Drone Information Platform System Operation Manual

Application for Flight Permit Approval

ver2025/3/24

MLIT Ministry of Land, Infrastructure, Transport and Tourism

Table of contents of the manual(1/2)

01. Process for new application

Step1 : Log in to the Drone Information Platform System
Step2 : Register unmanned plane information
Step3 : Register operator information
Step4 : Proceed to new application
Step5 : Carry out simple category judgment
Step6 : Enter the flight overview and flight details
Step7 : Select the plane and the operator
Step8 : Enter other details, etc
Step9 : Confirm the application contents
Step10 : Submit application form

02. How to proceed with change application

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to change application
Step3 : Select the application to be changed
Step4 : Select the reason for changes in application
Step5 : Select the plane and the operator

03. How to proceed with renewal application

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to renewal application
Step3 : Select the application to be renewed
Step4 : Enter the details of the renewal application
Step5 : Confirmation of the application contents
Step6 : Submission of application form

04. How to copy the application form

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to copy the application form
Step3 : Select the application to be copied
Step4 : Make copies of the application form

05. Method to confirm the list of applications

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to list of applications
Step3 : Confirm the list of applications

06. Method to confirm the application status

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to list of applications
Step3 : Confirm the list of applications

MLIT Ministry of Land, Infrastructure, Transport and Tourism

Table of contents of the manual(2/2)

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

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to list of applications
Step3 : Select the application for which you wish to apply for correction
Step4 : Confirm the details of correction
Step5 : Make corrections to the application form

08. Cancellation of the application

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to list of applications
Step3 : Select the application to cancel
Step4 : Cancel the application

09. Method to download the Permission Slip

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to list of applications
Step3 : Proceed to the Application information management/Details of the application screen
Step4 : Download the Permission Slip

10. How to edit plane and operator information

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to change the registered information

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

Step1 : Log in to the Drone Information Platform System
Step2 : Proceed to the list of application in the old system
Step3 : Browse an application form in the old system
Step4 : Proceed to new application
Step5 : Carry out simple category judgment
Step6 : Enter the flight overview and flight details
Step7 : Select the plane and the operator
Step8 : Enter other details, etc.
Step9 : Confirm the application contents
Step10 : Submit application form

*Application for change and renewal of level 3.5 flights, etc.
Reference to '02. How to proceed with change application' and '03. How to proceed with renewal application'.

12. How to prepare a map when preparing your flight path

MLIT
Ministry of Land, Infrastructure, Transport and Tourism

Operation manual for applicants

<Applicant>

01. Process for new application

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Table of Contents

01.	Introduction	p.01-2
02.	Matters that require attention when using the Drone Information Platform System	p.01-3
03.	Items required for new application for flight permission/approval	p.01-4
04.	Steps for new application for flight permission/approval	p.01-5
05.	Step 1 : Log in to the Drone Information Platform System	p.01-6
06.	Step 2 : Register unmanned plane information	p.01-9
07.	Step 3 : Register operator information	p.01-20
08.	Step 4 : Proceed to new application	p.01-31
09.	Step 5 : Carry out simple category judgment	p.01-32
10.	Step 6 : Enter the flight overview and flight details	p.01-39
11.	Step 7 : Select the plane and the operator	p.01-46
12.	Step 8 : Enter other details, etc	p.01-54
13.	Step 9 : Confirm the application contents	p.01-56
14.	Step 10 : Submit application form	p.01-57

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	*Even if you have already registered, the following is required for self-made planes, etc. • Information on compliance with standards • Name of the flight control device • Manufacturer name • Information of the operational limits of planes • Information of the flight method	*The following too are required for new registration of a test flight notification reported plane or a notification of a radio control club. • 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	• Full name • Furigana • Contact number • Email address	• Address • Information on the compliance of the operator with the standards • Flight record so far
	* When creating a new operator (without skill certification), registration organization skill certification information provided on of website is optional.	

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

Various information	Item
Information on Applicant	• Emergency contact (name/phone number)
Other details	• 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.

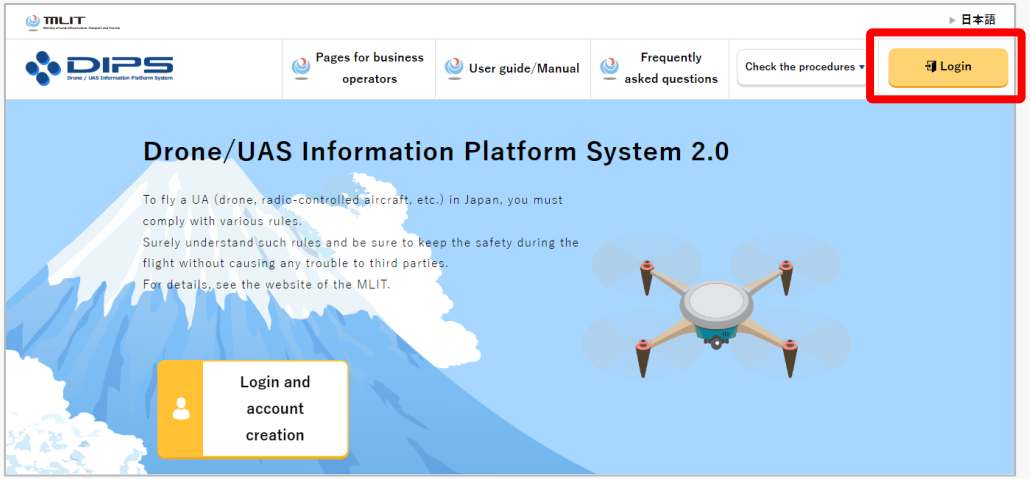
New application completed

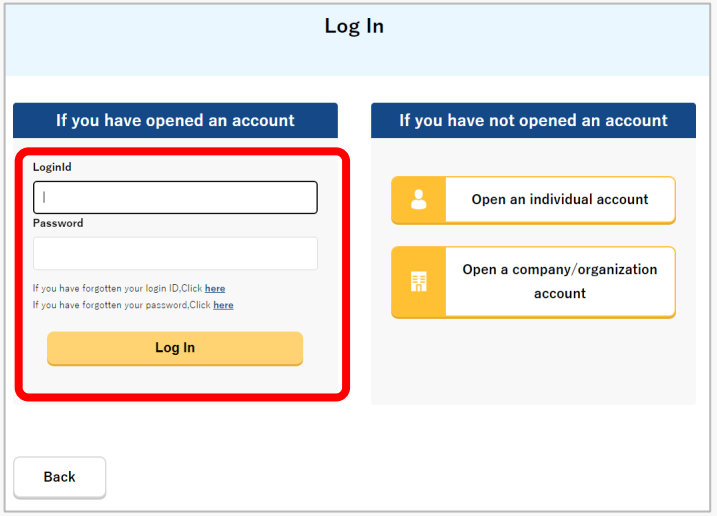
The application will be verified by the Regional Civil Aviation Bureau or the airport office, etc. and you will be notified by email when the confirmation is complete.

※Points to note!

For new applications for level 3.5 flights, etc, proceed with reference to 11. Process for new applications for level 3.5 flight, etc.

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/)

Click the “Login” button.

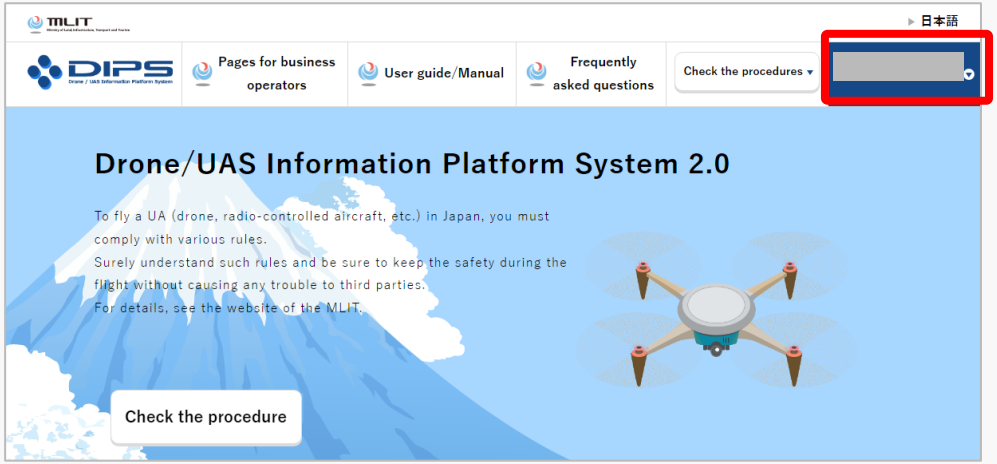
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

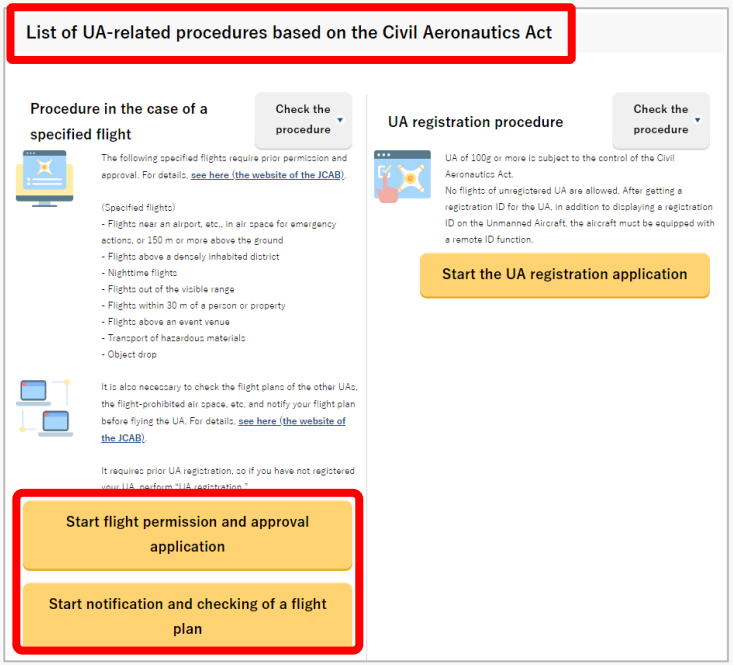
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

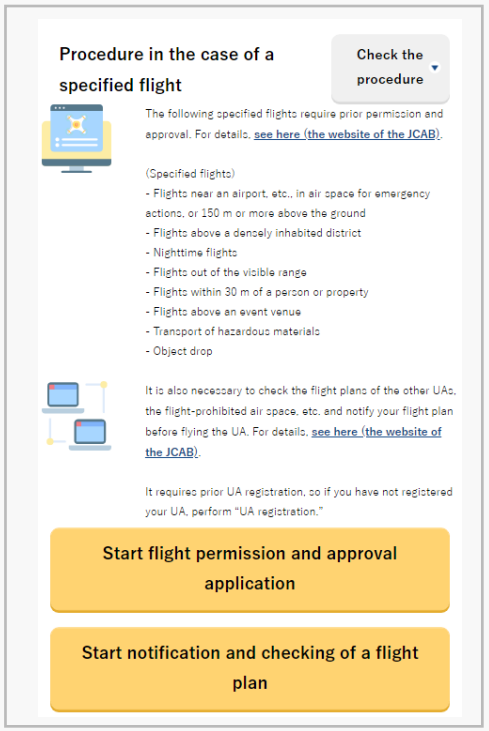
Please see the next page for buttons for various procedures.

