

Operation manual for applicants

<Applicant>

11. Process for new applications for level 3.5, etc.

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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
- 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"> Information on compliance with standards Design drawing or photos of the plane (front, sideways and top) Name of the flight control device Operator's name Design drawing or photos Information on operational limits of the plane Operating instructions Information on how to make the plane fly 	<p>*The following too are required for new registration of a test flight notification reported plane</p> <ul style="list-style-type: none"> Notification number of test flight Manufacturer name Model name or title Type of plane Serial number etc. Maximum takeoff weight
Registration and change of operator information	<ul style="list-style-type: none"> Full name Furigana Contact number Email address <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"> Address Information on the compliance of the operator with the standards Flight record so far

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

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

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: Enter other details, etc

Enter insurance status, emergency contact, the type of permission slip forms, etc.

Step9: Confirm the application contents

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

Step10: 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, etc. and you will be notified by email when the confirmation is complete.

※Points to note!

For Step 1~Step 5 procedures, proceed with reference to [01. Process for new application.](#)

09. Step 5: Carry out simple category judgment

Simple category judgement

Flight category is "Category IIA (beyond visual line of sight where entry control measures are implemented using an on-board camera device, etc [Level 3.5 flight, etc])".

Pre-coordination with the Civil Aviation Bureau is necessary when implementing level 3.5 flight, etc.

When conducting a flight that is not included in the details indicated in the pre-coordination, coordinate the flight overview with the Civil Aviation Bureau again and apply for approval.

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

This section describes the application when a decision result of 'Category IIA (beyond visual line of sight where entry control measures are implemented using an on-board camera device, etc [Level 3.5 flight, etc])' is 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 (1/6)

Flight overview

STEP 01
Entry of the flight ov

STEP 02
Entry of the flight de
ails

STEP 03
lane / Operator sel
ction

STEP 04
Entry of other detail
etc.

STEP 04
Application confir

STEP 05
Application complete

The category you are applying for is "Category II A (Level 3.5 flight, etc)".

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)



V.Where is the flight location?

1. Select whether to flight in a specific location/path. ⓘ

Except for certain conditions, applications for flights can be filed for a wide area according to the entire country of Japan and the name of the prefecture.

☐ 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.)

*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 \(methods of flight\)](#) ".

*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 (2/6)

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 (Level 3.5 flight, etc)".

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)

V.Where is the flight location?

1. Select whether to flight in a specific location/path. ⓘ

Except for certain conditions, applications for flights can be filed for a wide area according to the entire country of Japan and the name of the prefecture.

☐ 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?

*For V, in applications for Lv 3.5 flight, etc., select 'Perform a flight at a specific location/path'.

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

Flight overview

STEP 01

Entry of the flight ov

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 complete

The category you are applying for is "Category II A (Level 3.5 flight, etc)".

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)



V.Where is the flight location?

1. Select whether to flight in a specific location/path. ⓘ

Except for certain conditions, applications for flights can be filed for a wide area according to the entire country of Japan and the name of the prefecture.

☐ 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.

*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 (4/6)

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 (5/6)

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

*Not selectable in applications for level 3.5 ,etc.

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

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 confirm

STEP 06

Application complete

The category you are applying for is "Category II A (Level 3.5 flight, etc)".

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

I . Where is the planned location of flight?

I . Flight location

Describe the route of your flight in a way that makes it possible to understand the location of departure, the route, and the destination. If there are multiple routes for which you will apply, list those routes.

(Example) 1.* Prefecture ** City ** Town ** 0-0-0 to ** Prefecture ** City ** Town ** 1-0-1

2.* ** Prefecture ** City ** Town ** 2-0-0 to ** Prefecture ** City ** Town ** 2-1-0

3.* Prefecture ** City ** Town ** 3-1-0 to ** Prefecture ** City ** Town ** 3-2-1 to ** Prefecture ** City ** Town ** 3-1-2

4.* ** Prefecture ** City ** Town ** 5-2-3 to ** Prefecture ** City ** Town ** 5-2-3



Cancel

Save

Next

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?

