

# 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
- 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**

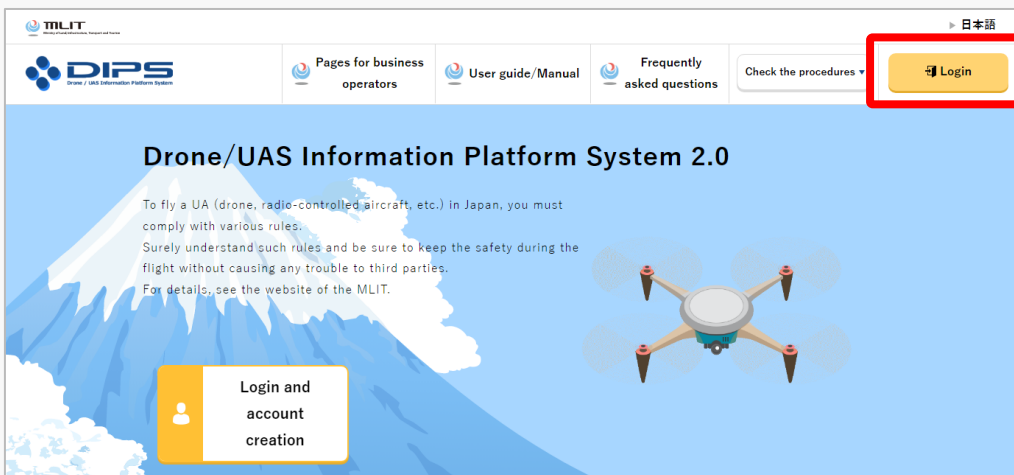
Select the application to be copied from the Application list (copy).

**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.

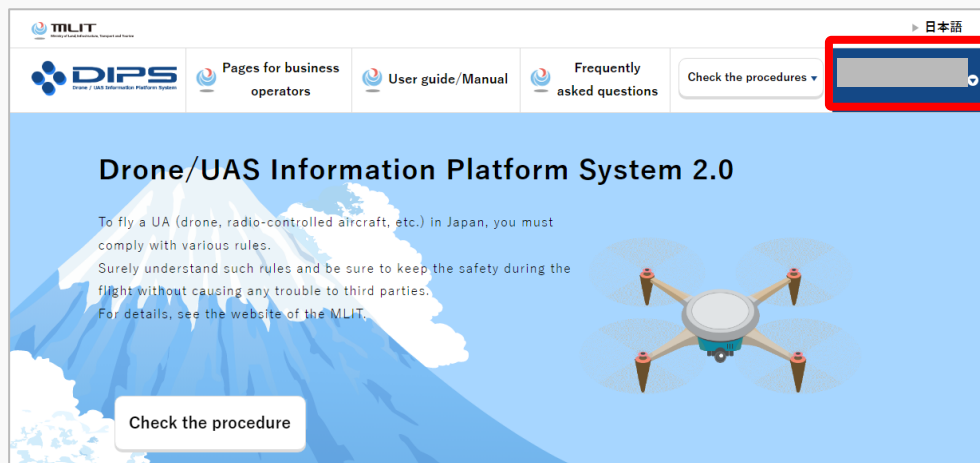
The 'Log In' page has two main sections. The left section, 'If you have opened an account', contains a 'LoginId' input field, a 'Password' input field, and a 'Log In' button, all of which are highlighted with a red rectangle. The right section, 'If you have not opened an account', contains two buttons: 'Open an individual account' and 'Open a company/organization account'. A 'Back' button is located at the bottom left.

### Points to note!

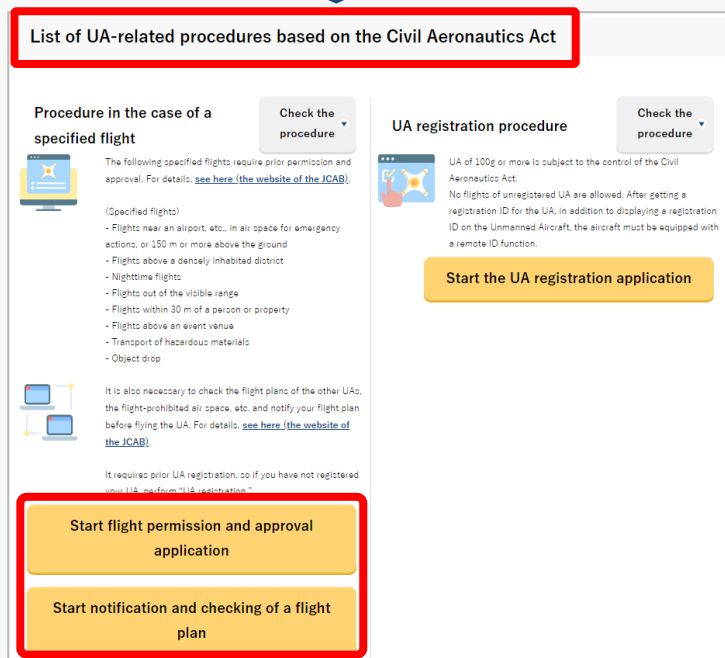
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

## 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

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  
Plane / 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)

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**(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 P01-39-57 of the operation manual "[01. New application method](#)")