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

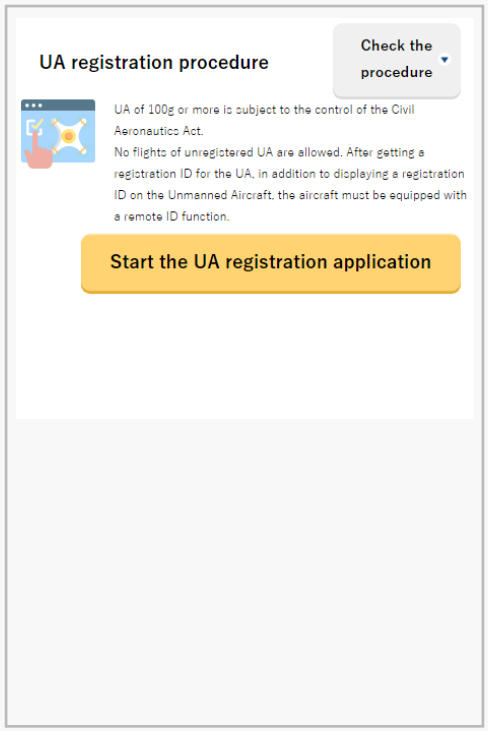
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

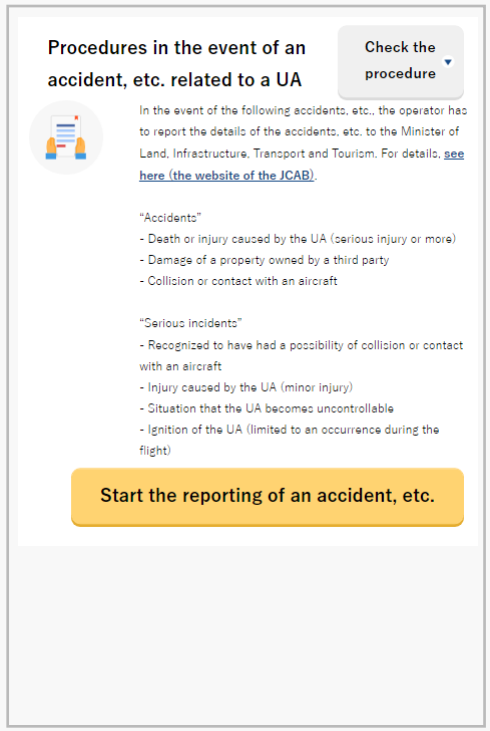
Procedure in the case of a specified flight



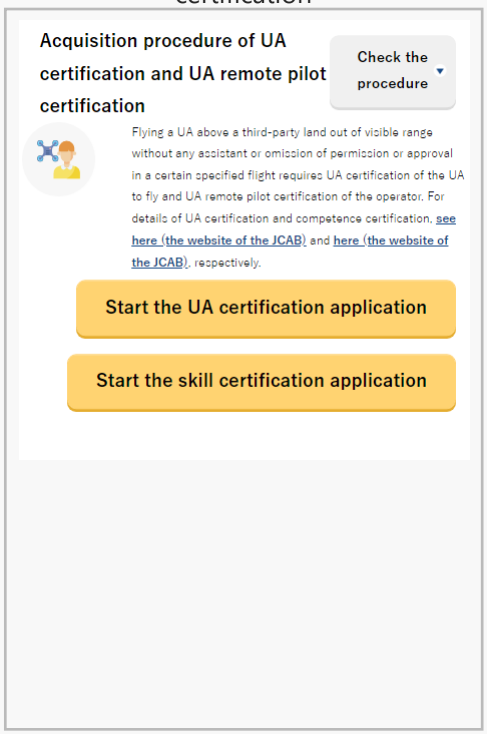
UA registration procedure



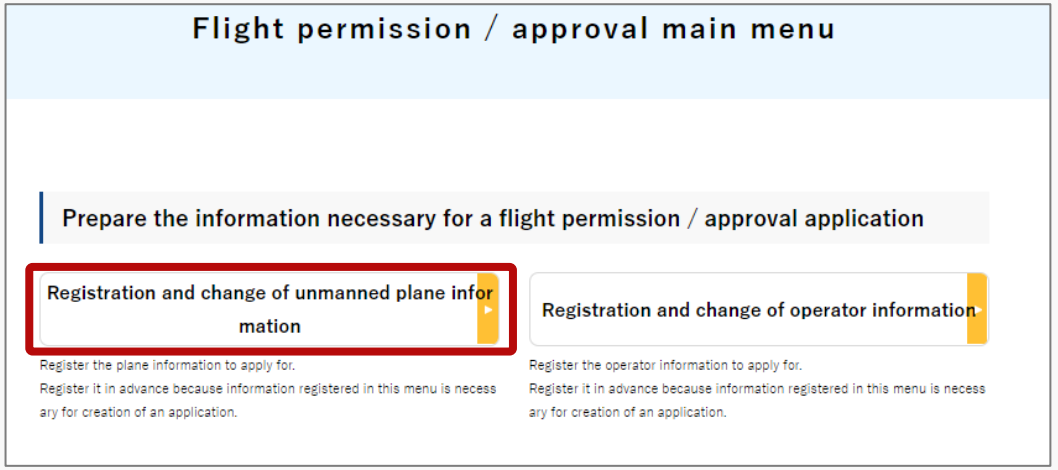
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

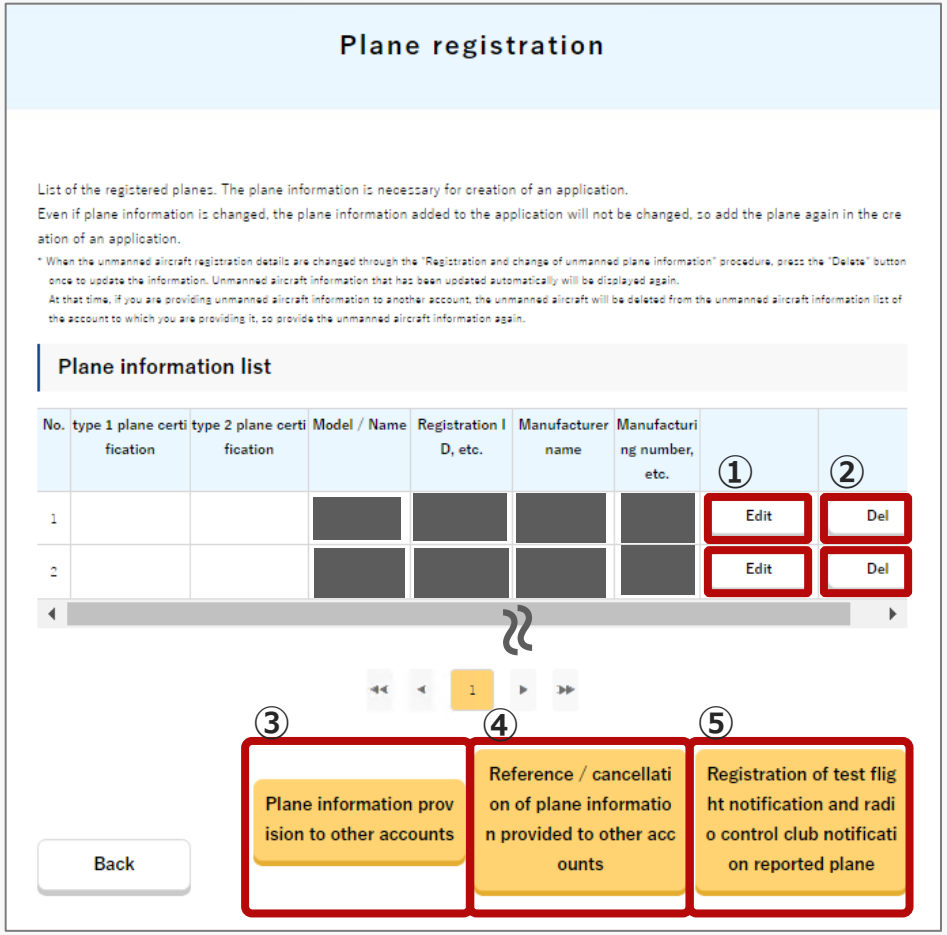


06. Step 2: Register unmanned plane information (1/11)



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)



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

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.