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

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 (Level 3.5 flight, etc)".

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

I . Plane information list/Selection ⓘ

Plane selection

Plane information list/Selection

* For aircraft that have UAS Certification, adequately confirm the validity period of the UAS Certification.

Select all

Plane addition

Plane ID, etc	Plane certification	Terms of use specification statement	Unmanned plane flight rules		
F8F09	type2	Compliance	Compliance	Add Std	Del

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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.

In applications for level 3.5 flight, etc., additional standards 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 (2/7)

Enter the required information on the 'Enter conformity to additional standards for unmanned aircraft' page and press the "next" button.

Enter conformity to additional standards for unmanned aircraft

Enter information relating to conformity to additional standards for the aircraft.

I . Enter conformity to additional standards for unmanned aircraft.

1. Beyond visual line of sight (no assistant placement)
(1) Equipped with an autopilot system, and monitors the situation outside the aircraft using a camera device installed on the aircraft.

☐ Yes

☐ No

☐ N/A

If you selected "No," select Alternative Safety Measures to implement below.
If you would like to indicate individual alternative safety measures, please select "Other" and enter the specific details in the input field below.

Other

(2) On the ground, it is possible to understand the position of the unmanned aircraft and the existence of abnormalities (including when there has been a crash landing because of an accident).

☐ Yes

☐ No

☐ N/A

If you selected "No," select Alternative Safety Measures to implement below.
If you would like to indicate individual alternative safety measures, please select "Other" and enter the specific details in the input field below.

Other

(3) When an accident occurs, the crisis avoidance function (fail-safe function) is activated normally.

☐ Yes

☐ No

☐ N/A

Power supply system	・ Loss of main aircraft power supply ・ Loss of main power to control equipment
Automatic control system	・ Control computer accident

Cancel

next

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

Plane information list/Selection

* For aircraft that have UAS Certification, adequately confirm the validity period of the UAS Certification.

Select all

Plane addition

No.	Manufacturer name	Model / Name	Registration ID, etc.	Plane certification	Terms of use specification statement	Unmanned plane rules
1				type2	Compliance	Compliance

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Cancel

Register



Plane information list/Selection

* For aircraft that have UAS Certification, adequately confirm the validity period of the UAS Certification.

Select all

Plane addition

on ID, etc.	Plane certification	Terms of use specification statement	Unmanned plane flight rules		
	type2	Compliance	Compliance	Add Std	Del

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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 (4/7)

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 (Level 3.5 flight, etc)".

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 (5/7)

Operator information list/Selection

* For pilots who possess UA Remote Pilot Certification, adequately confirm the validity period of the Unmanned Aircraft Remote Pilot Certificate.

Select all

Operation addition

No.	Operator name	Plane information	First-class	Second-class	Competence authentication		
1					Display Omitted	Add Std	Del

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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.

In the application for level 3.5 flight, etc., the registration of additional standards is required, so press the button 'Add Std' for each operator.

*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 (6/7)

Enter conformity to additional standards for people who fly unmanned aircraft

Enter information relating to conformity to additional standards for the pilot.

I. Enter conformity to additional standards for the pilot.

1. Confirmed that the person who flies an unmanned aircraft satisfies the following requirements.

☐ Beyond visual line of sight

(1) It is possible to fly an unmanned aircraft by remote active control while watching the monitor, while maintaining the intended flight path, and safely to land the unmanned aircraft in the vicinity of the flight path.

☒ Yes ☐ No

(2) I have received at least 10 hours of education and training through classroom lectures and practical skills regarding understanding abnormal conditions remotely, and implementing appropriate judgments according to the situation, and operations and the like based on this.

☒ Yes ☐ No

2. Confirmed that the person who will fly an unmanned aircraft meets each of the following requirements according to the flight configuration that corresponds to the details of the flight being applied for.

