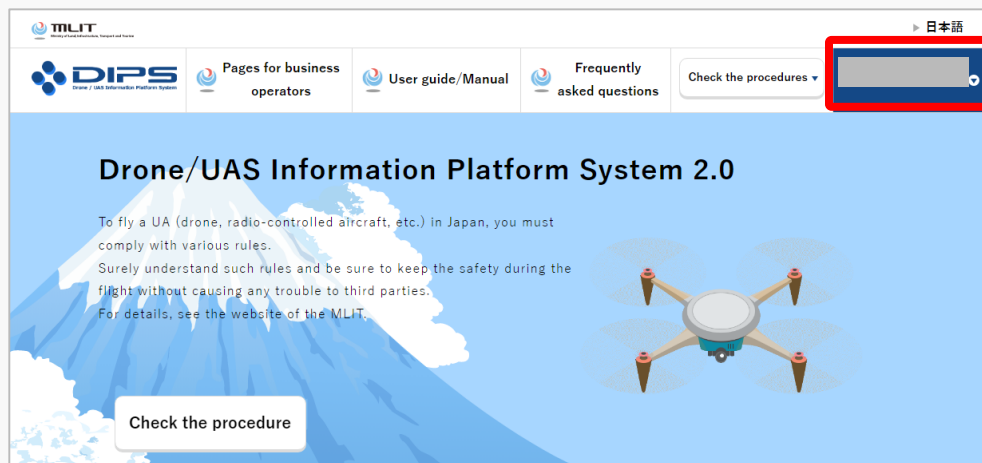
### Points to note!

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

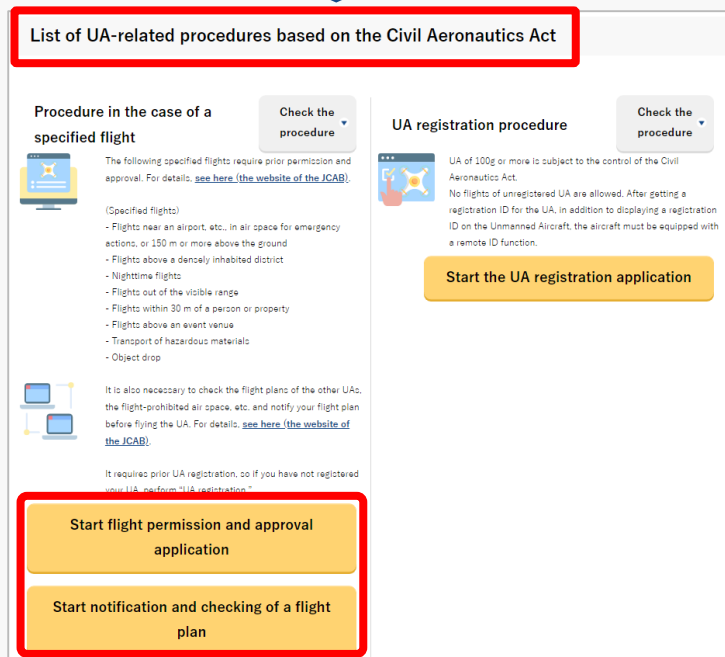
\*The login ID is 3 letters + 6 numbers.  
(Example) ABC123456



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



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



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

Please see the next page for buttons for various procedures.

## 04. 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

## 05. Step 2: Proceed to list of applications

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

#### Create a flight permission / approval application

##### Create (new)

Create a new flight permission / approval application

##### Application list

Confirm the information of a flight permission / approval application created or under creation.

##### Create (change)

Change the plane information and the operator information of approved flight permission / approval application, and apply again.

##### Create (update)

Update the flight period of approved flight permission / approval application, and apply again.  
Create (update) is able to apply within 2 months until the end date of flight permission / approval.

##### Create (copy)

Copy the flight permission / approval application created or under creation.

On the Flight Permission/Approval Main Menu page, press the “Application list” button.

# 06. Step 3: Confirm the list of applications

Application information management / Application list

List of applications applied or under creation.  
For acquisition of a permission slip, confirmation of the correction instruction contents, cancellation of an application, etc., click the "Edit" button.

Purpose of the flight	Category	Permission number	Procedure status		
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Under creation of corrected application	Edit	
Other 1	II A		Procedure finished (canceled)	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Under creation	Edit	Del

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Application information management/Application list page will be displayed, so you can confirm the status of the applications by scrolling to the right.

## Procedure status legend

Item number	Procedure status	What it means
1	Under creation	The status of applications that are under creation or suspension
2	Under creation of corrected application	The status of application, when there is an instruction for amendment in the application review
3	Waiting for judgment	The status of application, when it is being reviewed at the place of submission
4	Judgment finished	Application status during permit issuance process, when the review is completed at the place of submission
5	Procedure finished	Application status where all procedures have been completed, including procedures for issuing permits
6	Procedure finished (canceled)	Application status when it is withdrawn

# Operation manual for applicants

<Applicant>

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## **07. Method to confirm the details of correction instructions and apply for corrections**

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## 01. Introduction

**(For those who wish to confirm the details of correction instructions and apply for corrections in flight permission/approval)**

- In the Drone Information Platform System, the following procedures for flight permission/approval for unmanned plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Cancellation of application
  - Download the Permission Slip
  - Edit plane and operator information
  - Refer to applications that received flight permits/approvals under the old system
- This manual describes the method for confirming the details of correction instructions and applying for corrections for flight permission/approval in the Drone Information Platform System, so refer to this when carrying out necessary procedures.
- In addition to this manual, refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

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



## 03. Flight permission/approval: Steps to be followed for confirming the corrected application

Apply for corrections to the flight permission/approval in the Drone Information Platform System.

**Start the confirmation of the application status for flight permission/approval**

### Step 1 : Log in to the Drone Information Platform System

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

### Step 2: Proceed to list of applications

Select the "Application list" button on the main menu.

### Step 3: Select the application for which you wish to apply for correction

Select the "Edit" button for the application for which you wish to apply for correction.

### Step 4: Confirm the details of correction

Select the "Confirm Correction Details" button on the Application Details screen.

### Step 5: Make corrections to the application form

After confirming the correction instructions, select the "Edit" button.

### Step 6: Enter the plane overview and plane details

Enter the flight information of the plane to be registered.

### Step 7: Select the plane and the operator

Enter information about the plane to be flown, the operator and the manual.

### Step 8: Confirmation of the application contents

Select the application form, the attached documents, etc., and confirm the contents.

### Step 9: Submission of application form

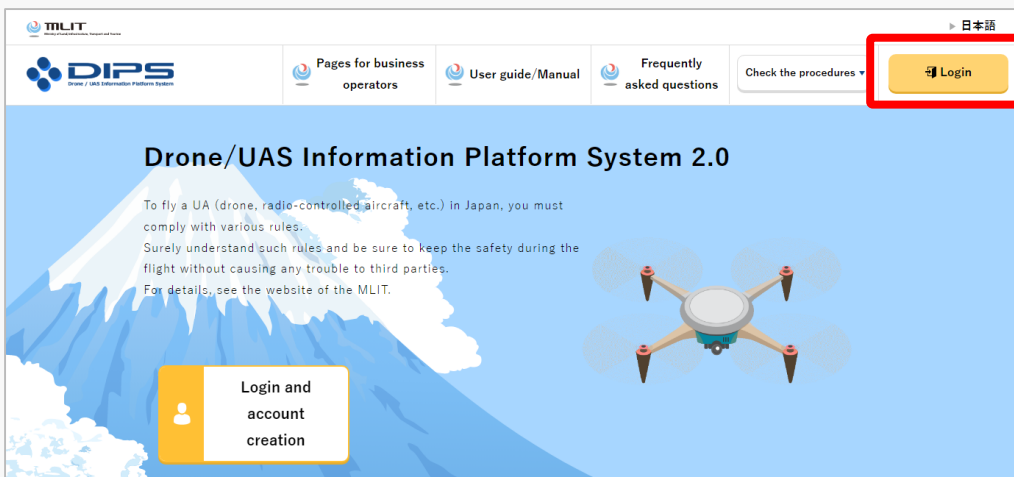
Confirm the contents of the application form and submit.

### Correction to application is completed

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

Step 5 onwards  
is the same as  
[new application](#)

## 04. 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.

**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**

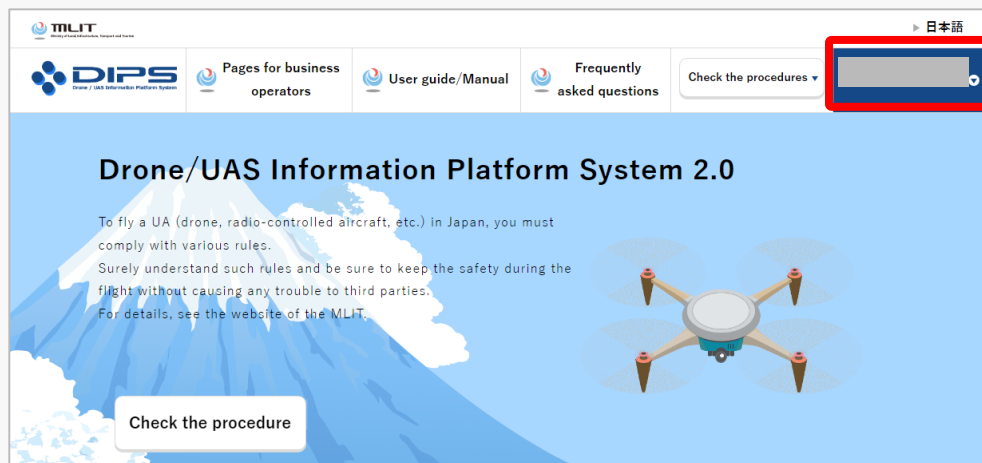
[Back](#)

### Points to note!

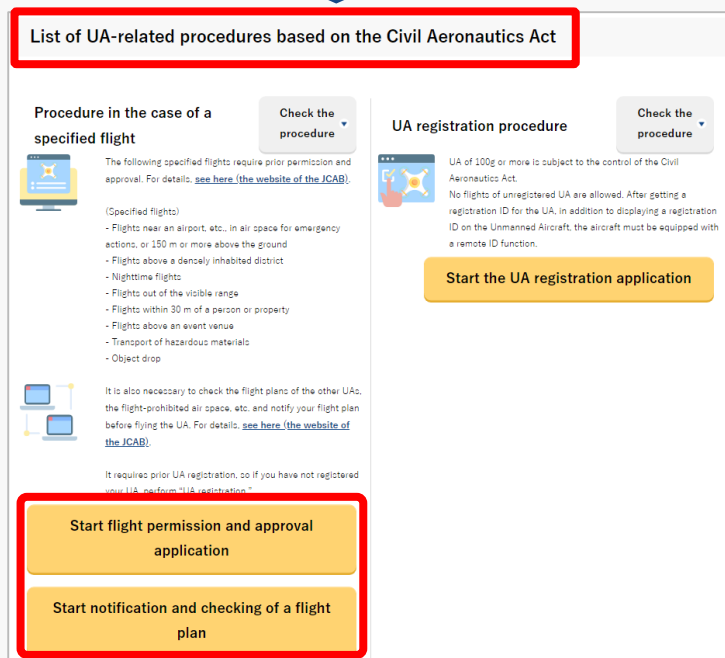
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.

## 04. 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

## 05. Step 2: Proceed to list of applications

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

#### Create a flight permission / approval application

##### Create (new)

Create a new flight permission / approval application

##### Application list

Confirm the information of a flight permission / approval application created or under creation.

##### Create (change)

Change the plane information and the operator information of approved flight permission / approval application, and apply again.

##### Create (update)

Update the flight period of approved flight permission / approval application, and apply again.  
Create (update) is able to apply within 2 months until the end date of flight permission / approval.

##### Create (copy)

Copy the flight permission / approval application created or under creation.

On the Flight Permission/Approval Main Menu page, press the “Application list” button.

# 06. Step 3: Select the application for which you wish to apply for correction

Application information management / Application list

List of applications applied or under creation.  
For acquisition of a permission slip, confirmation of the correction instruction contents, cancellation of an application, etc., click the "Edit" button.