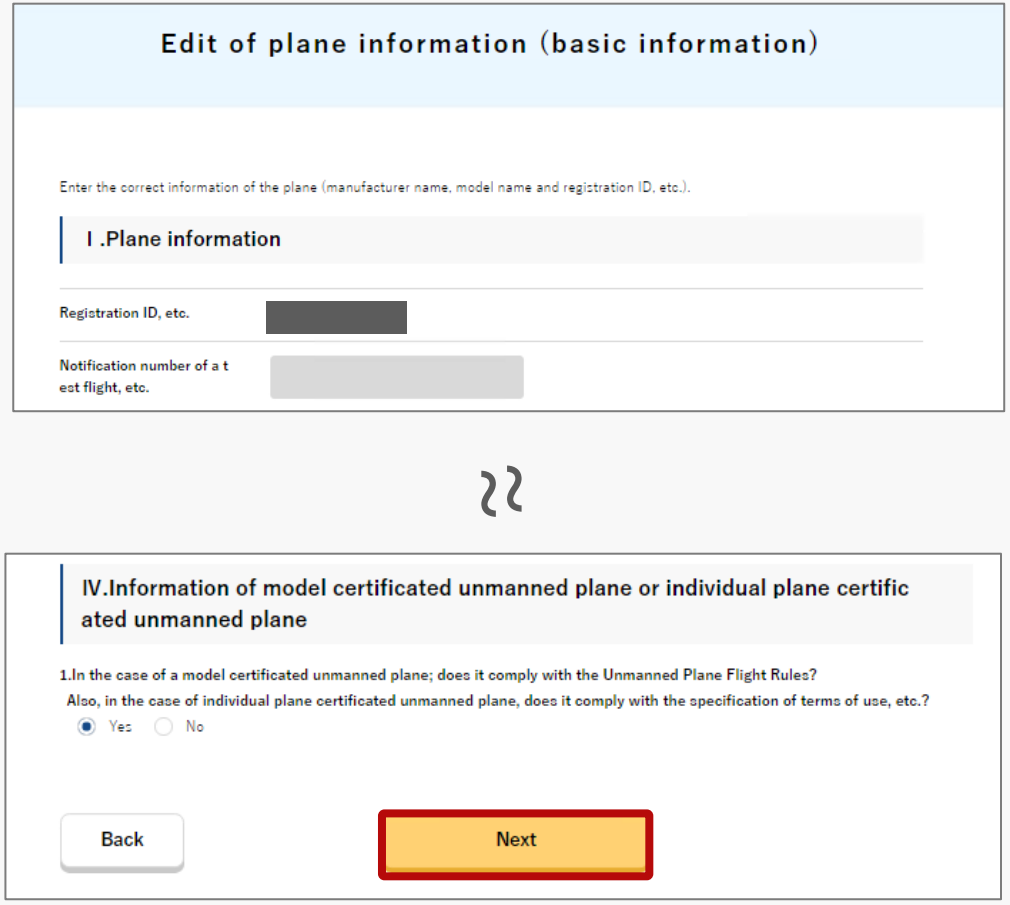
(4) Go to "Step2 (4) When referencing to plane information provided to other accounts"

If you wish to register a plane that has already been registered for a test flight or a radio control club, press the “Registration of test flight notification and radio control club notification reported plane“ button.

(5) Go to "Step2 (5) When entering information for test flight notification reported plane or notification of a radio control club”

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

(1) When editing registered plane information



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

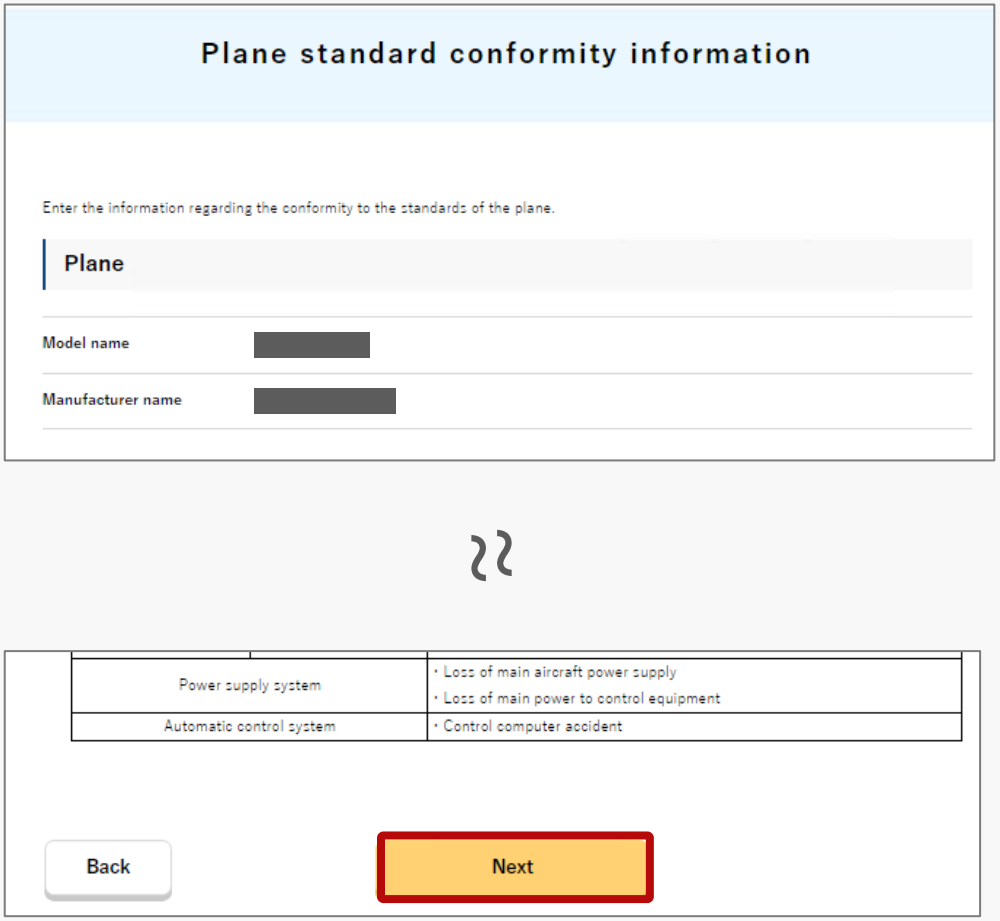
III. Information on modification of unmanned plane posted on website

*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



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)

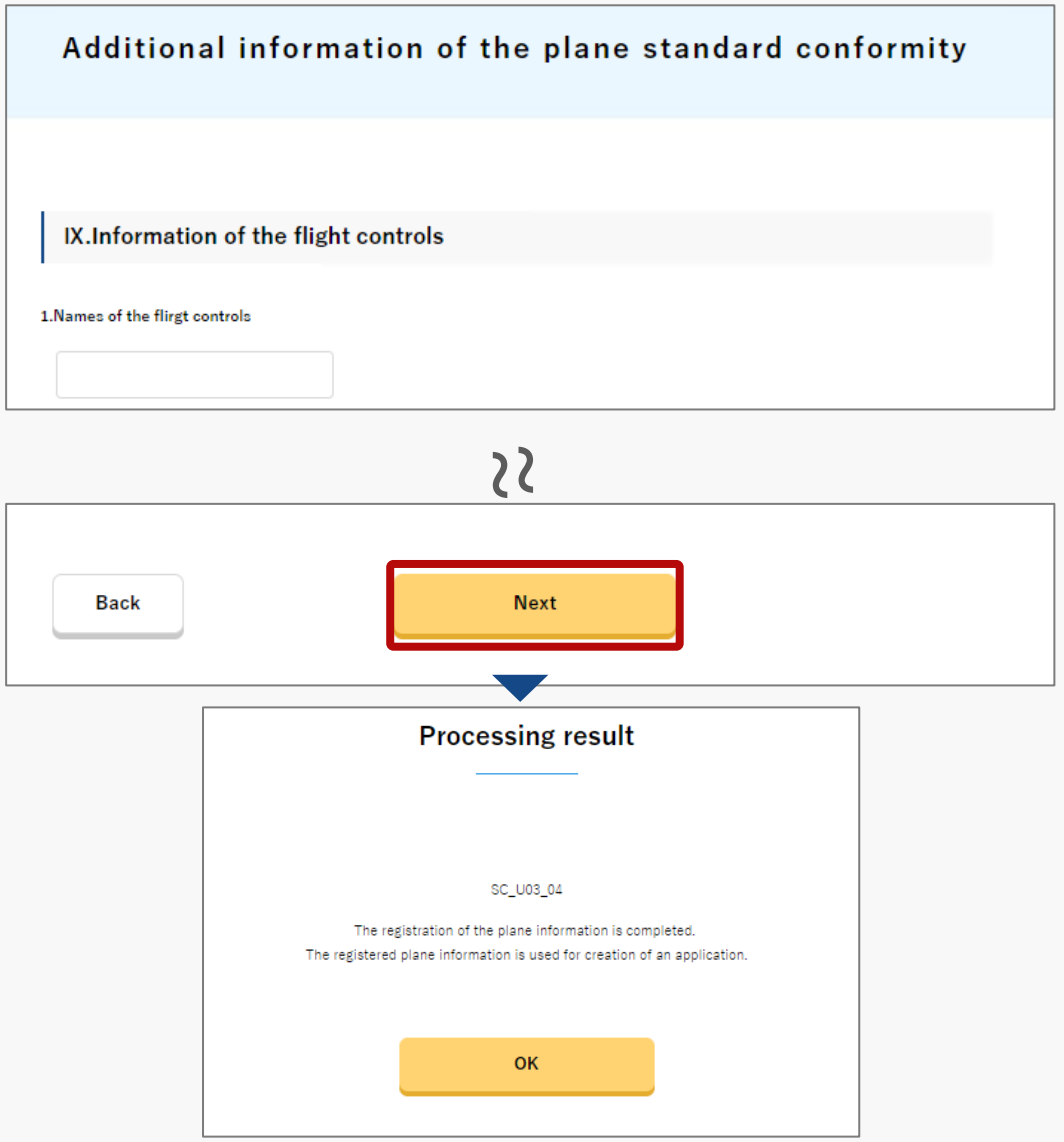
VI. Information on compliance with standards (remote control related)

VII. Information on compliance with standards (autopilot related)

VIII. Enter the following items if gross weight is 25kg or heavier.

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

(1) When editing registered plane information



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

*The following items can be edited.