☐ Night flight

(1) It is possible to fly an unmanned aircraft at night, while maintaining the intended flight path.

☒ Yes ☐ No ☐ N/A

3. The following are implemented as alternative safety measure for items selected "No" in 1. and 2. above (beyond visual line of sight, night flight, object drop).

☐ Application for training; implemented in a location where a third party is prevented from entering under the control of a person who will fly an unmanned aircraft or is related to that person.

☐ Although it is an application for work, but will implement flights for work after taking training based on the flight manual indoors or at a place where that has received permission for training.

back

next

Enter the required information on the 'Enter conformity to additional standards for people who fly unmanned aircraft' page and press the "next" button.

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

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 (Level 3.5 flight, etc)".

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 (Flight in a specified location/path)

☐ Standard manual of the Civil Aviation Bureau 02 (Flight in unspecified location/path)

☐ 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 / Flight in a specified location/path)

☐ Standard manual of the Civil Aviation Bureau 02 (Infrastructure inspection / Flight in unspecified location/path)

☒ Use the flight manual prepared by the Civil Aviation Bureau relating to beyond visual line of sight, etc. where entry control measures are implemented using an on-board camera device, etc.

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

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

* Be aware that when using individually created flight manuals, it takes some time to review the details.
* Be aware that in the individually created flight manual, it must be at a similar level as the flight manual prepared by the Civil Aviation Bureau relating to beyond visual line of sight, etc. where entry control measures are implemented using an on-board camera device, etc.

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 select 'Use a flight manual (attachment) other than the above.', please attach the prepared manual and describe any changes from the flight manual prepared by the Civil Aviation Bureau.

12. Step 8: Enter other details, etc (1/3)

Entry screen of other details, etc

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

STEP 05

Application confirmation

STEP 06

Application completion

The category you are applying for is "Category II A (Level 3.5 flight, etc)".

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.

2.Product name

If you have purchased multiple insurances, list the insurance name.

3.Compensation amount(for people)

☐ Unlimited

4.Compensation amount(for objects)

☐ Unlimited

5.Compensation ability

Enter the compensation ability for reference, if does not have third-party liability insurance.

☐ Yes ☐ No

Describe the compensation ability, if "Yes" is selected.

Cancel

Next

Save

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, zip
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.
- VII. Setting and the like of flight conditions.

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

12. Step 8: Enter other details, etc (2/3)

Entry screen of other details, etc

STEP 01Entry of the flight overviewSTEP 02Entry of the flight detailsSTEP 03Lane / Operator selectionSTEP 04Entry of other detailsSTEP 05Application confirmationSTEP 06Application completion

The category you are applying for is "Category II A (Level 3.5 flight, etc)".

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 name.

2.Product name

If you have purchased multiple insurances, list the insurance name.

3.Compensation amount(for people)

Unlimited

4.Compensation amount(for objects)

Unlimited

5.Compensation ability

Enter the compensation ability for reference, if does not have third-party liability insurance.

Yes

No

Describe the compensation ability, if "Yes" is selected.

Cancel

Next

Save

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.

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12. Step 8: Enter other details, etc (3/3)

VII. Setting and the like of flight conditions

☒ Observe the following details when applying for flight.

Submit a flight application based on the details that provided to the Civil Aviation Bureau that the flight conditions will be set to confirm that there is no third party entry after adequately considering the characteristics and assumed risks of unmanned aircraft, camera devices, monitors, and the like.

Control number of Civil Aviation Bureau (single-byte alphanumeric characters and symbols)

ZZZ9999-99

☒ For those who fly temporarily across a road, railway or ship route, including when passing over a moving vehicles, trains or ships (Level 3.5 flight), it was confirmed that the flight details to be applied for are within the scope of the classification and limitations of their skill certificates.

For those who will not implement a Level 3.5 flight, it was confirmed that it complied with the standards for permission and approval for flight.