Purpose of the flight	Category	Permission number	Procedure status		
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Under creation of a corrected application	Edit	
Other 1	II A		Procedure finished (cancelled)	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Under creation	Edit	Del

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The Application Information Management/ Application List page will be displayed, and the application form with an correction instruction will be the one that has "Under creation of a corrected application" in the "Procedure Status" column. so click the "Edit" button.

# 07. Step 4: Confirm the details of correction (1/3)

On the Application Information Management/Details of the Application page, press the "Correction contents" button.

Application information management / Details of the application

Application information management / Details of the application

The application contents and state are as follows. Depending on the application state, you can perform acquisition of a permission slip, confirmation of the correction instruction contents, correction application, cancellation of the application, etc. To save or print an application, select the form, etc. and save and print it from the browser.

Application reception number	P221051099
Category	II A
Procedure status	Under creation of a corrected application

Correction contents

Edit

No	Application
1	<a href="#">Form 1 Permission/Approval Applicant for Flight of Unmanned Plane</a>
2	<a href="#">Form 2 Letter of Confirmation of Standard Conformity for Functions and Performance of Unmanned Plane</a>
3	<a href="#">Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane</a>

No.	Attachment
1	Attachment 1 Flight Path
2	<a href="#">Attachment 2 Registration ID and other helpful matters</a>
3	<a href="#">Attachment 3 Operating Limits of Unmanned Plane, etc.</a>
4	<a href="#">Attachment 4 Conformity to Additional Standards of Unmanned Plane</a>
5	<a href="#">Attachment 5 List of Operators of Unmanned Plane</a>
6	<a href="#">Attachment 6 Conformity to Additional Standards of Operators of Unmanned Plane</a>
7	<a href="#">Attachment 7 Standard Manual of the Civil Aviation Bureau</a>
8	<a href="#">Attachment 8 Letter of Confirmation of Conformity to Standards for Functions and Performance of Unmanned Plane with Maximum Takeoff Weight of 25kg or More</a>

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Cancellation

## 07. Step 4: Confirm the details of correction (2/3)

### Confirmation of the correction instruction contents

The correction instruction for the application contents is as follows.

Confirm the contents and make a correction application from the application details screen.

Application in general [Creation of an application (1/4) Screen to enter the flight overview / Creation of an application (2/4) Screen to enter the flight details]

Plane [Operator information edit screen / Creation of the application (3/4) Operator selection screen]

Operator [Operator information edit screen / Creation of the application (3/4) Operator selection screen]

Flight manual [Creation of the application (3/4) Plane/Operator selection screen]

Other information (purchased insurance, emergency contact and attachments) [Creation of an application (4/4) Screen to entry of her details, etc.]

Close

As the 'Confirmation of the correction instruction contents' page will be displayed, confirm the details of correction instructions.

To finish the confirmation and return to the original screen, press the "Close" button.

### Points to note

- If any of the following corrections are required, you will need to follow a different procedure than usual when correcting your application. For details, please refer to the table on the next page, "[Method to correct applicant/plane/operator](#)".
  - (1) Corrections to applicant information (company name, name of the representative, telephone number, e-mail address)
  - (2) Corrections to basic information of the plane (apart from conformity to additional standards)
  - (3) Corrections to knowledge, ability, or career information of the operator



## 07. Step 4: Confirm the details of correction (3/3)

### Method to correct applicant/plane/operator

No	Contents that need correction	Operational procedure for making corrections	Reference locations in this manual	Remarks
1	Corrections to applicant information (company name, name of the representative, telephone number, e-mail address)	(1) Make corrections to applicant information	<a href="#">Operation 1-10.</a>	
		(2) Copy the application for which correction instructions have been received	<a href="#">Operation 1-04.</a>	Even if the applicant information is changed, it cannot be reflected in the already submitted application form. Copy the submitted application form and submit it as a new application.
		(3) Withdraw the application for which correction instructions have been received	<a href="#">Operation 1-08.</a>	Please note that if you withdraw before copy, you will not be able to copy the file.
2	Corrections to basic information of the plane (apart from conformity to additional standards)	(1) Make corrections to plane information	<a href="#">Operation 1-10.</a>	
		(2) Start editing the application for which correction instructions have been received	<a href="#">Operation 1-07.</a>	
		(3) Create application form (STEP03) Display the Plane/ Operator selection screen	<a href="#">Operation 1-01.</a>	
		(4) Delete and reselect the plane that is subject to correction	<a href="#">Operation1-01-10</a>	In order to reflect the modifications made in (1) in the application form, the selected plane information must be deleted and then reselected.
3	Corrections in the information regarding knowledge, ability, or career information of the operator	(1) Make corrections to the operator information	<a href="#">Operation 1-10.</a>	
		(2) Start editing the application for which correction instructions have been received	<a href="#">Operation 1-07.</a>	
		(3) Create application form (STEP03) Display the Plane/ Operator selection screen	<a href="#">Operation 1-01.</a>	
		(4) Delete and reselect the operator that is subject to correction	<a href="#">Operation1-01-10</a>	In order to reflect the contents corrected in (1) in the application form, it is necessary to delete the selected operator information once and select it again.

## 08. Step 5: Make corrections to the application form

On the Application Information Management/Details of the Application page, press the “Edit” button and make corrections in the application.

### Points to note

- The application form creation (STEP01) plane overview page will be displayed. For subsequent creation, refer to [the manual for preparing a new application form](#).

**Application information management / Details of the application**

Application information management / Details of the application

The application contents and state are as follows. Depending on the application state, you can perform acquisition of a permission slip, confirmation of the correction instruction contents, correction application, cancellation of the application, etc. To save or print an application, select the form, etc. and save and print it from the browser.

Application reception number	P201051098
Category	II A
Procedure status	Under creation of a corrected application

Correction contents  
 Edit

No	Application
1	<a href="#">Form 1 Permission/Approval Applicant for Flight of Unmanned Plane</a>
2	<a href="#">Form 2 Letter of Confirmation of Standard Conformity for Functions and Performance of Unmanned Plane</a>
3	<a href="#">Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane</a>

No.	Attachment
1	Attachment 1 Flight Path
2	<a href="#">Attachment 2 Registration ID and other helpful matters</a>
3	<a href="#">Attachment 3 Operating Limit of Unmanned Plane, etc.</a>
4	<a href="#">Attachment 4 Conformity to Additional Standards of Unmanned Plane</a>
5	<a href="#">Attachment 5 List of Operators of Unmanned Plane</a>
6	<a href="#">Attachment 6 Conformity to Additional Standards of Operators of Unmanned Plane</a>
7	<a href="#">Attachment 7 Standard Manual of the Civil Aviation Bureau</a>
8	<a href="#">Attachment 8 Letter of Confirmation of Conformity to Standards for Functions and Performance of Unmanned Plane with Maximum Takeoff Weight of 25kg or More</a>

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 Cancellation

# Operation manual for applicants

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<Applicant>

## 08. Cancellation of the application

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## 01. Introduction (For those who wish to cancel an application for a flight permission/approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for unmanned plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Cancellation of application
  - Download the Permission Slip
  - Edit plane and operator information
  - Refer to applications that received flight permits/approvals under the old system
- This manual describes the method to cancel an application form in the Drone Information Platform System, so refer to this when carrying out this procedure.
- In addition to this manual, refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

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

## 03. Steps to be followed for cancelling an application for flight permission/approval

Cancel an application for flight permission/approval in the Drone Information Platform System.

**Start the confirmation of the application status for flight permission/approval**



**Step 1 : Log in to the Drone Information Platform System**

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



**Step 2: Proceed to list of applications**

Select the "Application list" button on the main menu.



**Step 3: Select the application to cancel**

Select the "Edit" button for the application to be cancelled.



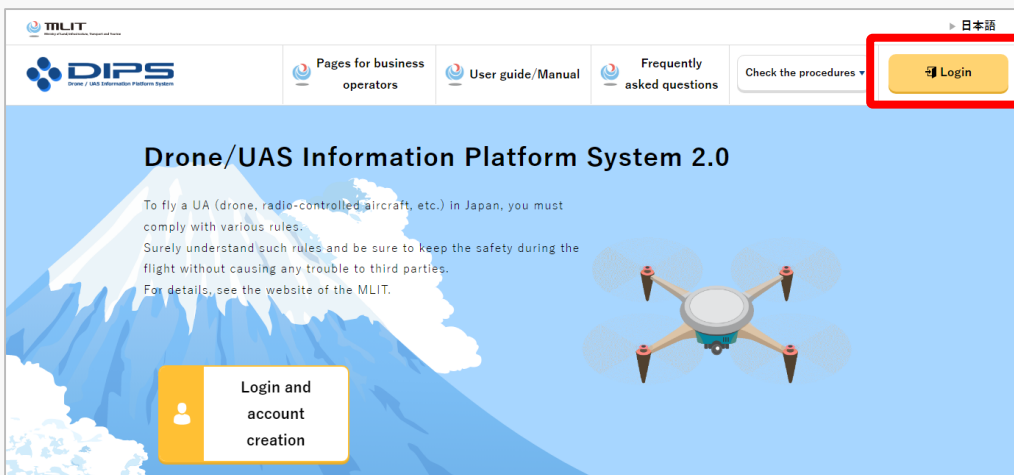
**Step 4: Cancel the application**

In the application information management/Details of the application screen, select the "Cancellation" button.



**Cancellation of an application is completed**

## 04. 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.

**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](#)

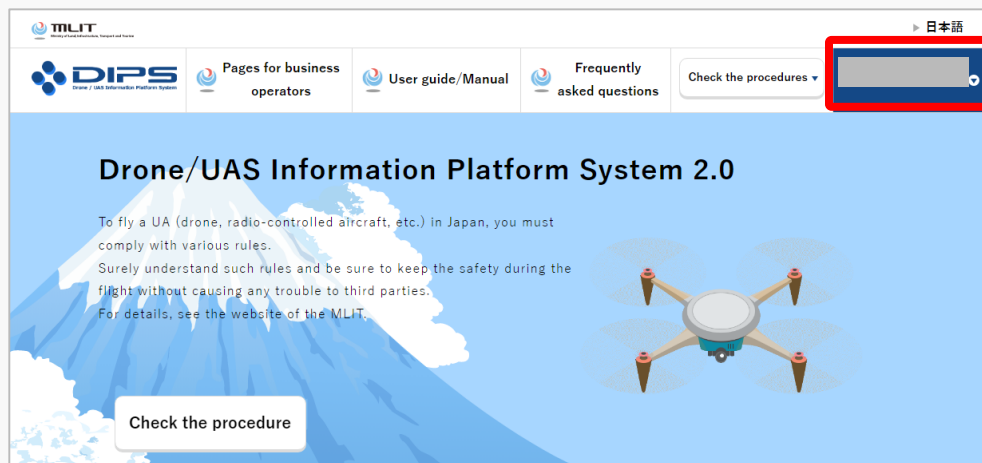
### Points to note!

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

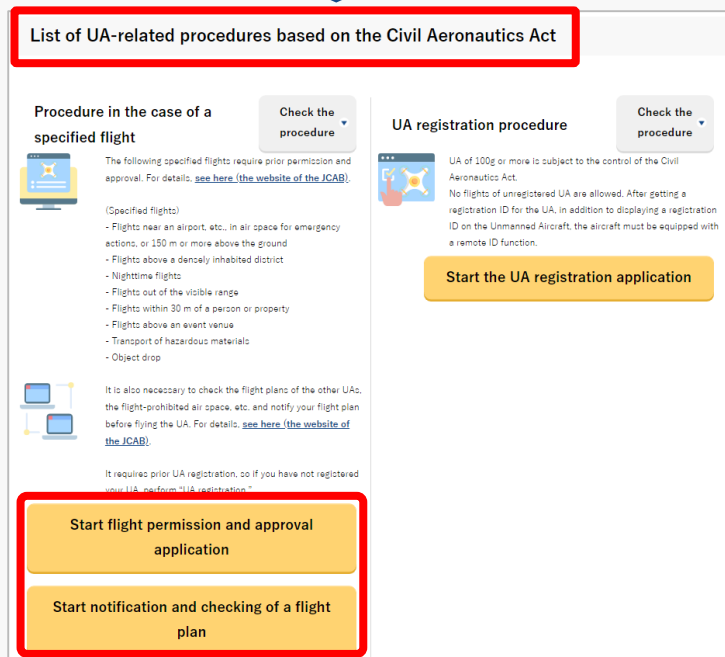
\*The login ID is 3 letters + 6 numbers.  
(Example) ABC123456



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



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



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

Please see the next page for buttons for various procedures.