IX. Information of the flight controls

X. Information of the operational limits of planes

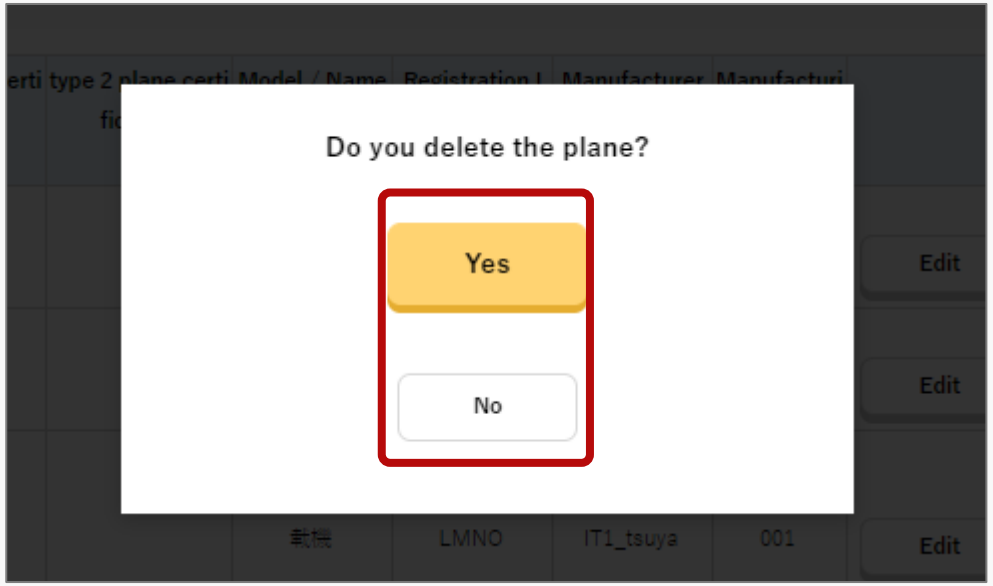
XI. Information of the flight method

*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)

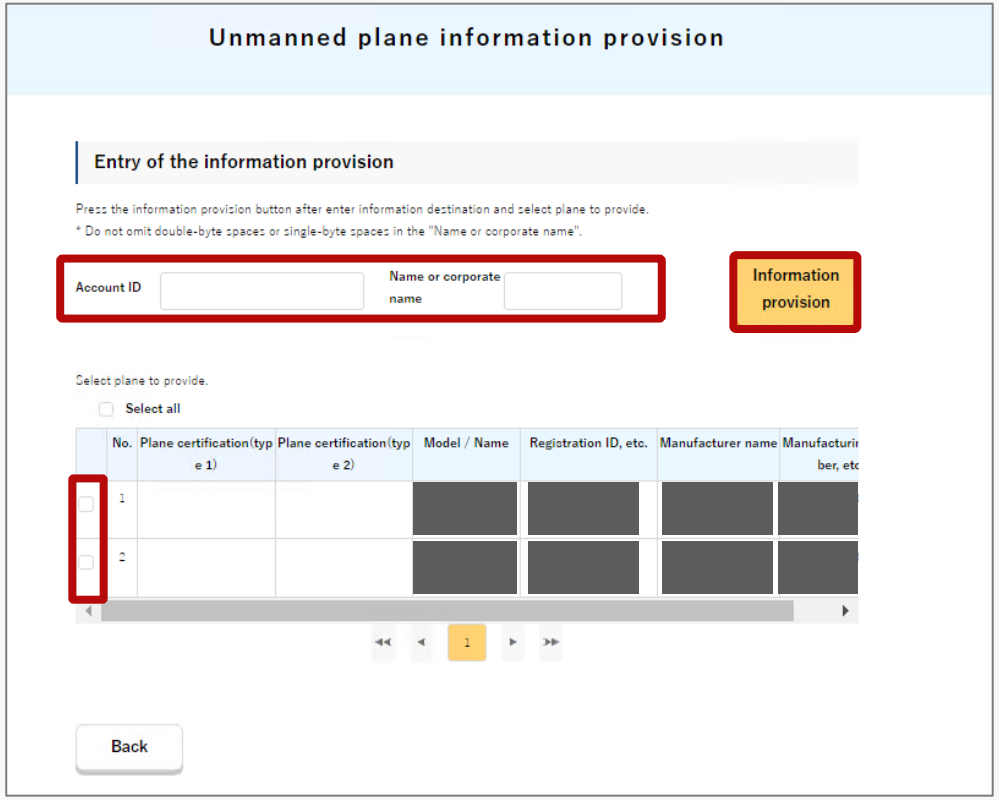
(2) When deleting registered plane information



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



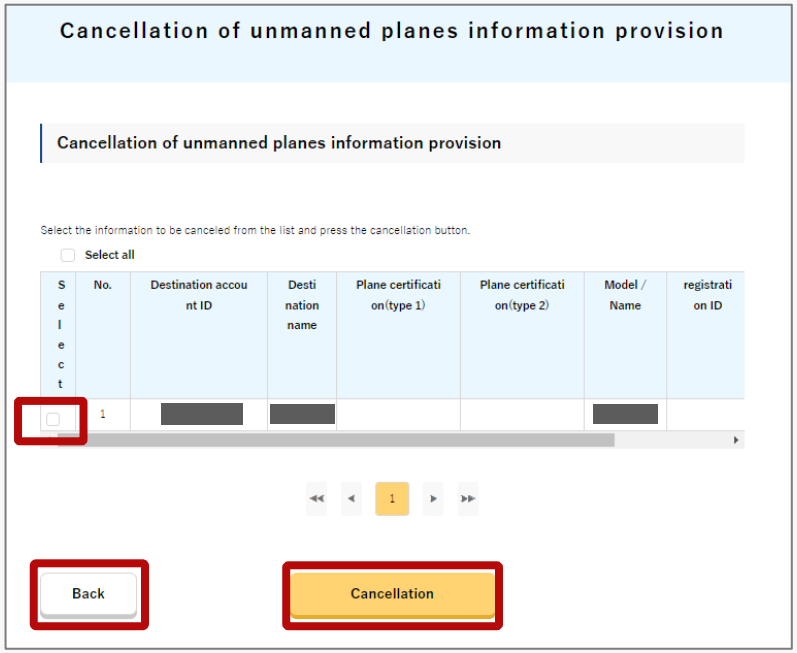
It is used when a person other than the plane owner applies for permission approval. Provide information on the plane owner's account based on the applicant's request. Once provided, the plane will be registered as available for use in the account to which it is provided and can be used for the application.

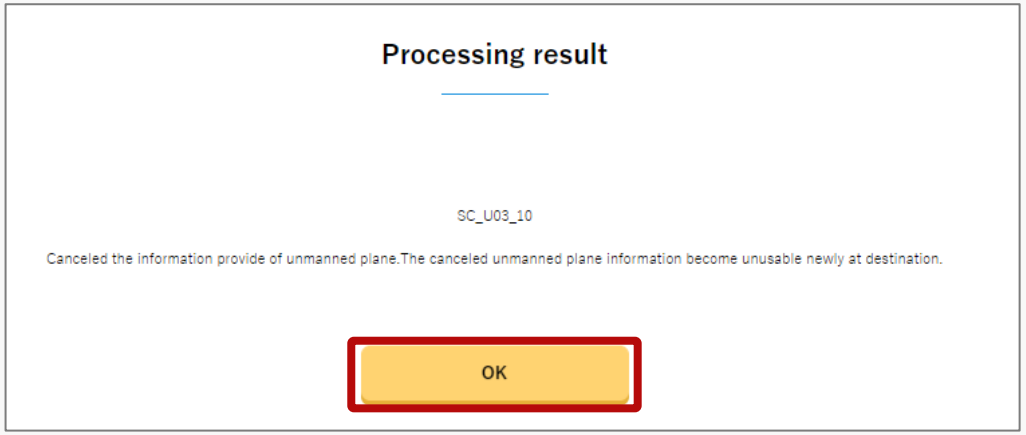
The ‘Unmanned Plane Information Provision’ screen will appear. Enter the "Account ID" and "Name or Corporate Name" of the recipient, select the aircraft to be provided, and press the "Information provision" button.

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





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.

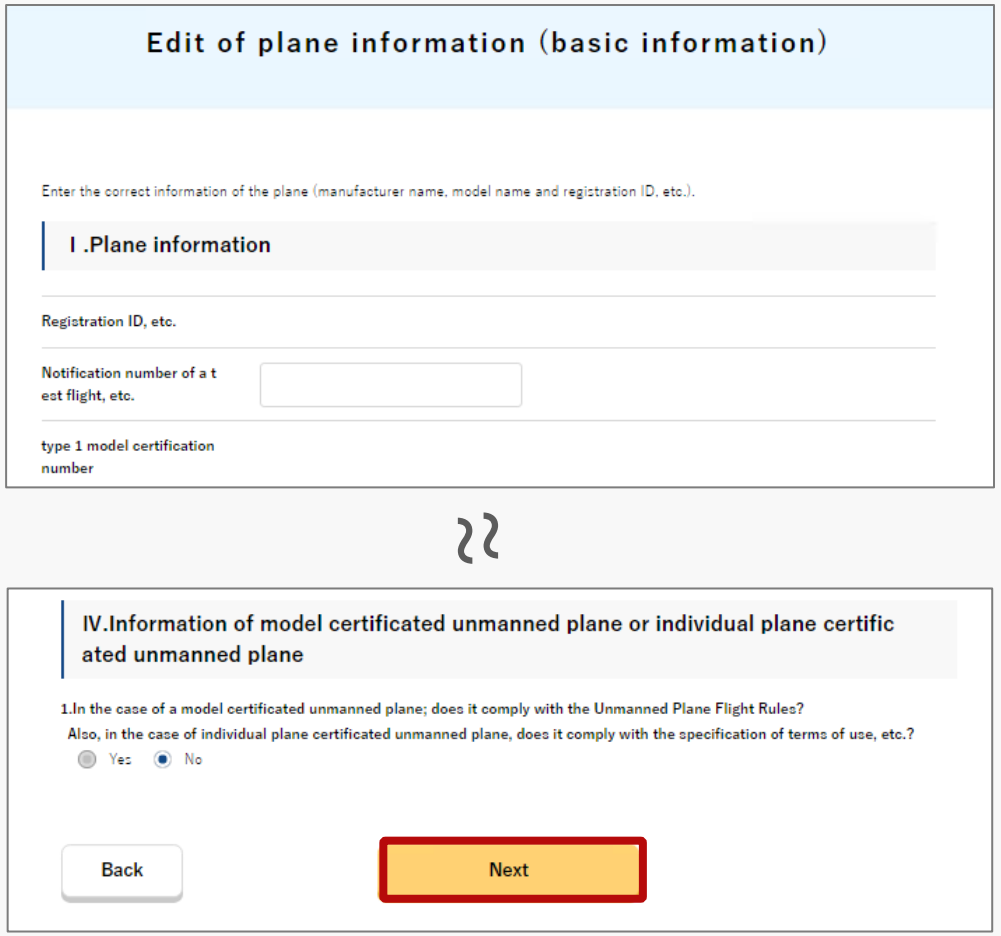
To browse only, press the "Back" button.