Cancel

Save

Next

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

VII. Setting and the like flight conditions

- Please check the information carefully.
- In the Control Number of Civil Aviation Bureau, the number entered during the simplified category determination is initially entered, please check again that the number is correct.

13. Step 9: 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	Form 1 Permission/Approval Applicant for Flight of Unmanned Plane
2	Form 2 Letter of Confirmation of Standard Conformity for Functions and Performance of Unmanned Plane
3	Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane

??

☐ 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

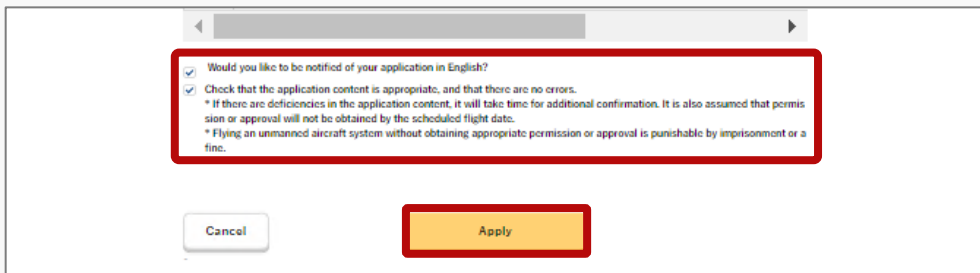
On the 'Application information management/Confirmation of the application contents' page, the application forms, attachments, etc. created based on the information you entered will be displayed, so click on them to confirm their contents.

*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.

14. Step 10: Submit application form

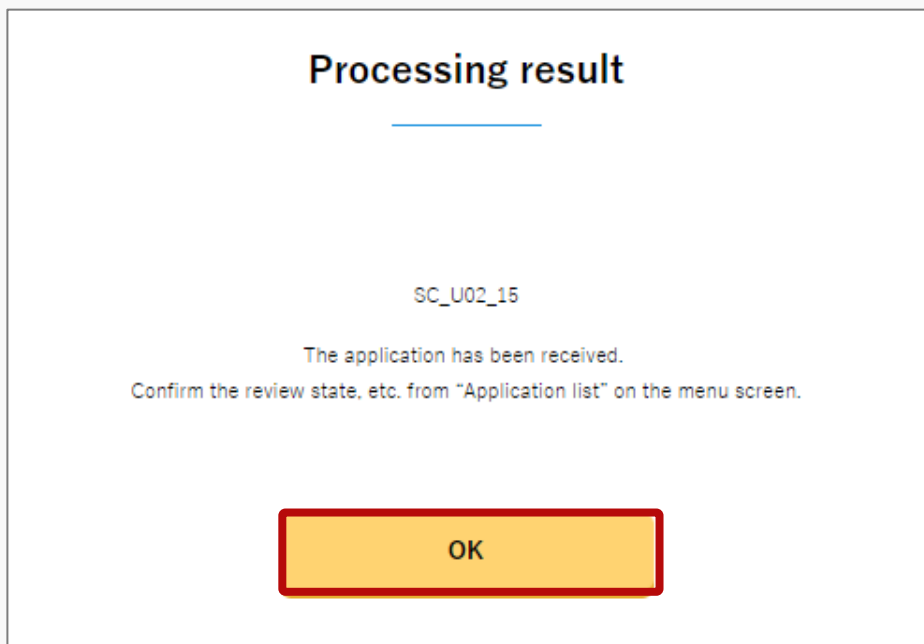


A confirmation dialog box with a red border. It contains the following text:

- ☒ 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.

At the bottom, there 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 " Check that the application content is appropriate, and there are no errors " and click the "Apply" button.



A confirmation screen titled "Processing result" with a blue underline. The text on the screen reads:

SC_U02_15

The application has been received.

Confirm the review state, etc. from "Application list" on the menu screen.

At the bottom, there 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](#).