## 04. 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

## 05. Step 2: Proceed to list of applications

On the Flight Permission/Approval Main Menu page, press the “Application list” button.

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

#### Create a flight permission / approval application

##### Create (new)

Create a new flight permission / approval application

##### Application list

Confirm the information of a flight permission / approval application created or under creation.

##### Create (change)

Change the plane information and the operator information of approved flight permission / approval application, and apply again.

##### Create (update)

Update the flight period of approved flight permission / approval application, and apply again.  
Create (update) is able to apply within 2 months until the end date of flight permission / approval.

##### Create (copy)

Copy the flight permission / approval application created or under creation.

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# 06. Step 3: Select the application to cancel

Application information management / Application list

List of applications applied or under creation.  
For acquisition of a permission slip, confirmation of the correction instruction contents, cancellation of an application, etc., click the "Edit" button.

Purpose of the flight	Category	Permission number	Procedure status		
Other 1	II A		Under creation of a corrected application	Edit	
Other 1	II A		Procedure finished (canceled)	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Under creation	Edit	Del
Other 1	II A		Under creation	Edit	Del

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1

2

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Back

Application Information Management/Application List page will open.

Press the "Edit" button for the application to be cancelled.

# 07. Step 4: Cancel the application

Application information management / Details of the application

Application information management / Details of the application

The application contents and state are as follows. Depending on the application state, you can perform acquisition of a permission slip, confirmation of the correction instruction contents, correction application, cancellation of the application, etc. To save or print an application, select the form, etc. and save and print it from the browser.

Application reception number	P221051068
Category	II A
Procedure status	Waiting for judgement

Correction contents

No	Application
1	<a href="#">Form 1 Permission/Approval Applicant for Flight of Unmanned Plane</a>
2	<a href="#">Form 2 Letter of Confirmation of Standard Conformity for Functions and Performance of Unmanned Plane</a>
3	<a href="#">Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane</a>



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No.	Original application permission approval slip
1	<a href="#">重空運第1021号</a>

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Cancellation

Application information management/Details of the application page will open.

Press the "Cancellation" button at the bottom.

\*The applications that can be cancelled are those whose application status is "Waiting for judgment" or "Under creation of a corrected application"

The applications with the status as "Under creation", "Judgment finished" or "Procedure finished" cannot be cancelled.

# Operation manual for applicants

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<Applicant>

## 09. Method to download the Permission Slip

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# 01. Introduction

**(For those who wish to download the Permission Slip for flight permission/approval)**

- In the Drone Information Platform System, the following procedures for flight permission/approval for unmanned plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Cancellation of application
  - Download the Permission Slip
  - Edit plane and operator information
  - Refer to applications that received flight permits/approvals under the old system
- This manual describes the method for downloading a Permission Slip for flight permission/approval in the Drone Information Platform System, so please refer to this when carrying out this task.
- In addition to this manual, refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.



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

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

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

## 03. Steps to be followed for downloading Permission Slip for flight permission/approval

Download an Electronic Permission Slip/Permit from the Drone Information Platform System.

### Start editing the applicant information

#### Step 1: Log in to the Drone Information Platform System

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

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

Select the "Application list" button on the main menu.

#### Step 3: Proceed to the Application information management/Details of the application screen

From the list, select the relevant application and select the "Edit" button.

#### Step 4: Download Permission Slip

Click the Permission Slip link on the 'Details of the Application' screen.

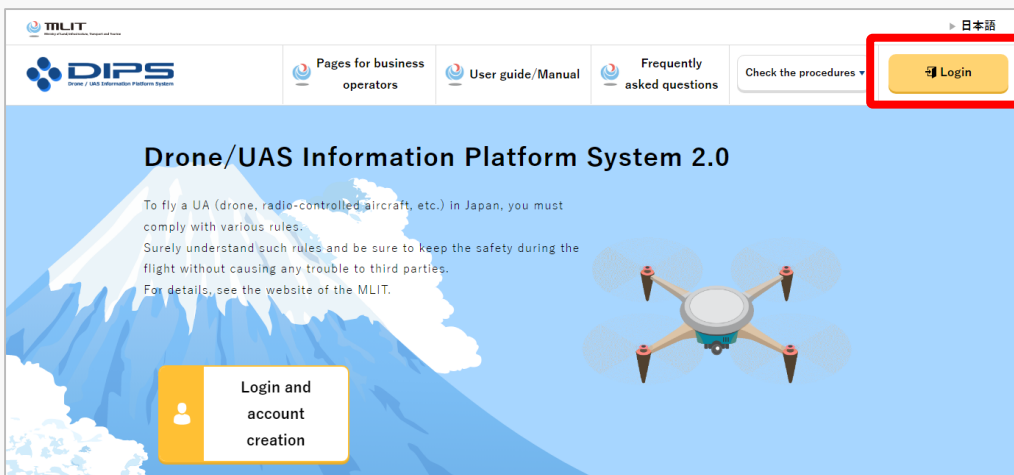
**Completed**

Upon completion of the review, you will receive a "[DIPS] Review Completion Notification" e-mail, and you can download the Permission Slip as described in said e-mail.

(Reference) Example of an email containing the Notification of Judgment completion



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



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

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

Click the "Login" button.

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

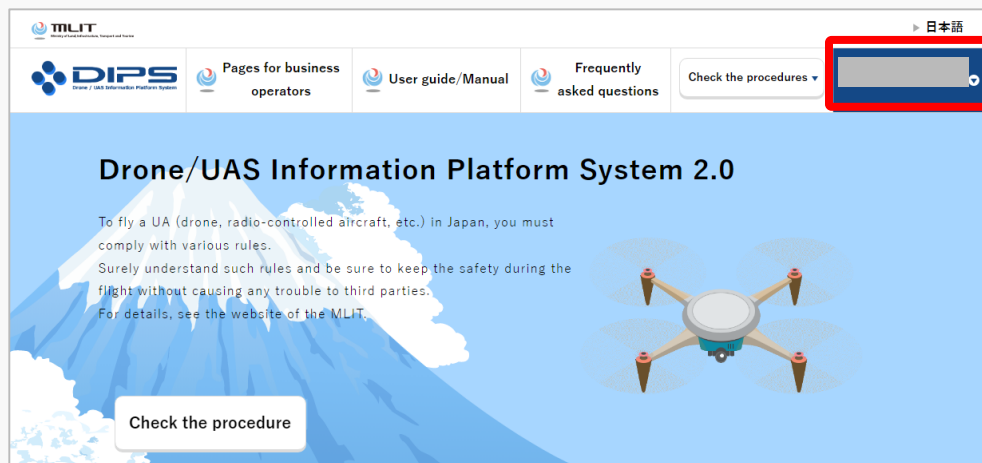
The screenshot shows the 'Log In' page. It has a light blue header with the title 'Log In'. Below the header, there are two main sections. The left section, titled 'If you have opened an account', contains a red-bordered box with a 'LoginId' input field, a 'Password' input field, and a 'Log In' button. Below these fields, there are links for 'If you have forgotten your login ID' and 'If you have forgotten your password'. The right section, titled 'If you have not opened an account', contains two buttons: 'Open an individual account' and 'Open a company/organization account'. At the bottom left, there is a 'Back' button.

### Points to note!

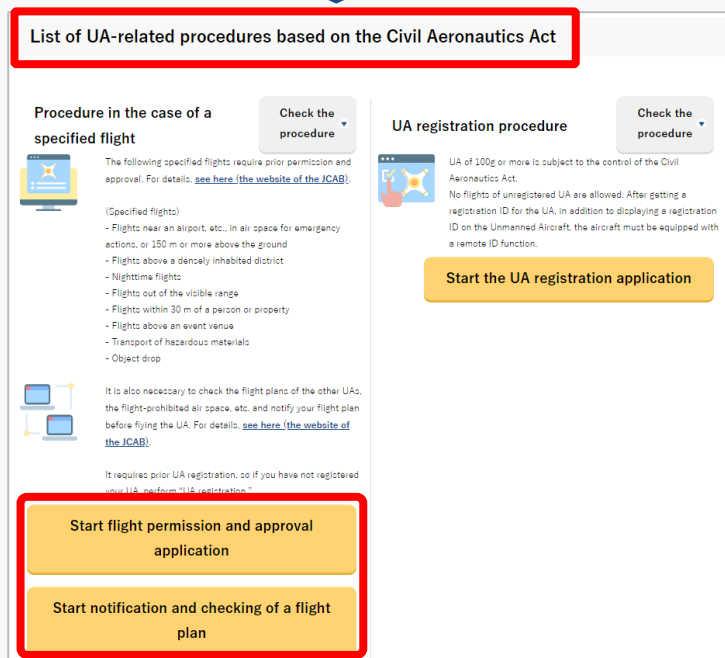
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.

## 04. 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

## 05. Step 2: Proceed to list of applications

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

Registration and change of unmanned plane information ▶

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

Registration and change of operator information ▶

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

#### Create a flight permission / approval application

Create (new) ▶

Create a new flight permission / approval application

Application list ▶

Confirm the information of a flight permission / approval application created or under creation.

On the Flight Permission/Approval Main Menu page, press the “Application list” button.

## 06. Step 3: Proceed to the Application information management/Details of the application screen

Application Information Management/Application List page will open. Scroll to the right, press the "Edit" button for the application for which you want to download the Permission Slip.

**Application information management / Application list**

List of applications applied or under creation.  
 For acquisition of a permission slip, confirmation of the correction instruction contents, cancellation of an application, etc., click the "Edit" button.

Purpose of the flight	Category	Permission number	Procedure status		
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Under creation of a corrected application	Edit	
Other 1	II A		Procedure finished (cancelled)	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Waiting for judgment	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Under creation	Edit	Del

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## 07. Step 4: Download Permission Slip (1/2)

### Application information management / Details of the application

#### Application information management / Details of the application

The application contents and state are as follows. Depending on the application state, you can perform acquisition of a permission slip, confirmation of the correction instruction contents, correction application, cancellation of the application, etc. To save or print an application, select the form, etc. and save and print it from the browser.

Application reception number	P221051052
Category	II A
Procedure status	Procedure finished

Correction contents

}}

No.	Permission slip, etc.
1	<u>本空運証第111111号</u>

Back

Cancellation

On the Application Information Management/Details of the Application page, click on the link given under Permission Slip, etc.

The file will get downloaded.

\* The electronic Permission Slip will be downloaded in ZIP format. The permission slip can be checked after unzipping the file. For files included in the ZIP format file, refer to the "About the Electronic Permission Slip" on the next page.

### Points to note!

- If you had opted for a hard copy of the Permission Slip but did not receive the original by the flight start date, take a print out of the downloaded Permit Form and take it to the flight location.
- Sending an envelope for returning the Permission Slip is a required operation, if you have opted for "Paper Permission Slip" as the format to receive the permit. This is not necessary if you had opted for "Electronic Permission Slip".
- When sending the envelope for the return of the original permit, enter the Application receipt number written in the Permission Slip issuance e-mail sent from the system.



07. Step 4: Download Permission Slip (2/2)

- About electronic Permission Slip
- The electronic Permission Slip in ZIP format contains the following files.

No.	File name	File format	File description
1	〇〇〇.xml	xml	A file with an electronic signature instead of a conventional seal. Electronic Permission Slip.
2	DEFAULT_STYLE.xsl	xsl	A supplementary file for displaying the No.1 xml format file in the browser.
3	〇〇〇.pdf	pdf	File with specific permissions. Depending on the contents of the permission, there may be multiple files.

As shown in the table, Permission Slip issued in electronic format does not have an official seal. You can use the e-Gov electronic filing system to verify whether the downloaded electronic permission slip has not been tampered with and whether the granted digital certificate is valid.

Access the following URL and verify from official document signature verification.

