

# Operation manual for applicants

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<Applicant>

## 03. How to proceed with renewal application

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# 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
- 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.

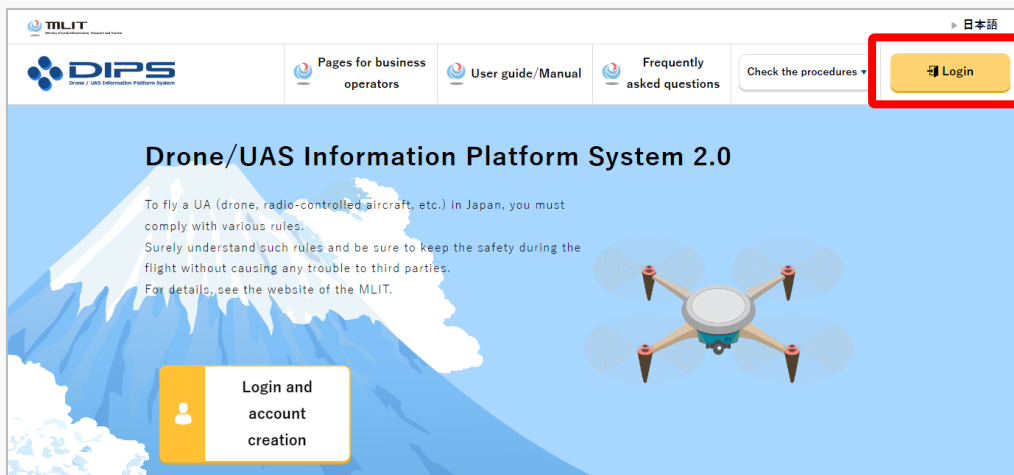
### Renewal application completed

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.

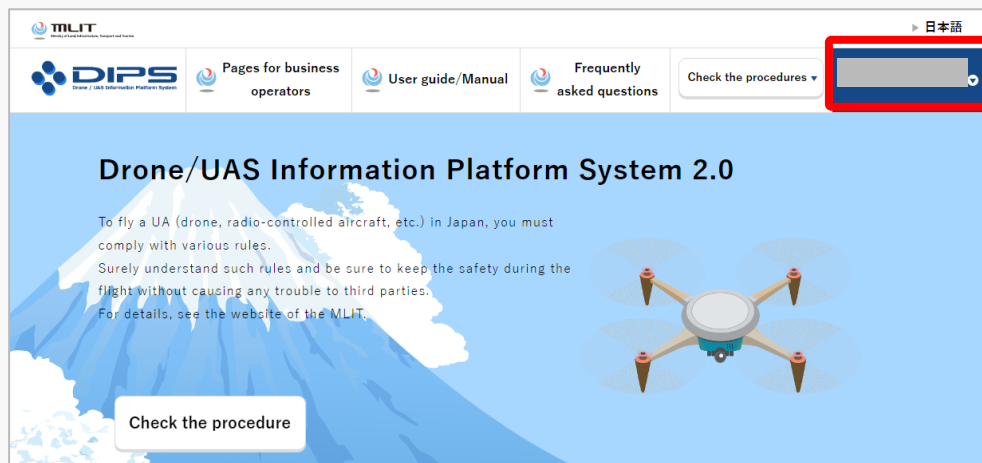
The 'Log In' page has two main sections. The left section, 'If you have opened an account', contains fields for 'LoginId' and 'Password', a 'Log In' button (highlighted with a red rectangle), and links for forgotten credentials. The right section, 'If you have not opened an account', contains buttons for 'Open an individual account' and 'Open a company/organization account'.

### Points to note!

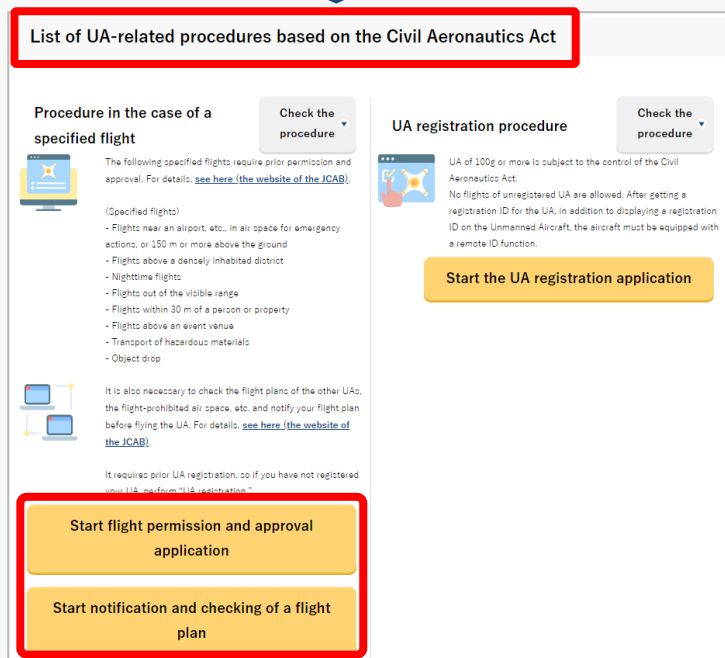
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

\*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 1 0 2 1 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>

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5

[Other attachment 5](#)

No.

Original application permission approval slip

1

[東京運航第202412121号](#)

☐ Would you like to be notified of your application in English?

☐ Check that the application content is appropriate, and that there are no errors.  
\* If there are deficiencies in the application content, it will take time for additional confirmation. It is also assumed that permission or approval will not be obtained by the scheduled flight date.  
\* Flying an unmanned aircraft system without obtaining appropriate permission or approval is punishable by imprisonment or a fine.

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

No.

Original application permission approval slip

1

[東京運航第202412121号](#)

☒ Would you like to be notified of your application in English?

☒ Check that the application content is appropriate, and that there are no errors.  
\* If there are deficiencies in the application content, it will take time for additional confirmation. It is also assumed that permission or approval will not be obtained by the scheduled flight date.  
\* Flying an unmanned aircraft system without obtaining appropriate permission or approval is punishable by imprisonment or a fine.

Cancel

Apply

Finally, please check the entered information again, and if there are no problems, check the box for "Check that the application content is appropriate, and that there are no errors" and press the "Apply" button.

Processing result

SC\_U02\_15

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

OK

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