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.

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

(5) When entering information for test flight notification reported plane or notification of a radio control club



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.

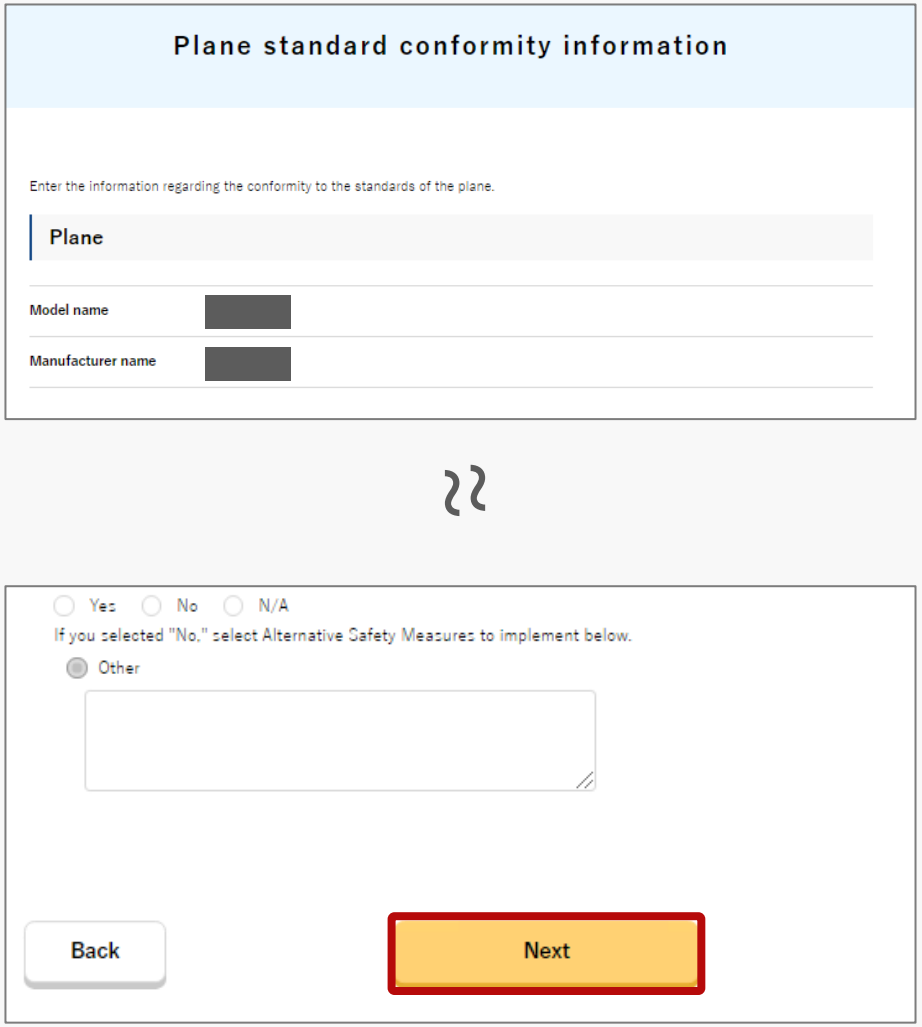
*If there are any incomplete entries, an error message will be displayed on the screen. Correct the information according to the error message and press the "Next" button again.

*If you have a “Notification number of a test flight” or “Identification number in the notification of a radio control club”, enter it in the “Notification number of a test flight, etc.” .

*Enter the Notification number of a test flight, etc. in half-width alphanumeric characters.

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

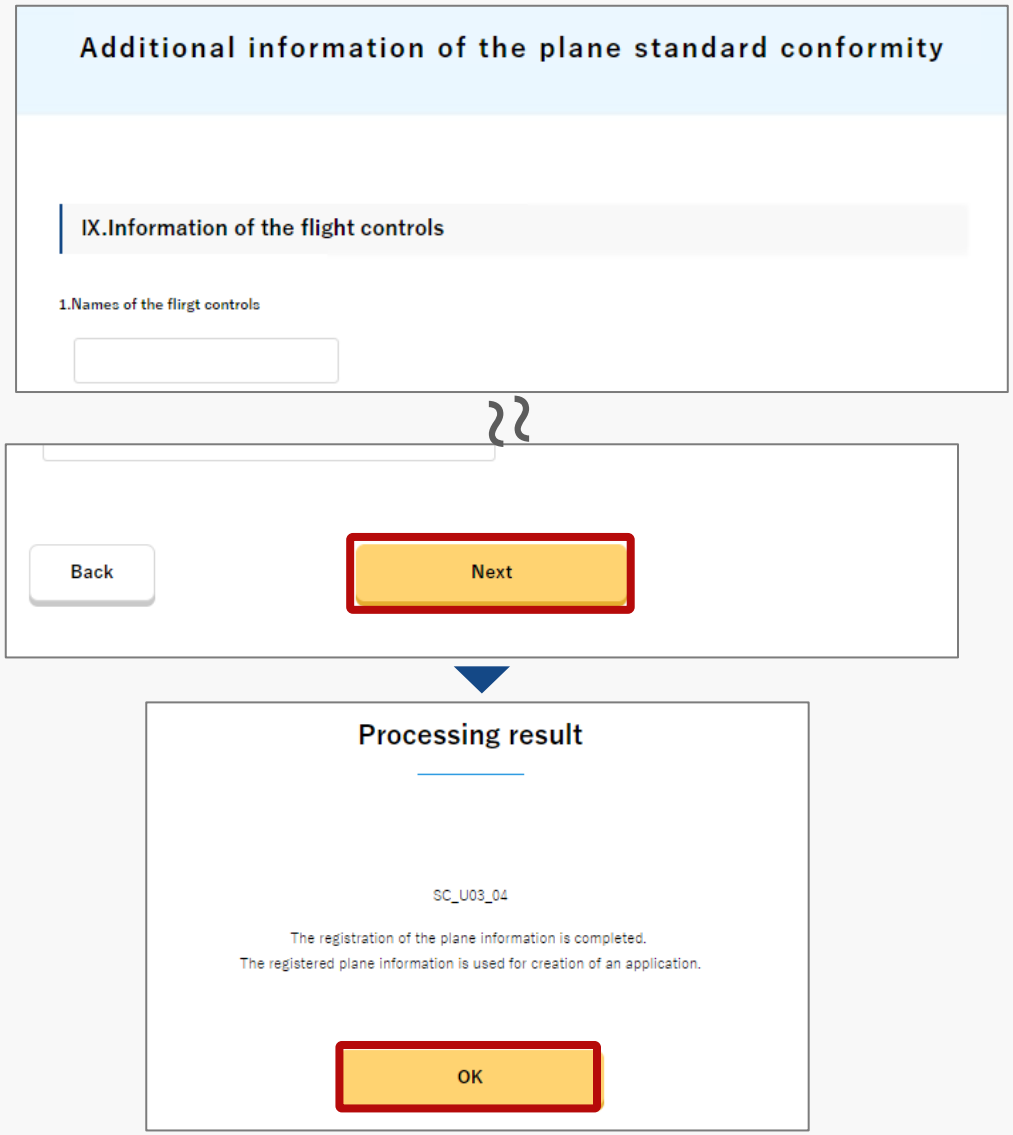
(5) When entering information for test flight notification reported plane or notification of a radio control club



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

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

(5) When entering information for test flight notification reported plane or notification of a radio control club

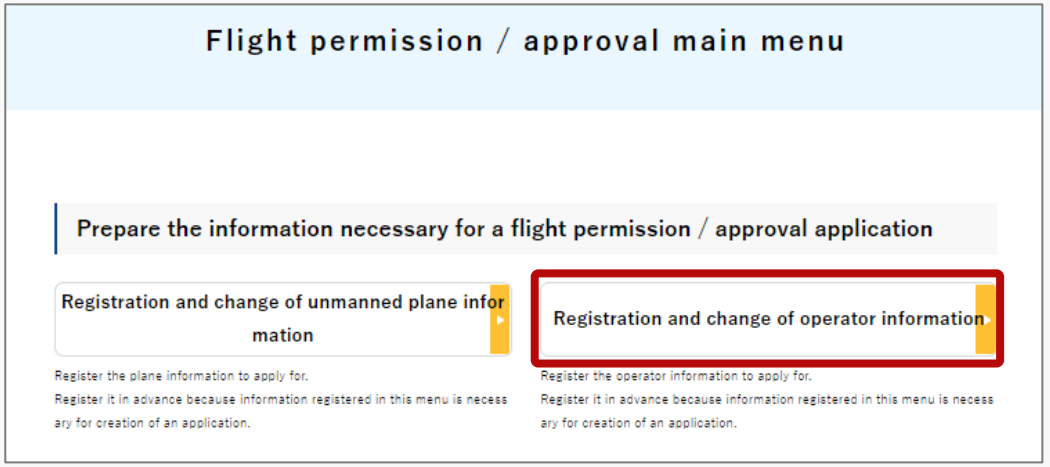


The 'Additional information of the plane standard conformity' screen will be displayed. Enter the necessary information and press the "Register" button.

