

Operation manual for applicants

<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
- 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.

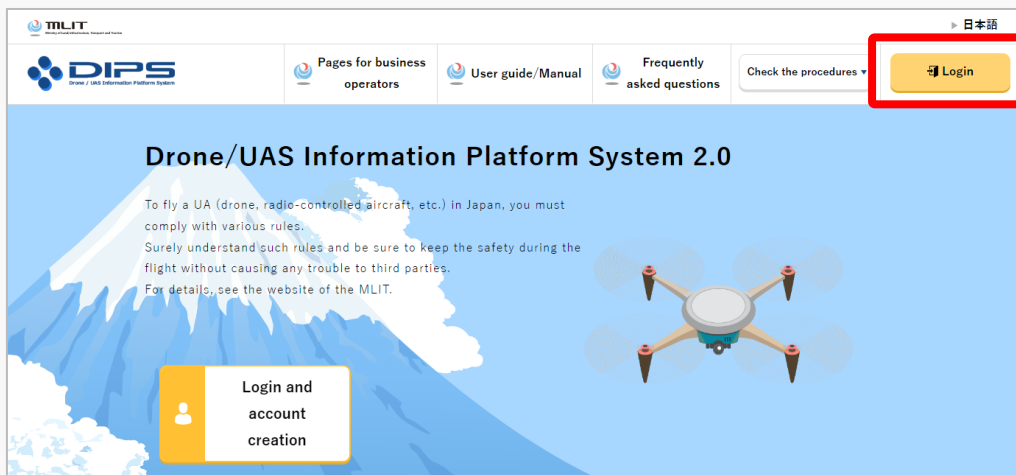
Completed

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.

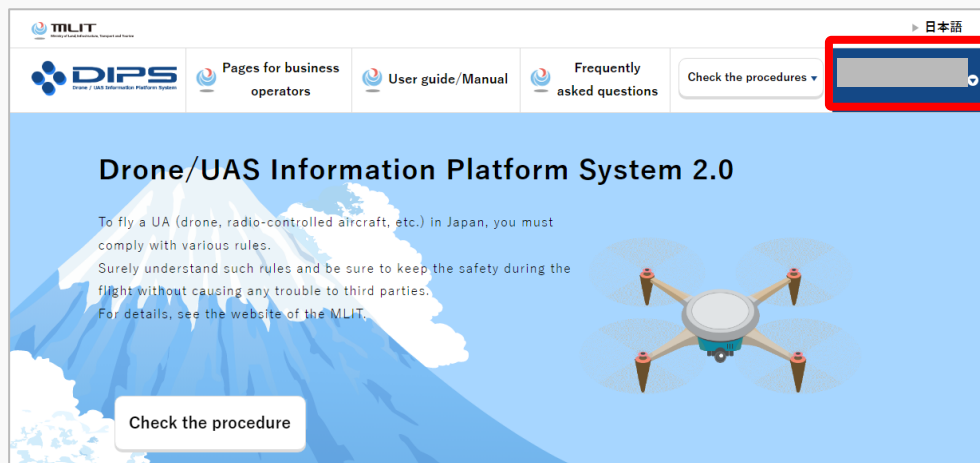
The screenshot shows the 'Log In' page. It is divided into two main sections. The left section, titled 'If you have opened an account', contains a 'LoginId' input field, a 'Password' input field, and a 'Log In' button, all of which are highlighted with a red box. Below the password field, there are links 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'. A 'Back' button is located at the bottom left.

Points to note!

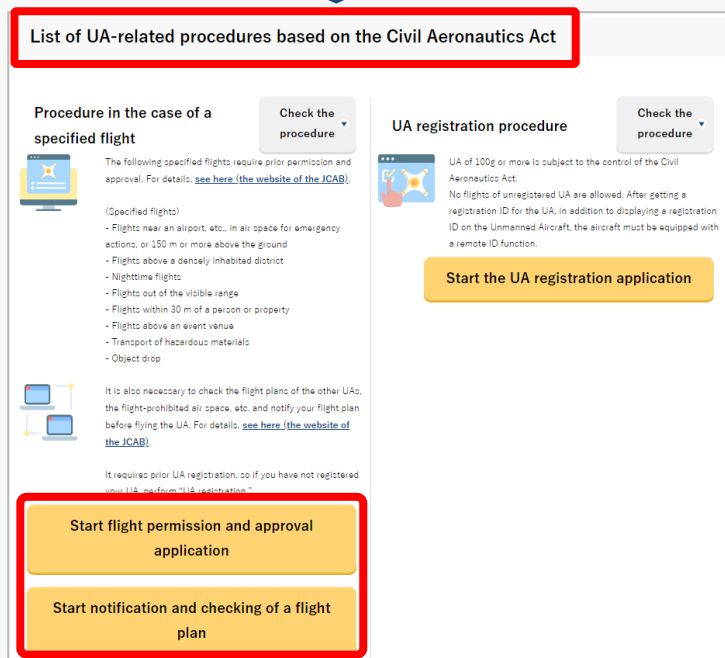
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 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

Navigation: < 1 2 3 >

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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>

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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)