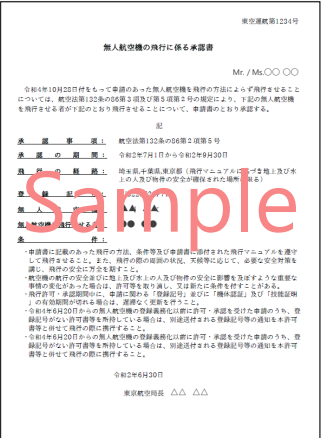
e-Gov electronic application system: <https://shinsei.e-gov.go.jp/>

(Reference)

No.1 "〇〇〇.xml" (Sample)



No.3 "〇〇〇.pdf" (Sample)



# Operation manual for applicants

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<Applicant>

## 10. How to edit plane and operator information

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# 01. Introduction

## (For those who wish to edit operator and plane information for flight permission/ approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for unmanned plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Cancellation of application
  - Download the Permission Slip
  - Edit plane and operator information
  - Refer to applications that received flight permits/approvals under the old system
- This manual describes the method for modifying the plane or operator information for flight permission/approval in the Drone Information Platform System, so refer to this when carrying out this task.
- In addition to this manual, refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

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

## 03. Flight permission/approval: Steps to edit operator and plane information

Follow the steps below to perform edits in the Drone Information Platform System.

### Start editing the application information

#### Step 1 : Log in to the Drone Information Platform System

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

#### Step 2: Proceed to change the registered information

On the main menu, select the "Registration and change of unmanned plane information" or "Registration and change of operator Information" button.

#### Step 3: Edit plane and operator information

Select the "Edit" button from the registered information list

#### Step 4: Confirm the registration of plane and operator information

Edit the items you want to change and then register.

**Editing is completed**

Plane information and operator information registered in this system can be edited at any time after registration.

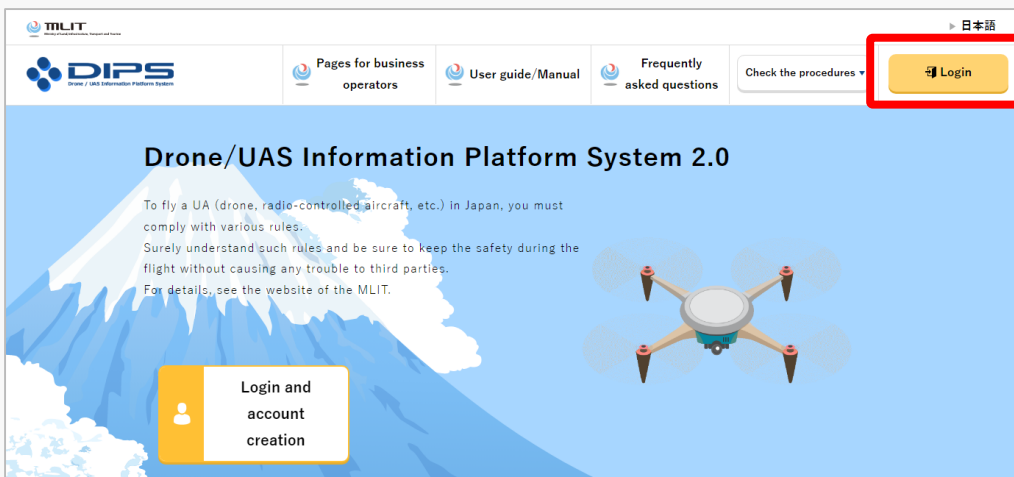
This information is also used to create the application form, **but if the application form was created before the edits were made, the information entered at the time of creation is reflected, and the edits will not be reflected in the completed or submitted application form.**

If you want to receive permission with the plane and operator information reflecting the edited content, create a new application form after editing.

Refer to the manual for new application [for how to add plane information and operator information](#).

Step2 onwards  
is the same as [new application](#)

## 04. 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.

**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**

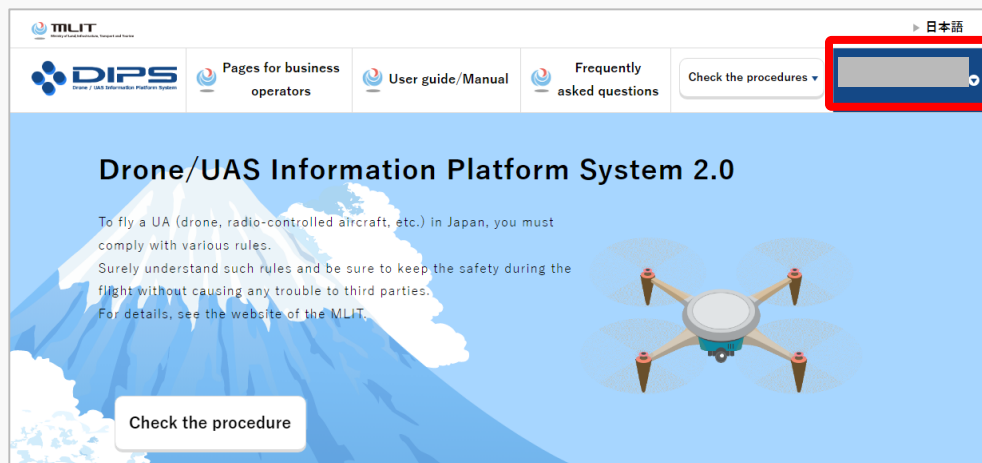
[Back](#)

### Points to note!

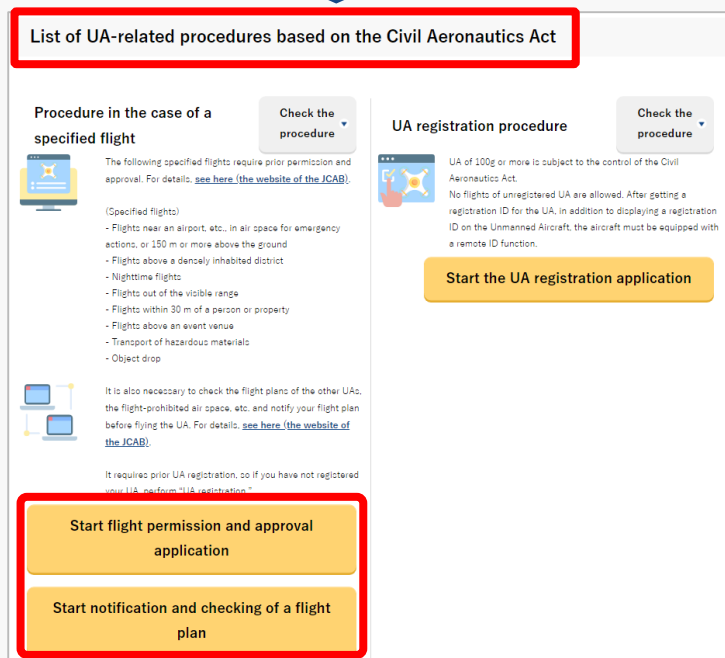
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

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



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



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

Please see the next page for buttons for various procedures.



## 04. 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

## 05. Step 2: Proceed to change the registered information

### Flight permission / approval main menu

#### Prepare the information necessary for a flight permission / approval application

##### Registration and change of unmanned plane information

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

##### Registration and change of operator information

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

Flight permission/approval main menu will be displayed.

To make the changes in the registered unmanned plane information, press the "Registration and change of unmanned plane information" button, and to make changes in the registered operator information, press the "Registration and change of operator information" button.

### Points to note

- For subsequent steps, refer to [Create a new application \(Step 2 \(2\) and Step 3 \(2\)\)](#) and proceed.

# Operation manual for applicants

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<Applicant>

## **11. Method to browse an application form under the old system for flight permission/approval**

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# 01. Introduction

**(For those who wish to refer to applications that received flight permits/approvals under the old system)**

- In the Drone Information Platform System, the following procedures for flight permission/approval for unmanned plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Cancellation of application
  - Download the Permission Slip
  - Edit plane and operator information
  - Refer to applications that received flight permits/approvals under the old system
- This manual describes the method to browse an application for flight permission/approval in the old system, so refer to this when carrying out this task.
- In addition to this manual, refer to the [Frequently Asked Questions](#) page on the Drone Information Platform System for a deeper understanding of the system.

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

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

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

## 03. Steps to browse an application for a flight permit/approval in the old system

Let's refer to an application in the Old Drone Information Platform System.

**Start editing the applicant information**



**Step 1 : Log in to the Drone Information Platform System**

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



**Step 2: Proceed to the list of application in the old system**

Select the "Application List (old system)" button on the main menu.



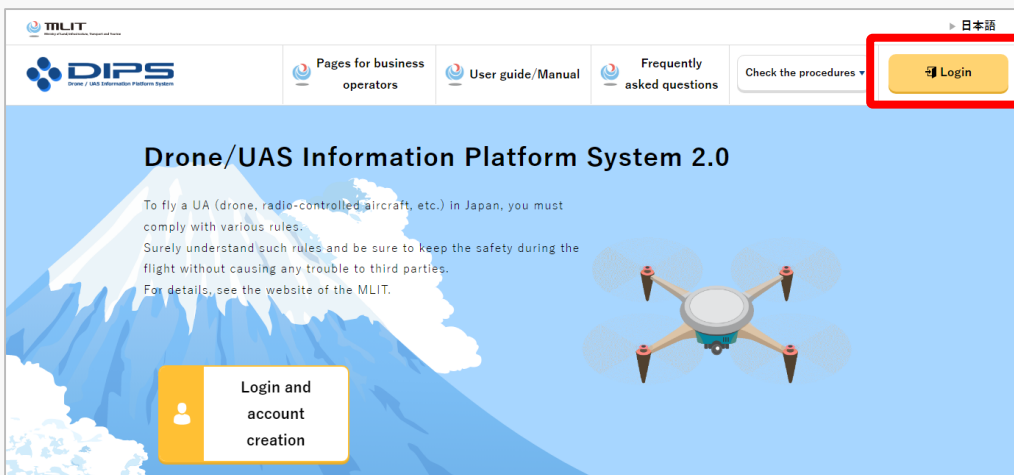
**Step 4: Browse an application form in the old system**

Select the application form you want to browse from the "Old Application List" menu.



**Browsing an application is completed**

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



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

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

Click the "Login" button.

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

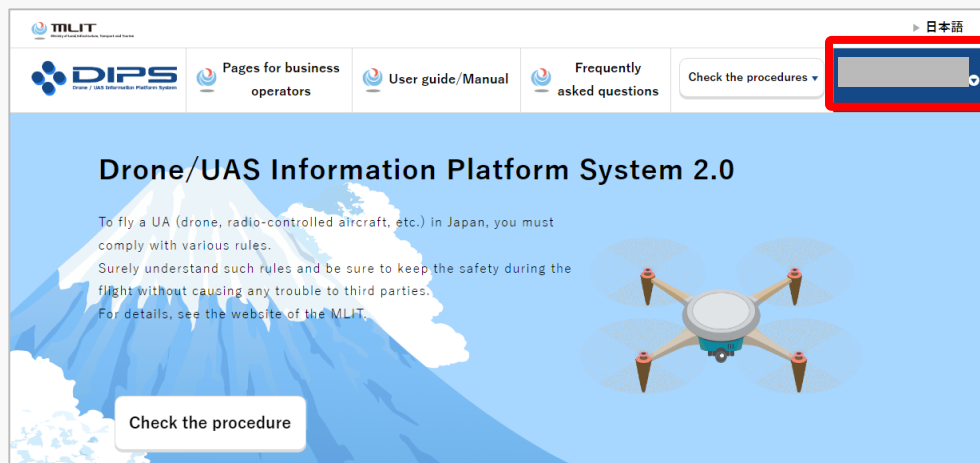
### Points to note!