*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.

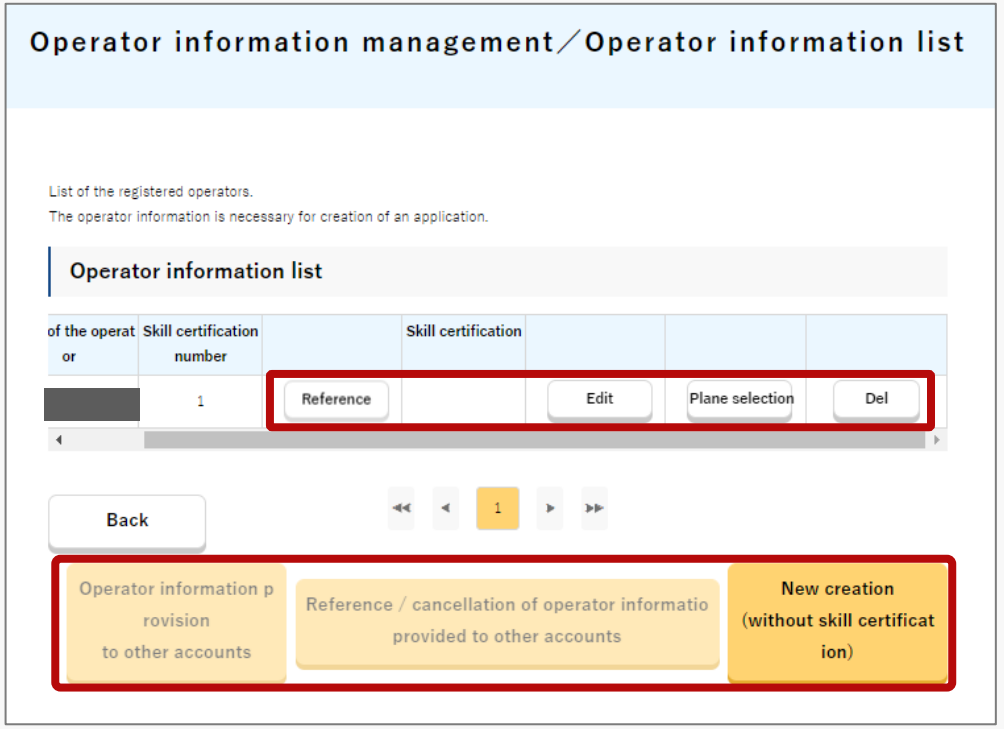
Confirm the message and click the "OK" button.

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



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)



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.

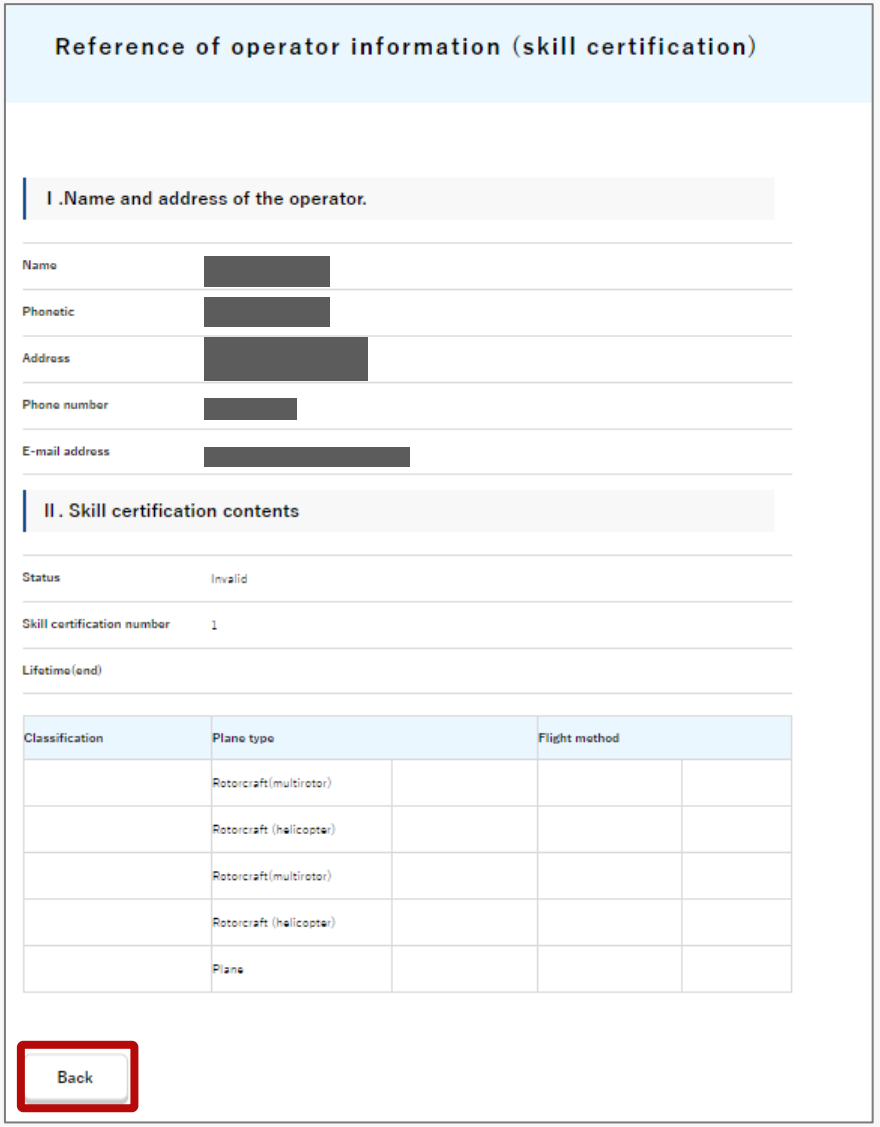
(6) Go to "Step3 (6) When referencing/cancelling operator information provided to other accounts"

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)"

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 [redacted]

Phonetic [redacted]

Address [redacted]

Phone number [redacted]

E-mail address [redacted]

II . Skill certification contents

Status Invalid

Skill certification number 1

Lifetime(end)

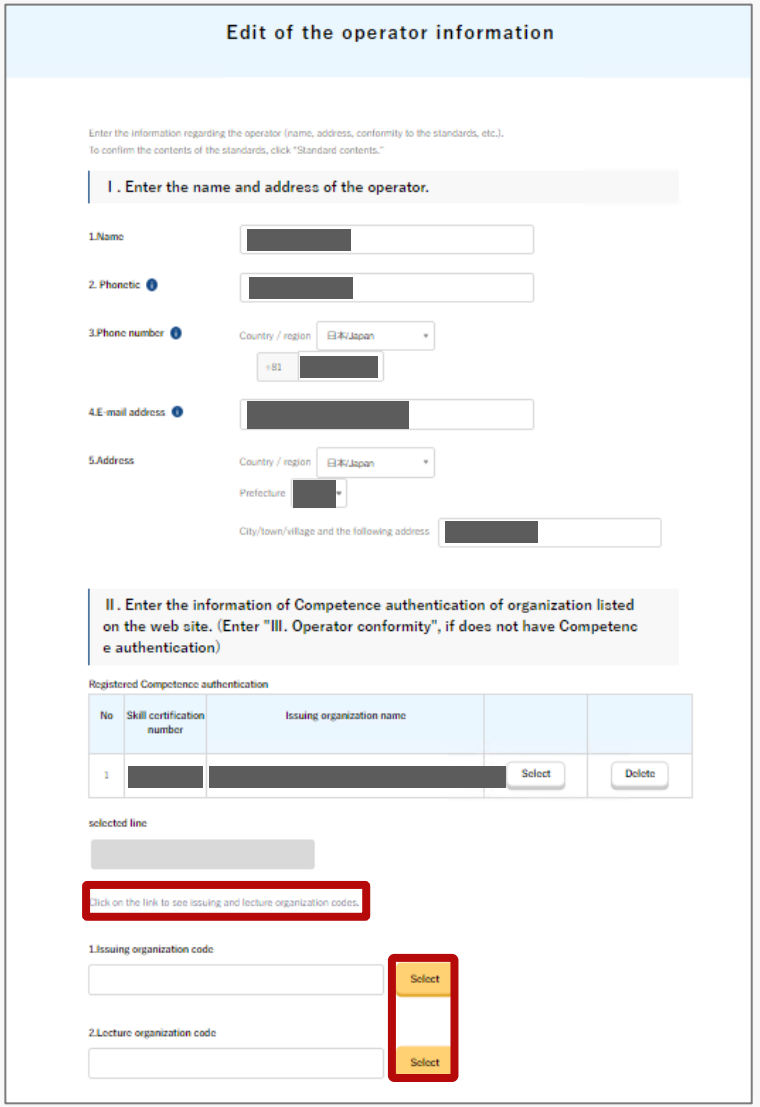
Classification	Plane type		Flight method	
	Rotorcraft(multirotor)			
	Rotorcraft (helicopter)			
	Rotorcraft(multirotor)			
	Rotorcraft (helicopter)			
	Plane			

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 name and address of the operator.

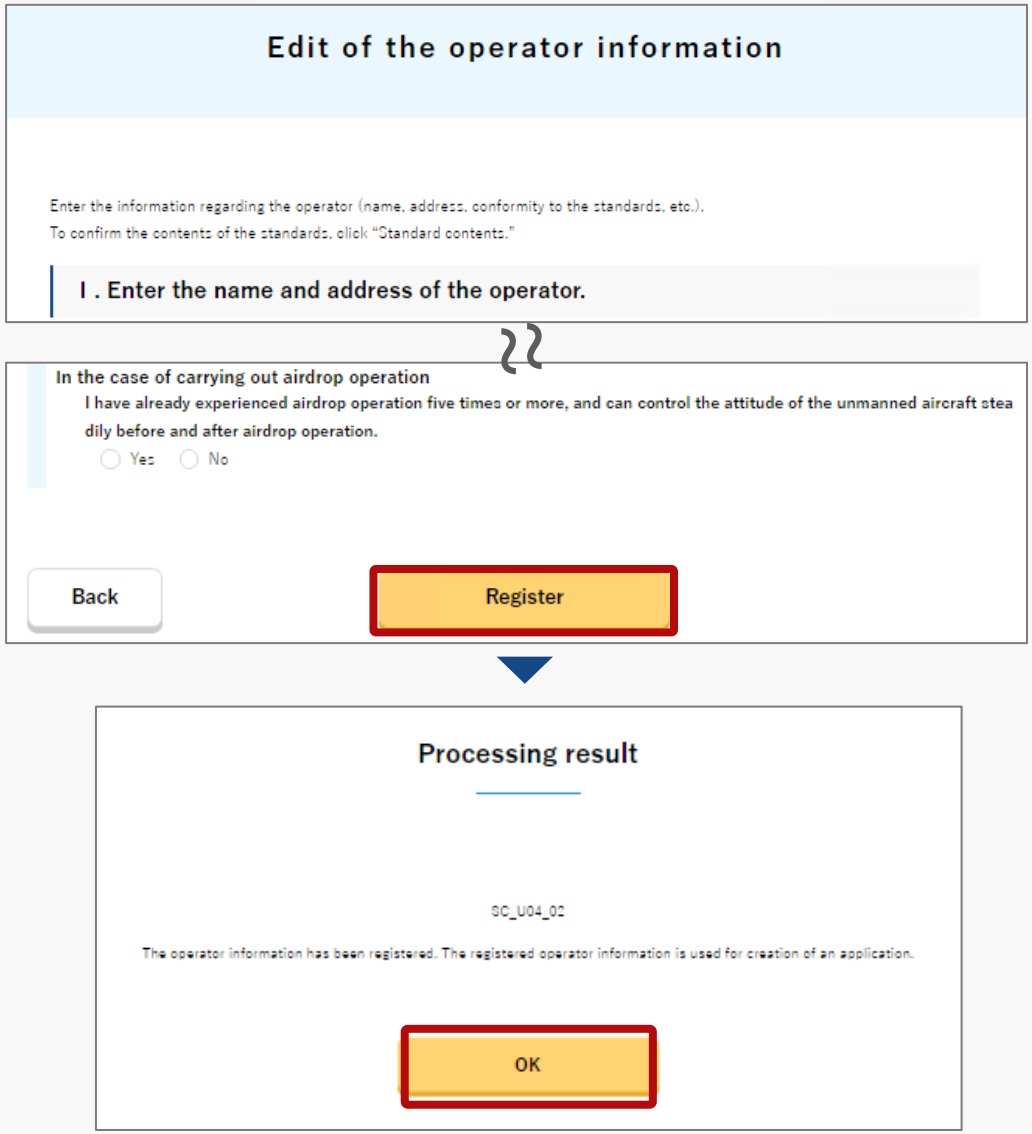
II. Enter the information of Competence authentication of organization listed on the web site.

III. Answer the following questions about the conformity of the operator.

IV. Answer for each type of unmanned aircraft regarding conformity of additional standards according to the flight method of the pilot.

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

(2) When editing registered operator information



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.

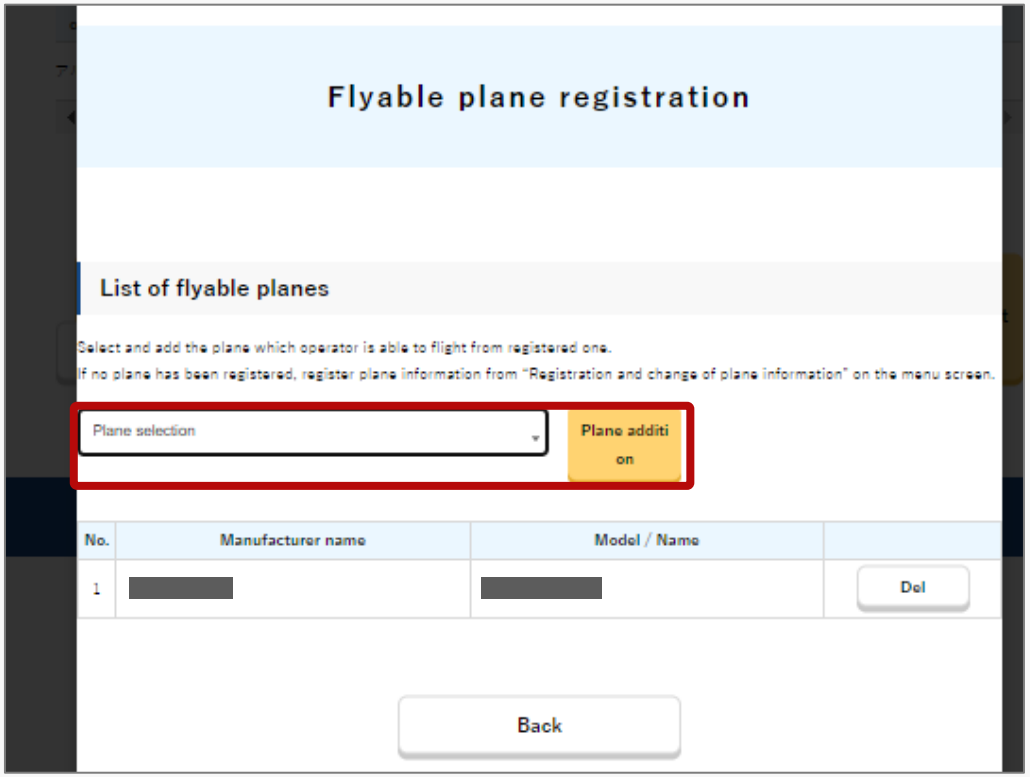
*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

*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



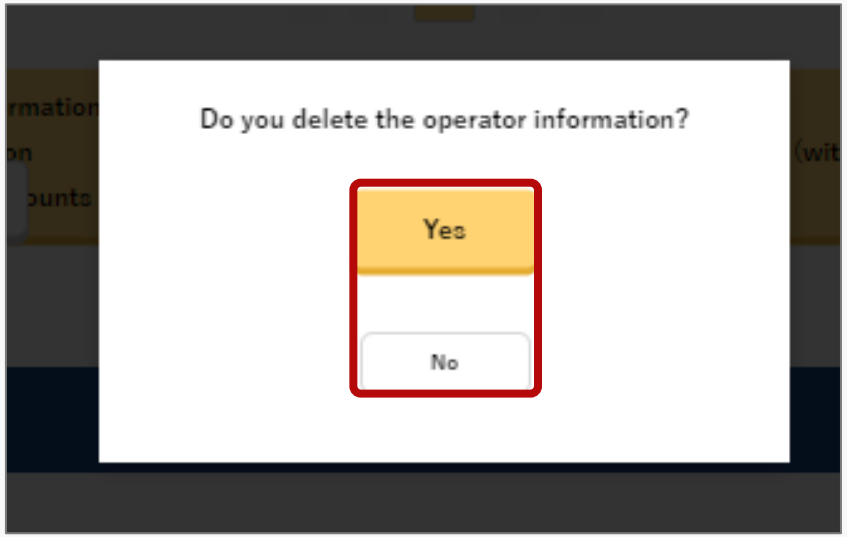
A list of flyable planes is displayed on the screen. Select the plane you want to add from the pull-down menu, and press the "Plane addition" button.

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)

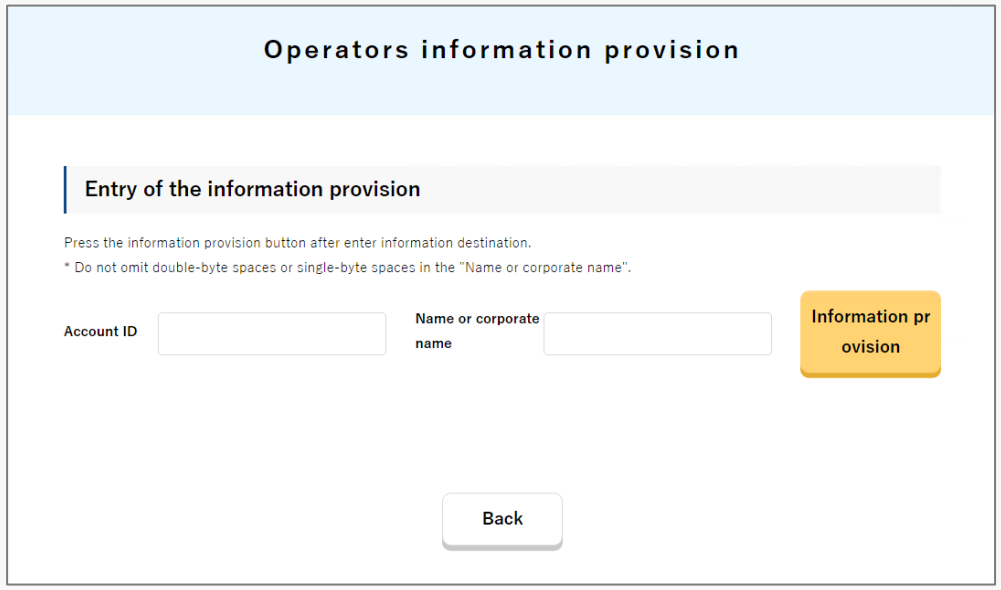
(4) When deleting registered operator information



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



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.