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

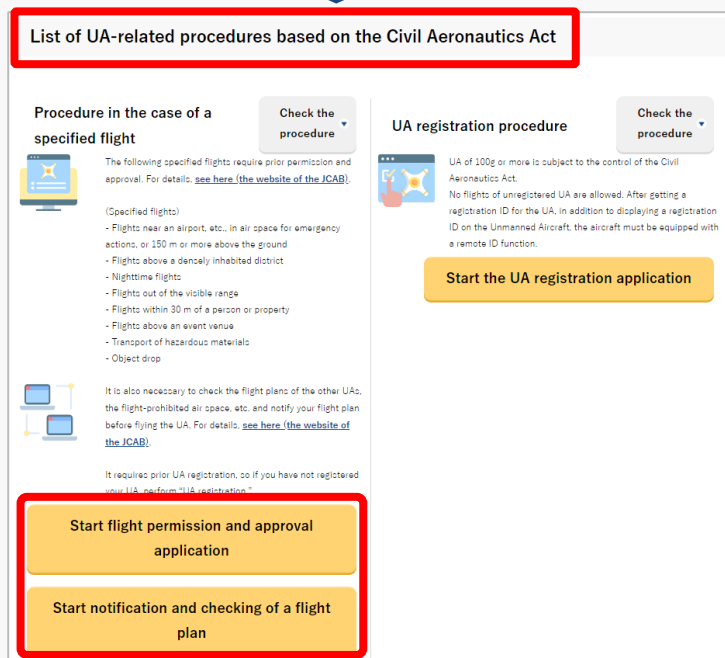
\*The login ID is 3 letters + 6 numbers.  
(Example) ABC123456



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



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



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

Please see the next page for buttons for various procedures.

## 04. 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

## 05. Step 2: Proceed to the list of application in the old system (1/2)

**Flight permission / approval main menu**

**Prepare the information necessary for a flight permission / approval application**

**Registration and change of unmanned plane information**

Register the plane information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

**Registration and change of operator information**

Register the operator information to apply for.  
Register it in advance because information registered in this menu is necessary for creation of an application.

**Create a flight permission / approval application**

**Create (new)**

Create a new flight permission / approval application

**Application list**

Confirm the information of a flight permission / approval application created or under creation.

**Create (change)**

Change the plane information and the operator information of approved flight permission / approval application, and apply again.

**Create (update)**

Update the flight period of approved flight permission / approval application, and apply again.  
Create (update) is able to apply within 2 months until the end date of flight permission / approval.

**Create (copy)**

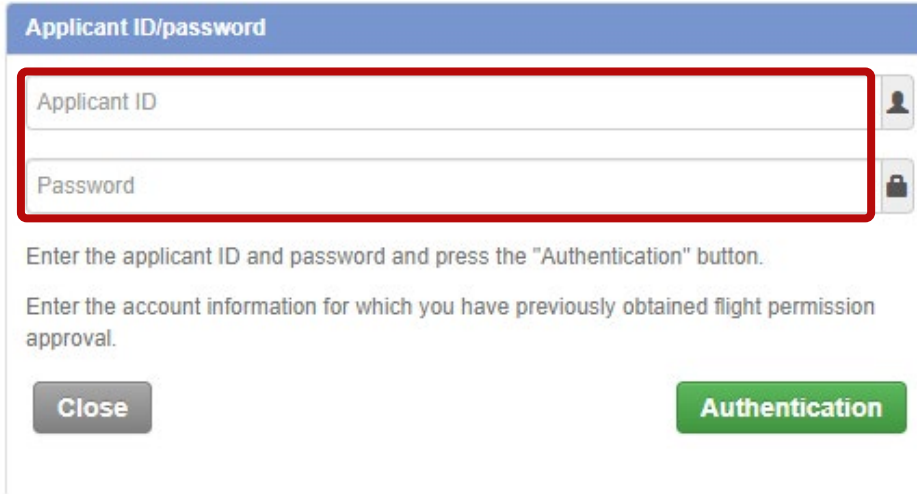
Copy the flight permission / approval application created or under creation.

**Reference the flight permission / approval application created with the old system.**

**Application list (old system)**

On the Flight Permission/Approval Main Menu page, press the "Application list(old system)" button.

## 05. Step 2: Proceed to the list of application in the old system (2/2)



Applicant ID/password

Applicant ID

Password

Enter the applicant ID and password and press the "Authentication" button.

Enter the account information for which you have previously obtained flight permission approval.

Close Authentication

The login page will open.

Enter your Applicant ID and password for the old system and press the "Authentication" button.

# 06. Step 3: Browse an application form in the old system (1/2)

Old Application list

List of applications approved.  
To check the details, click the "Details" button in the list.

No.	Application reception number	Application type	Destination	Purpose of the flight	Permission number	
1		Change	Civil Aviation Bureau of Tokyo	Aerial photography/Reporting and news/Security/Agriculture, forestry and fisheries/Masurement/Environmental survey/Facility maintenance/Infrastructure inspection and maintenance/Material management/Transport and delivery/Natural observation/Accident and disaster response, etc./Other 1/Hobby/Other 2		<div>Details</div>
2		New	Civil Aviation Bureau of Tokyo	Aerial photography/Reporting and news/Security/Agriculture, forestry and fisheries/Masurement/Environmental survey/Facility maintenance/Infrastructure inspection and maintenance/Material management/Transport and delivery/Natural observation/Accident and disaster response, etc./Other 1/Hobby/Other 2		<div>Details</div>

The List of application approved in the old system will be displayed.

Press "Details" button to check the details.

\*A list of applications permitted or approved after December 1, 2020 will be displayed.

# 06. Step 3: Browse an application form in the old system (2/2)

Details of the application

Contents of permitted / approved applications are as below.

Reception number

No.	Application
1	<a href="#">Form 1 Permission/Approval Applicant for Flight of Unmanned Plane</a>
2	<a href="#">Form 2 Letter of Confirmation of Standard Conformity for Functions and Performance of Unmanned Plane</a>
3	<a href="#">Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane</a>

No.	Attachment
1	<a href="#">Attachment 1 Flight Path</a>
2	<a href="#">Attachment 2 Registration ID, Manufacturer, Name, Weight, etc.</a>
3	<a href="#">Attachment 3 Operating Limit of Unmanned Plane, etc.</a>
4	<a href="#">Attachment 4 Conformity to Additional Standards of Unmanned Plane</a>
5	<a href="#">Attachment 5 List of Operators of Unmanned Plane</a>
6	<a href="#">Attachment 6 Conformity to Additional Standards of Operators of Unmanned Plane</a>
7	<a href="#">Attachment 7 Other Manuals</a>
8	<a href="#">Attachment 8 Letter of Confirmation of Conformity to Standards for Functions and Performance of Unmanned Plane with Maximum Takeoff Weight of 25kg or More</a>

No.	Instruction manual of the plane	
1	<a href="#">Plane 1 Instruction manual</a>	
2	<a href="#">Plane 2 Instruction manual</a>	
3	<a href="#">Plane 3 Instruction manual</a>	

??

No.	Original application permission approval slip	
1	<a href="#">東空運航第221215002号</a>	

No.	Permission slip, etc.	
1	<a href="#">東空運航第221215012号</a>	

Back

Click on the application forms, attachments, permission slips, etc. that have already been permitted or approved in the old system to confirm their contents.

\*To save and print the application form, please select a form, etc., and save and print from your browser.

# Operations Manual for applicant

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**< Permission to fly / Flight Plan Report >**

## **12. How to prepare a map when preparing your flight path**

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12.How to edit flight path/range (for buffer lines)	• • • • • • • • • •	p.12-15
13. How to edit assistants	• • • • • • • • • •	p.12-17
14. How to edit artificial objects such as spectator seats	• • • • • • • • • •	p.12-18
15. How to edit text	• • • • • • • • • •	p.12-19
16. How to delete a shape or object	• • • • • • • • • •	p.12-20

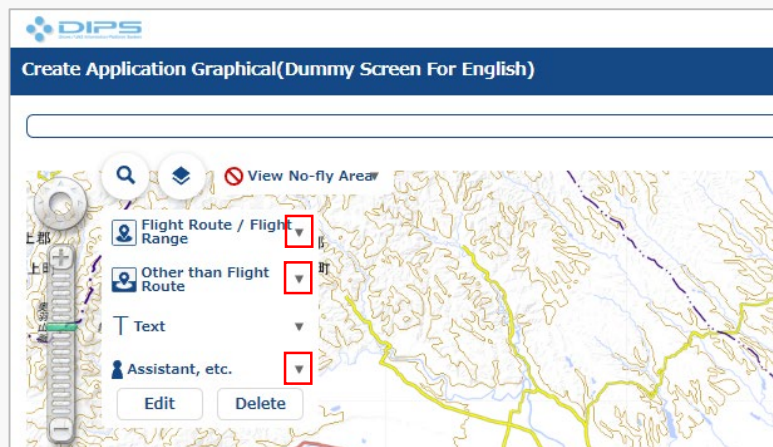


# 01.Introduction (for Individuals create map data)

- In the drone information platform system, you can prepare map information for flight permission application and flight plan report.
- The method of creating map data is the same for flight permission application and flight plan report.
- This manual should be used in conjunction with the various operation manuals for flight permission application and flight plan report.

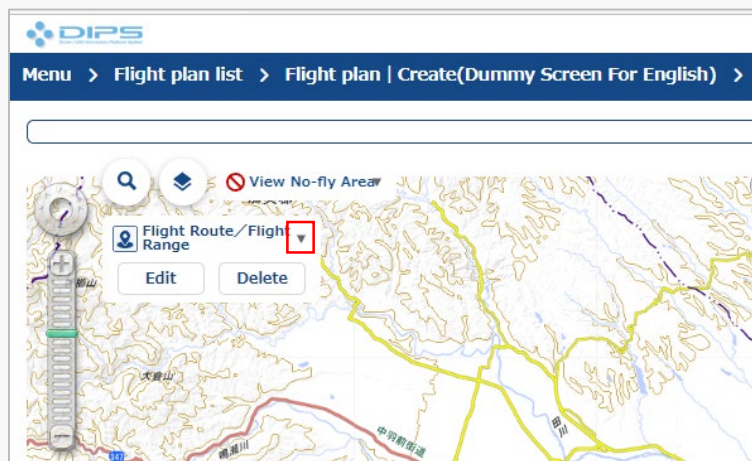
## 02.Screen transition from “Flight Permit Approval and Flight Plan Notification Screen”

### For flight permission application



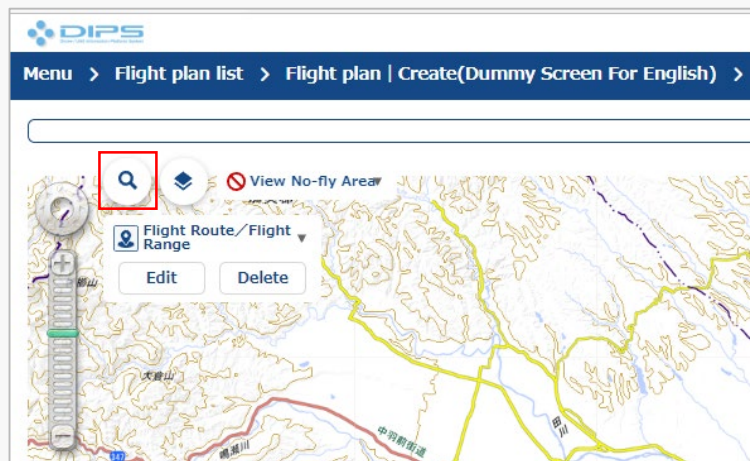
In the “Create Application Graphical” screen, click 「▼」 button of “Flight Route / Flight Range”, “Other than Flight Route”, “Assistant ,etc. ”and create each map information(shape) .

### For flight plan report



In the “Flight plan report” screen, click 「▼」 button of “Flight Route / Flight Range” and create each map information(shape) .

## 03.Search for a location to create map information

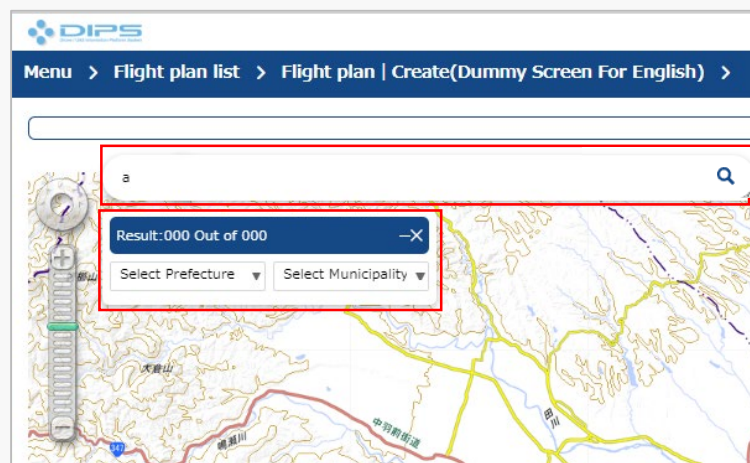


Press the 「」 button to display the text area.

Enter the address or the facility you wish to display in the text area.

The search results corresponding to the search string will be displayed.

When you select a location, the center of the map moves to the selected position.

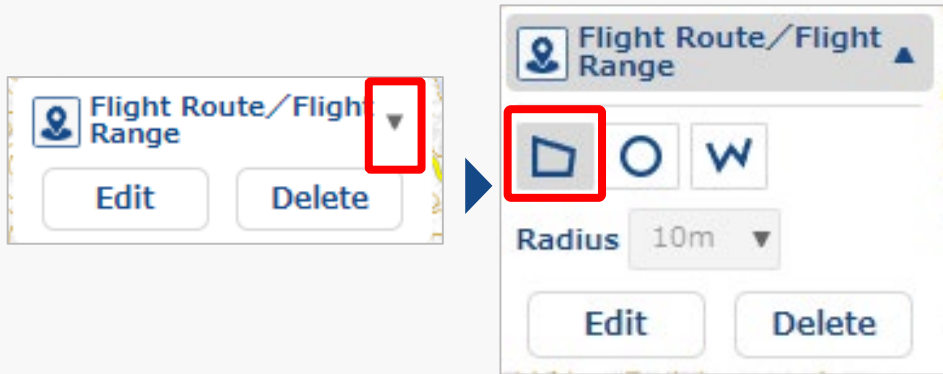


### Point

You can also move the map screen by dragging.

## 04. Draw flight paths and flight ranges on a map (How to draw in polygonal form)

### How to draw in polygonal form



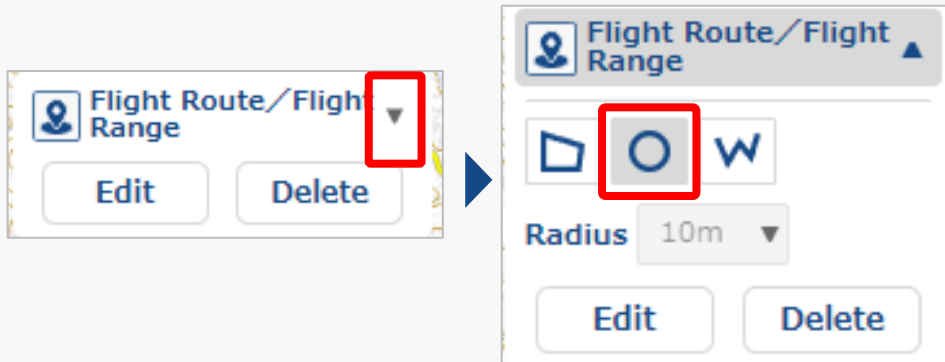
Click 「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on polygon icon.

Click on polygon vertexes from the starting point on the map to draw the flight path/range. Double-click at the end of the vertex to determine the flight path/range.

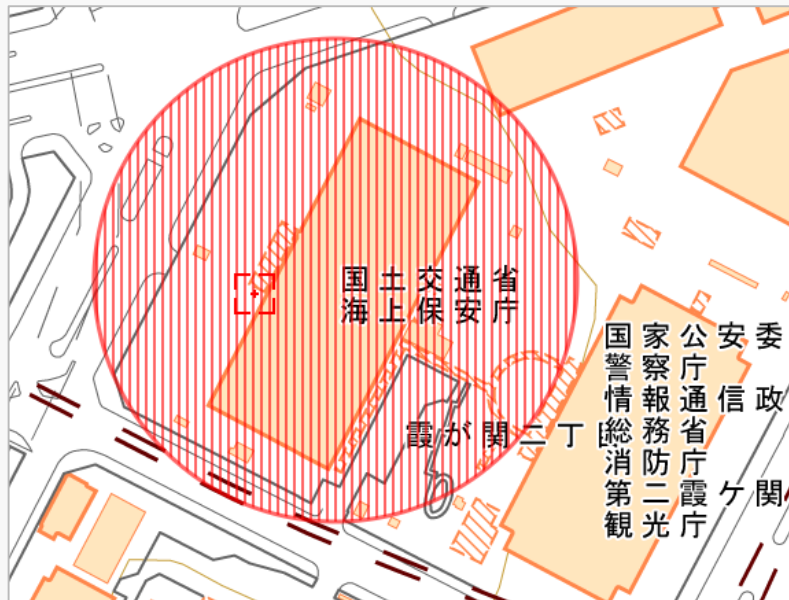


## 05. Draw flight paths and flight ranges on a map (How to draw in a circle)

### How to draw in a circle



Click 「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on circle icon.



Click on the circle center on the map, drag to widen the area and draw the prohibited area. Click again at the radius you want to create to determine the flight path/range.

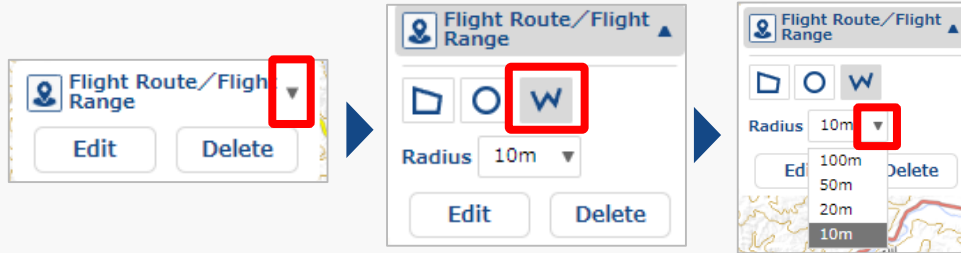


**O: click location**



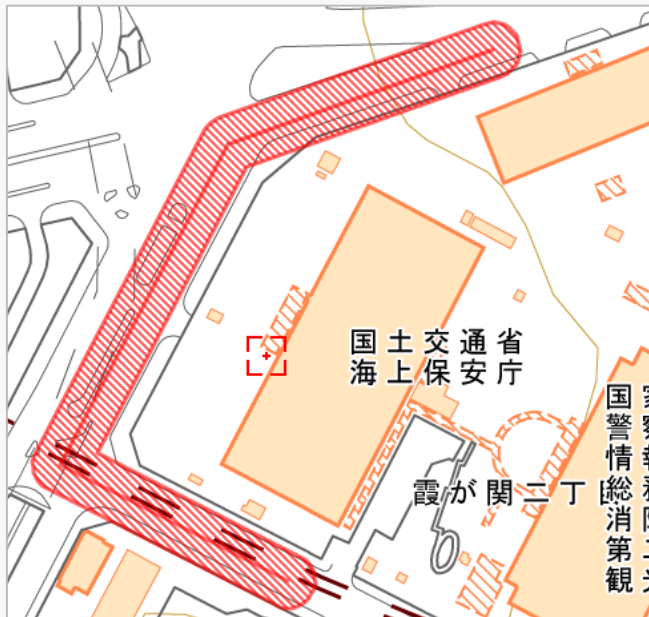
## 06. Draw flight paths and flight ranges on a map (How to draw with buffer lines)

### How to draw with buffer lines



Click 「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on buffer lines icon.

Click 「▼」 button to the right of "radius" to open the window for the shape to be drawn. Select the radius you want to draw.



Click on points from the starting point on the map to draw the flight path/range. Double-click at the end point to determine the flight path/range.

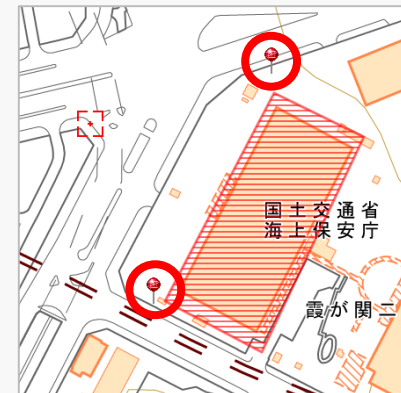
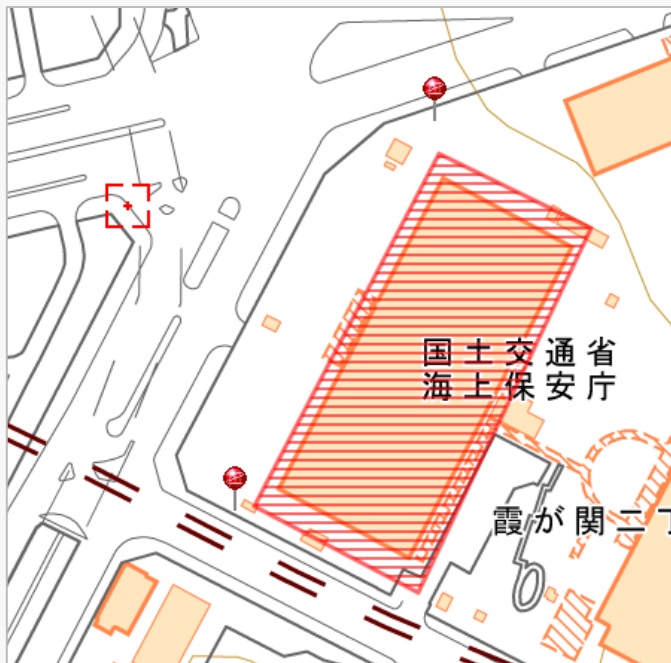


## 07.How to draw assistants

To draw assistants on the map



Click 「▼」 button to the right of "Assistant, etc.", click on the point to place a assistant on the map. The assistant is displayed with an 「📍」 icon.



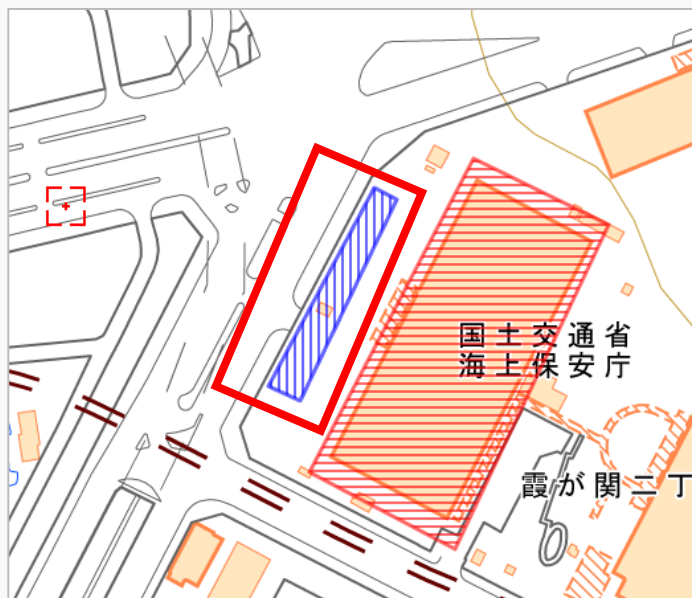
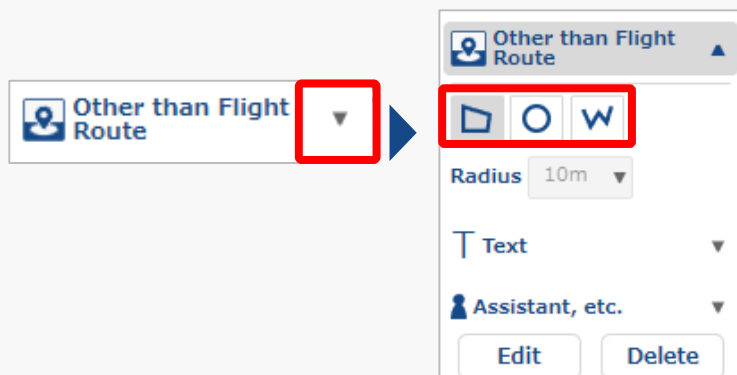
📍 : click location

### Caution!

- When flying over an event venues, etc., please draw the position of the assistant so that he/she can be identified.

## 08. How to draw artificial objects such as spectator seats

To draw artificial objects such as spectator seats on the map



Click 「▼」 button to the right of "Other than Flight Route" to open the window for the shape to be drawn. Click on the icon you want to draw.

For information on how to draw each shape, see [p.12-5~p.12-7](#)

Artificial objects such as spectator seats are drawn within the blue shaded area.

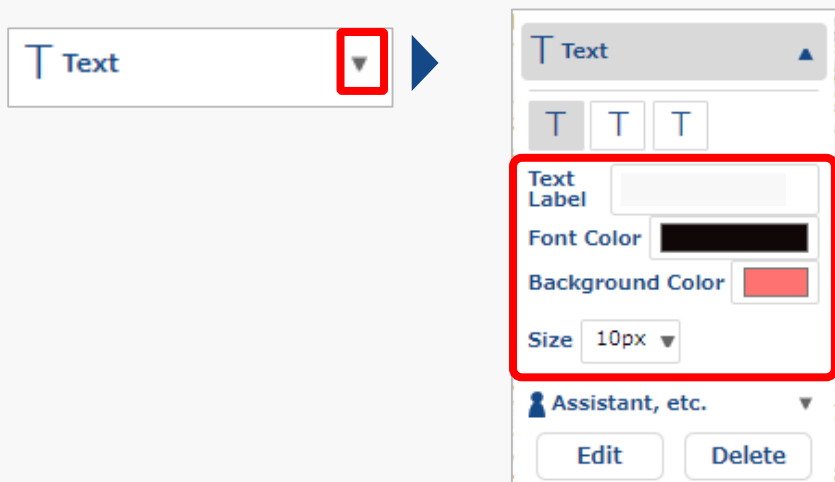
### Caution!

- When flying over an event venues, please draw artificial objects to show the location of spectators, etc., and make it clear that the route does not fly over third parties



## 09. How to create text

To create text on the map



To add information in text to an assistant or artifact objects on the map, Click 「▼」 button to the right of text and enter the information.

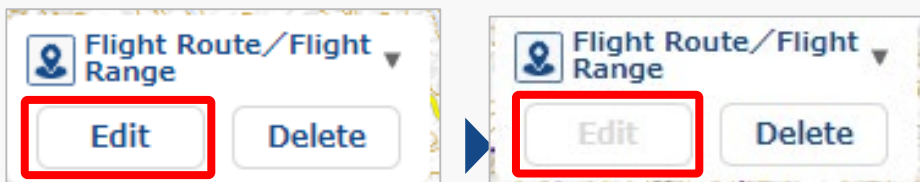
Change text color, background color, and size as needed.

Click on the location on the map to place the text.

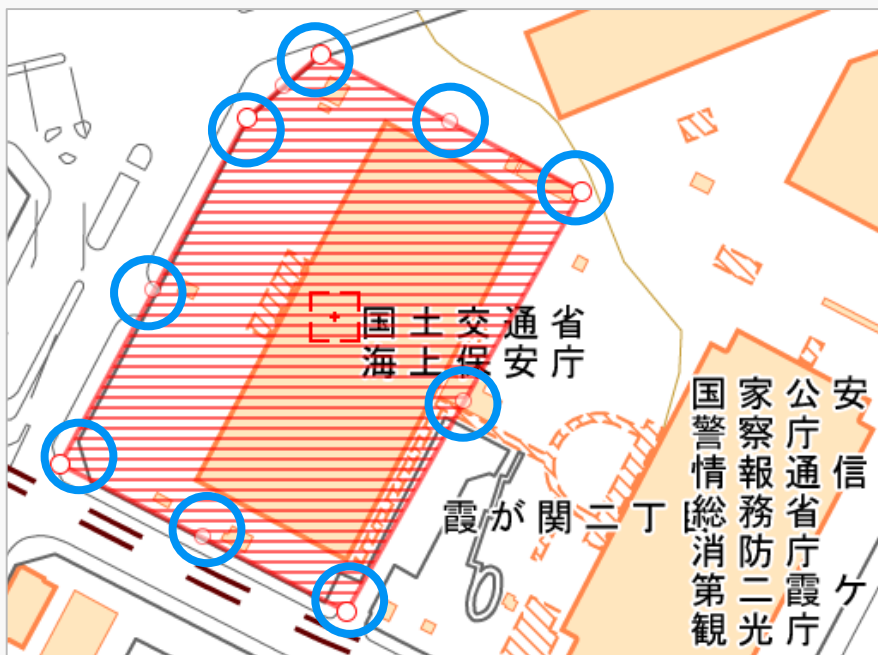


## 10. How to edit flight path/range (for polygons) (1/2)

### How to edit flight path/range (for polygons)



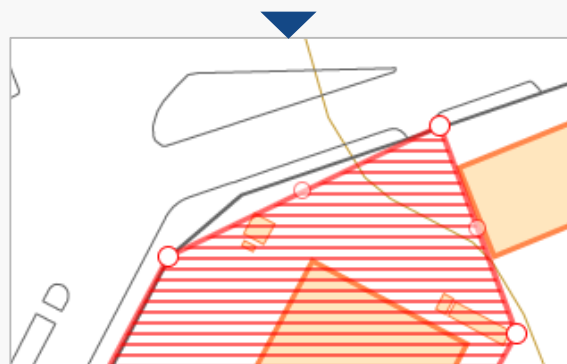
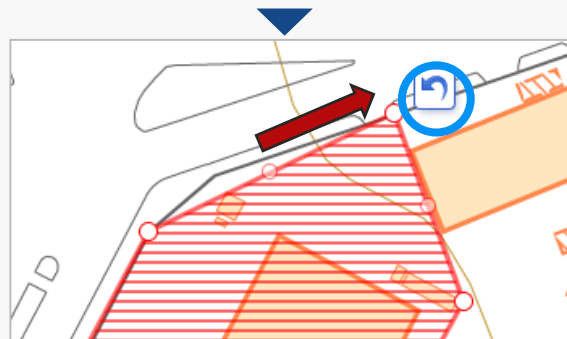
In the "Flight Route / Flight Range" screen, click "Edit" button to change the status to that shown on the left, and the flight path/range can be edited.



With editing enabled, click on the flight path/range (red shaded line) and a red circle will appear at each point. Click on the red circle you want to edit.

## 10. How to edit flight path/range (for polygons) (2/2)

### How to edit flight path/range (for polygons)



Click on the red circle you want to edit. To delete the selected point, press 「×」.

If you want to change the range without deleting, change the range while clicking the red circle. Once you have moved the red circle to the location you want to change, release the click. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

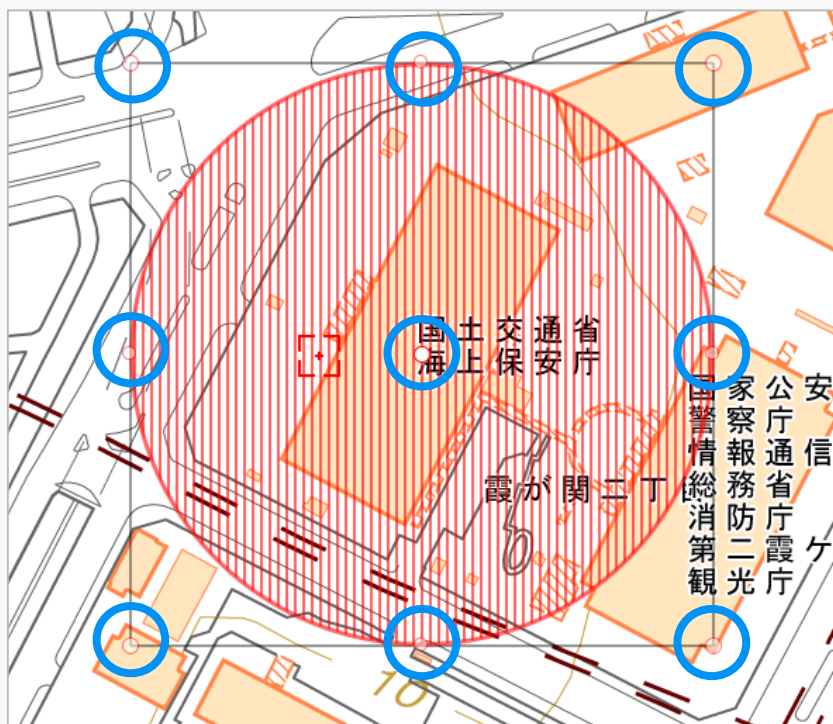
After all points have been deleted or changed, click on the map outside of the flight path/range or a red circle. The "arrow", 「×」 icons and the red circle will disappear as shown on the left, and the edited flight path/range will be fixed.

# 11. How to edit flight path/range (for circles) (1/2)

## How to edit flight path/range (for circles)



In the "Flight Route / Flight Range" screen, click "Edit" button to change the status to that shown on the left, and the flight path/range can be edited.

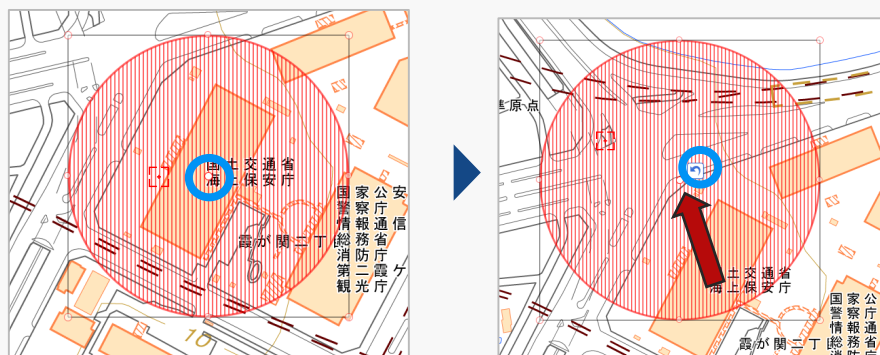


With editing enabled, click on the flight path/range (red shaded line) and a red circle will appear at each point.

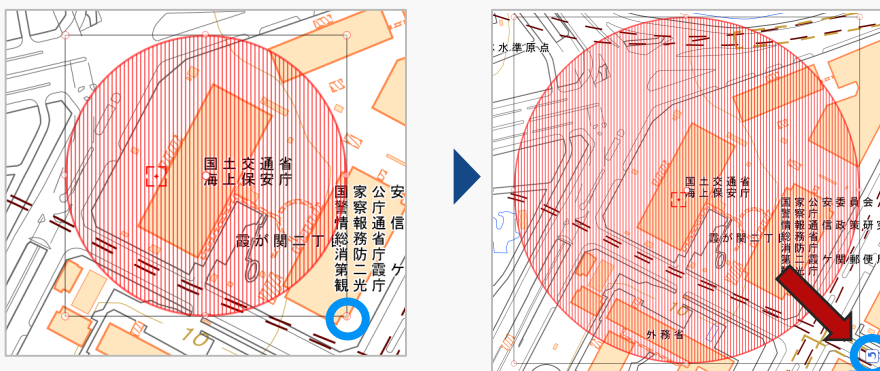
# 11. How to edit flight path/range (for circles) (2/2)

## How to edit flight path/range (for circles)

### To move it



### To be enlarged or reduced



Slide the circle in the direction you want to move it while clicking the red circle displayed in the center of the circle and release the click. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

While clicking on the red circle displayed outside the circle, slide it in the direction to be enlarged or reduced.

Release the click when you have slid it to the place you want to zoom in or out. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

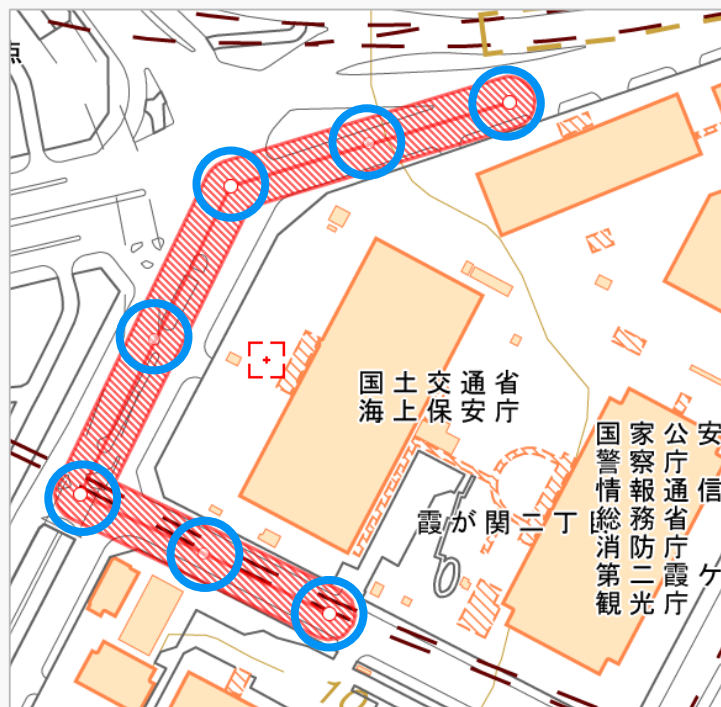
After moving/zooming in/out, if you click on the map outside of the flight path/range, the "arrow" and red circle will disappear and the edited flight path/range will be fixed.

## 12. How to edit flight path/range (for buffer lines) (1/2)

### How to edit flight path/range (for buffer lines)



In the "Flight Route / Flight Range" screen, click "Edit" button to change the status to that shown on the left, and the flight path/range can be edited.

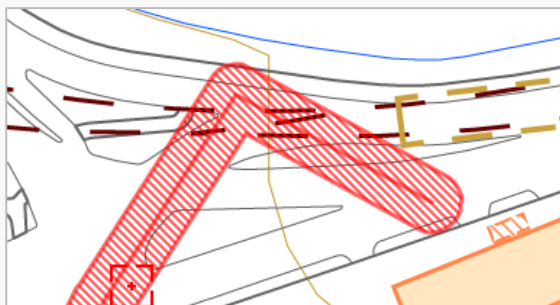
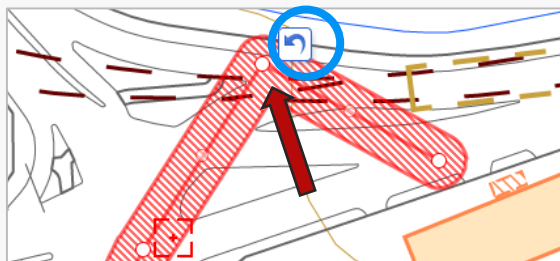


With editing enabled, click on the flight path/range (red shaded line) and a red circle will appear at each point. Click on the red circle you want to edit.



## 12. How to edit flight path/range (for buffer lines) (2/2)

### How to edit flight path/range (for buffer lines)



Click on the red circle you want to edit.

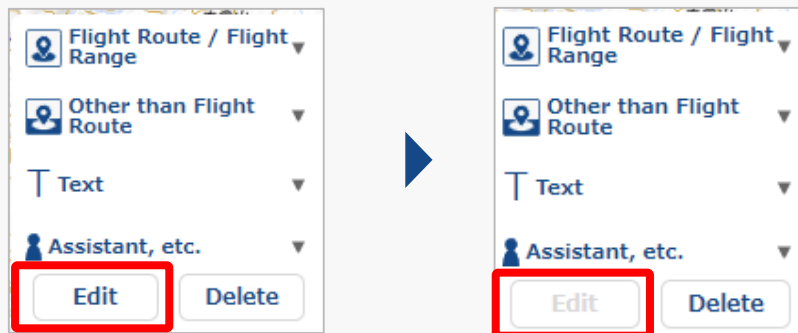
To delete the selected point, press 「×」.

If you want to change the range without deleting, change the range while clicking the red circle. Once you have moved the red circle to the location you want to change, release the click. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

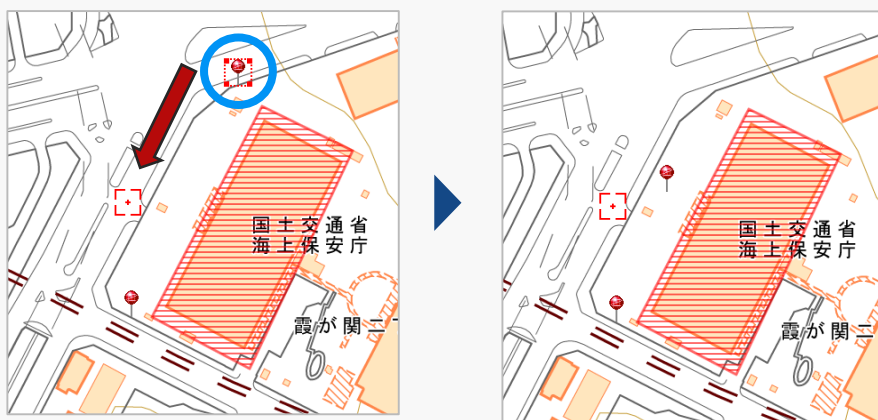
After all points have been deleted or changed, click on the map outside of the flight path/range or a red circle. The "arrow", 「×」 icons and the red circle will disappear as shown on the left, and the edited flight path/range will be fixed.

## 13. How to edit assistants

### To edit an assistant



In the screen, click "Edit" button to change the status to that shown on the left, and assistants can be edited.



With editing enabled, click on the assistant and a red frame will appear around it. Click and drag to the location where you want to move it.

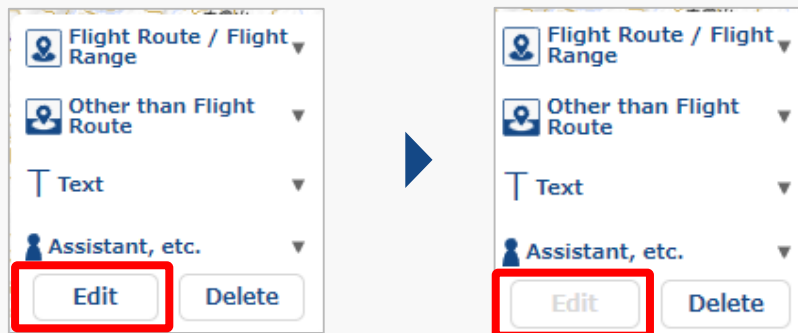
### Caution!

- When flying over an event venues, etc., please draw the position of the assistant so that he/she can be identified.



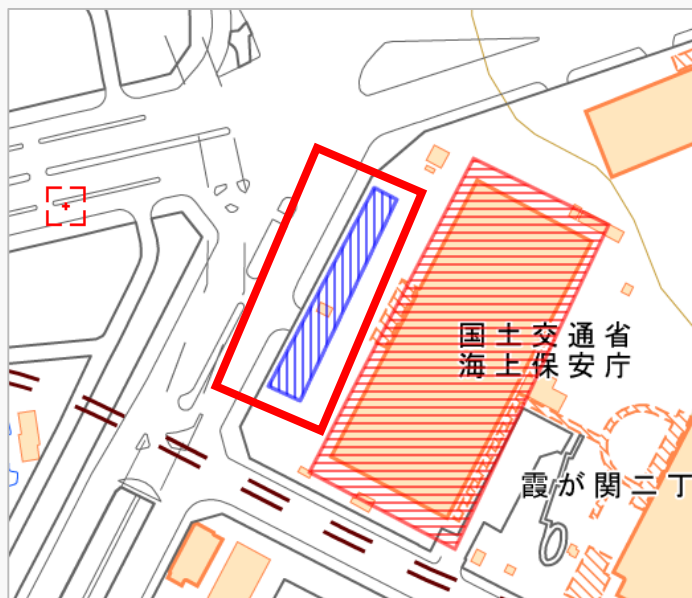
## 14. How to edit artificial objects such as spectator seats

To edit artificial objects such as spectator seats



In the screen, click "Edit" button to change the status to that shown on the left, and artificial objects such as spectator seats can be edited.

For information on how to draw each shape, see [p.12-11~p.12-16](#).

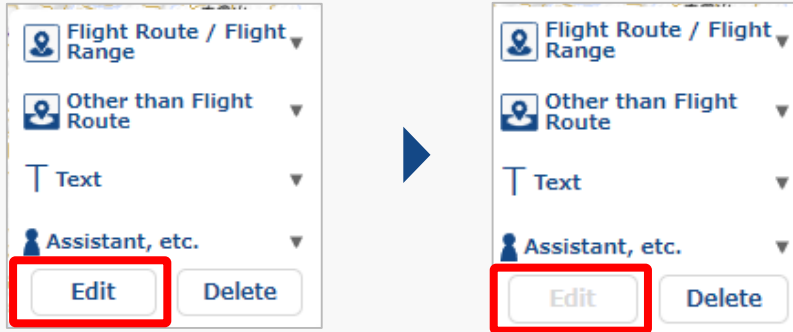


### Caution!

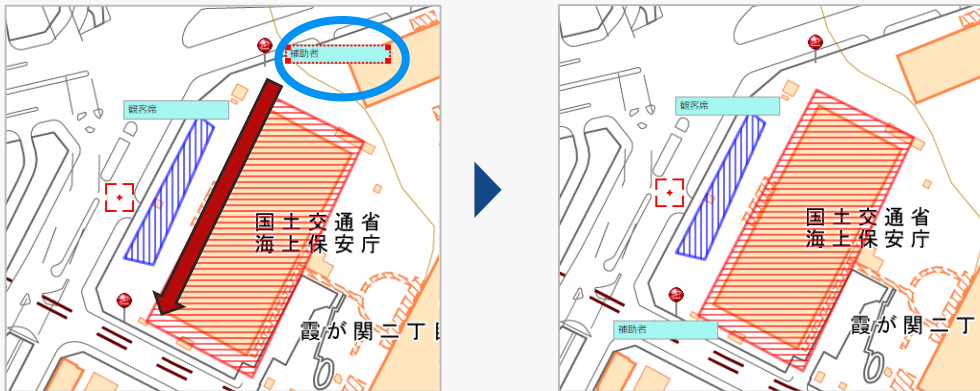
- When flying over an event venues, please draw artificial objects to show the location of spectators, etc., and make it clear that the route does not fly over third parties

## 15. How to edit text

### To edit text



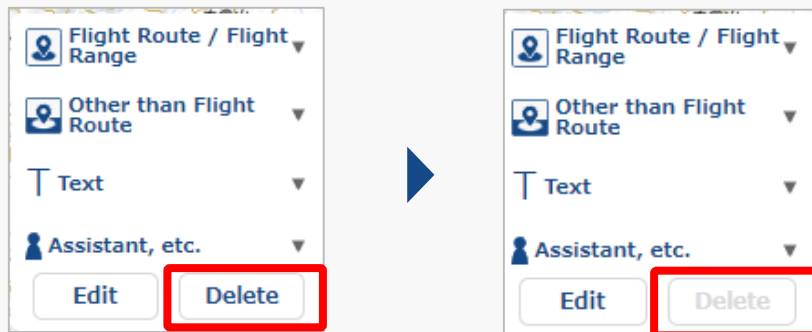
In the screen, click "Edit" button to change the status to that shown on the left, and text can be edited.



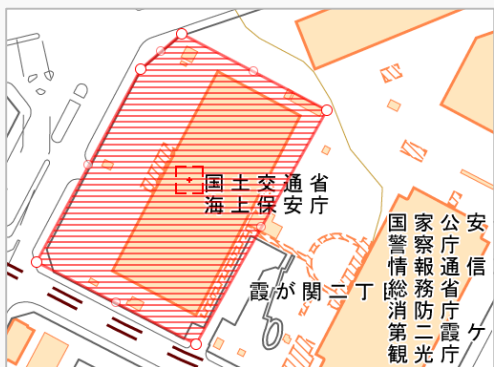
With editing enabled, click on the text and a red frame will appear around it. Click and drag to the location where you want to move it.

## 16. How to delete a shape or object

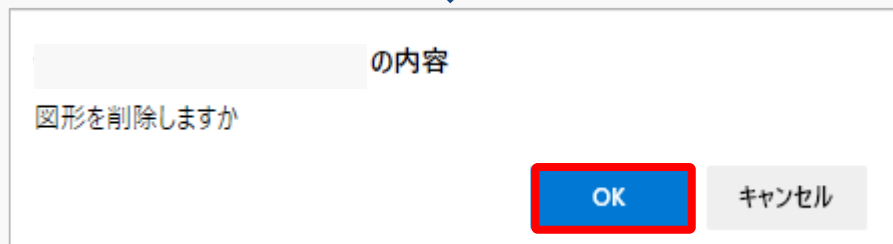
To delete a shape or object



In the screen, click "delete" button to change the status to that shown on the left, and a shape or object can be deletable.



Click the shape or object you want to delete.



A message confirming the deletion appears. Click "OK" to complete the deletion.