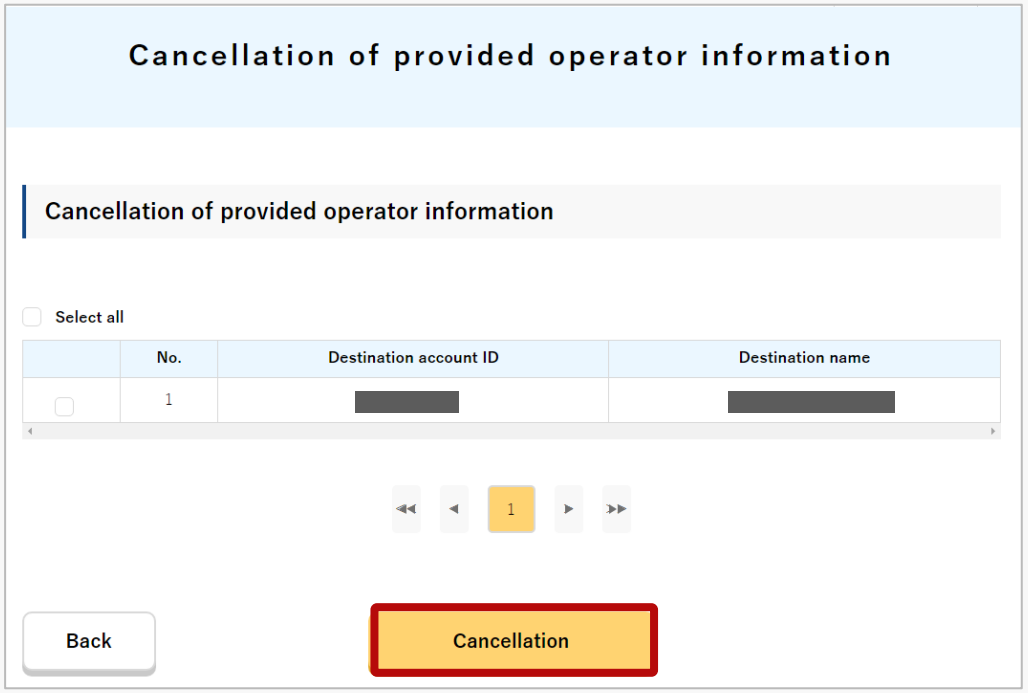
Confirm the message that is displayed, and click the "OK" button.

*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

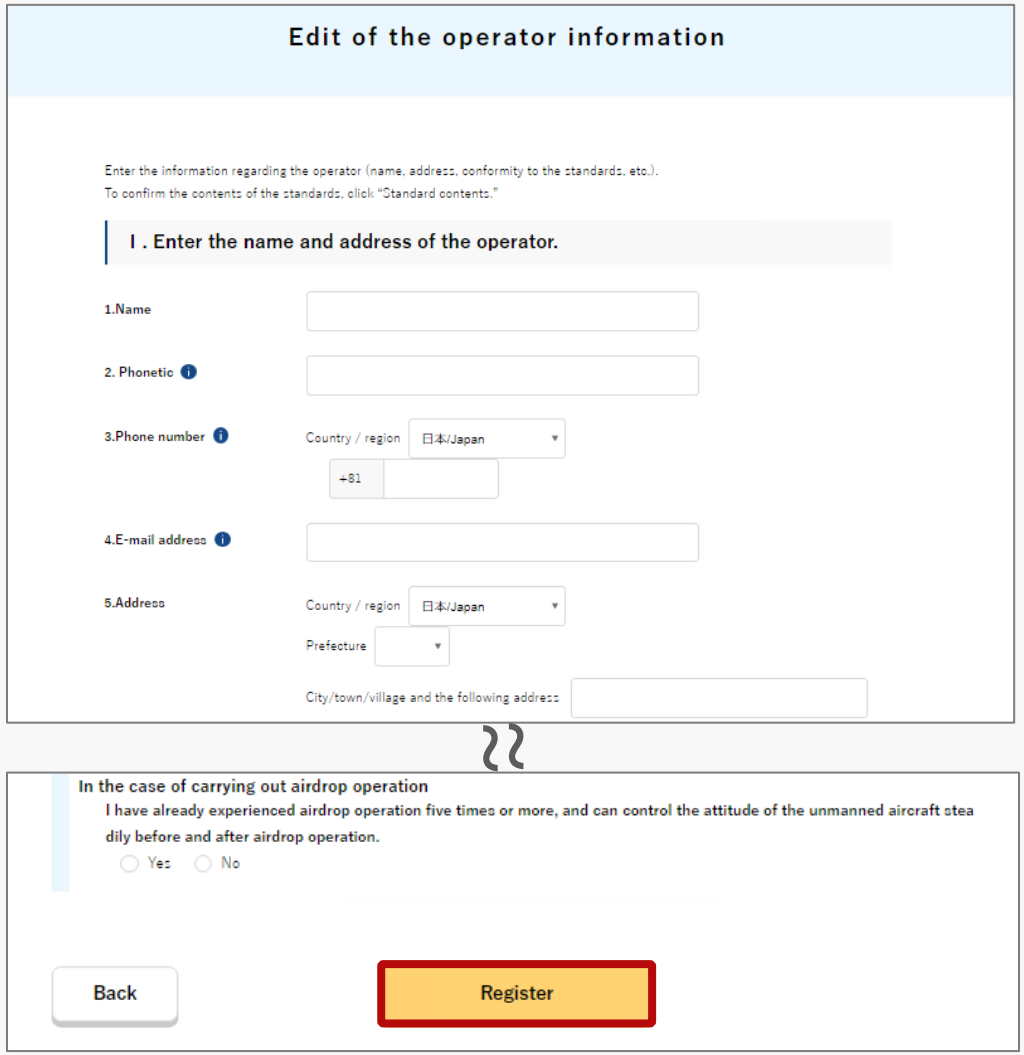


You can view or delete the operator information currently provided to other accounts.

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)



Register here if you do not have a skill certificate. Enter the required information on the 'Edit of the operator information' 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.

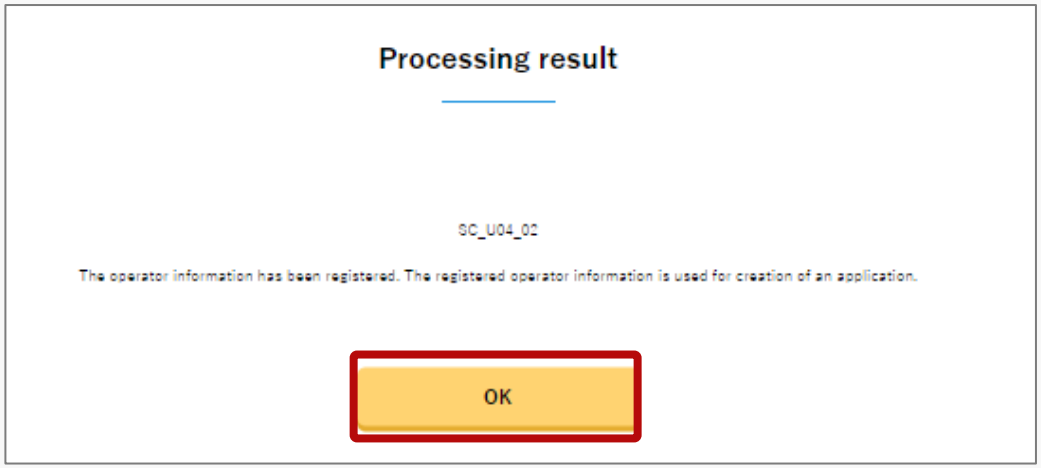
Ⅱ.Enter the information of skill certification of the organization listed on the website. (Enter "3. Compliance of the operator with the standards" if skill certification is not available.)

*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

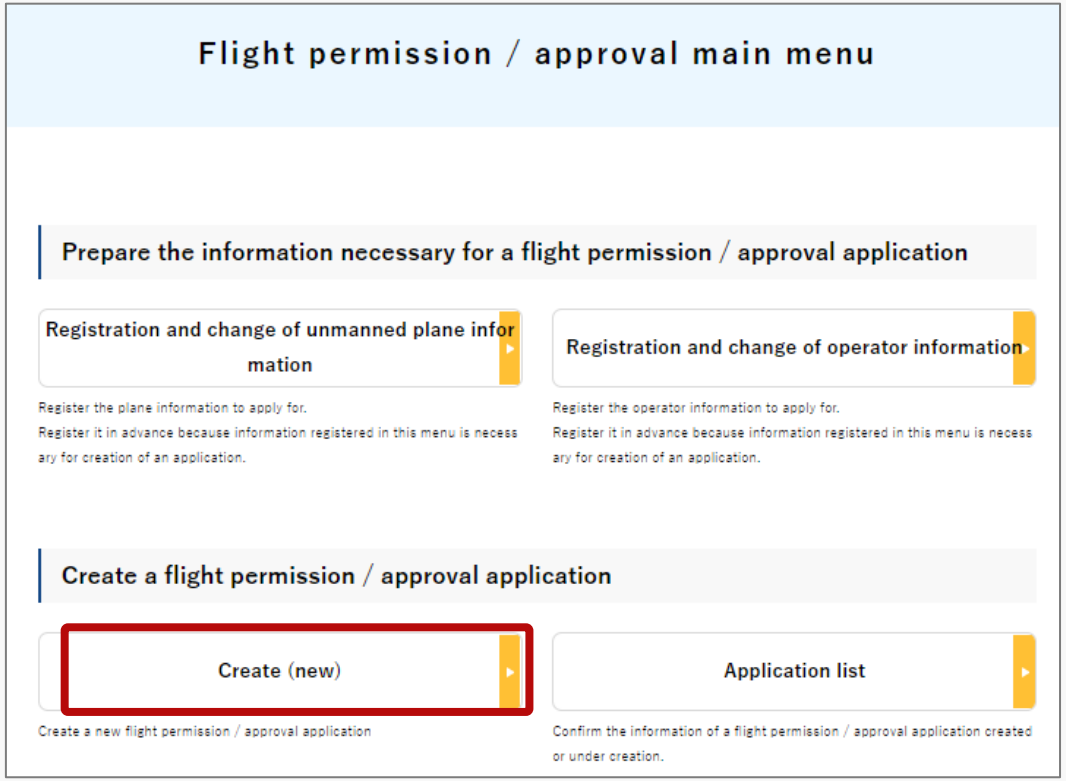
07. Step 3: Register operator information (11/11)

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



Confirm the message and click the "OK" button.

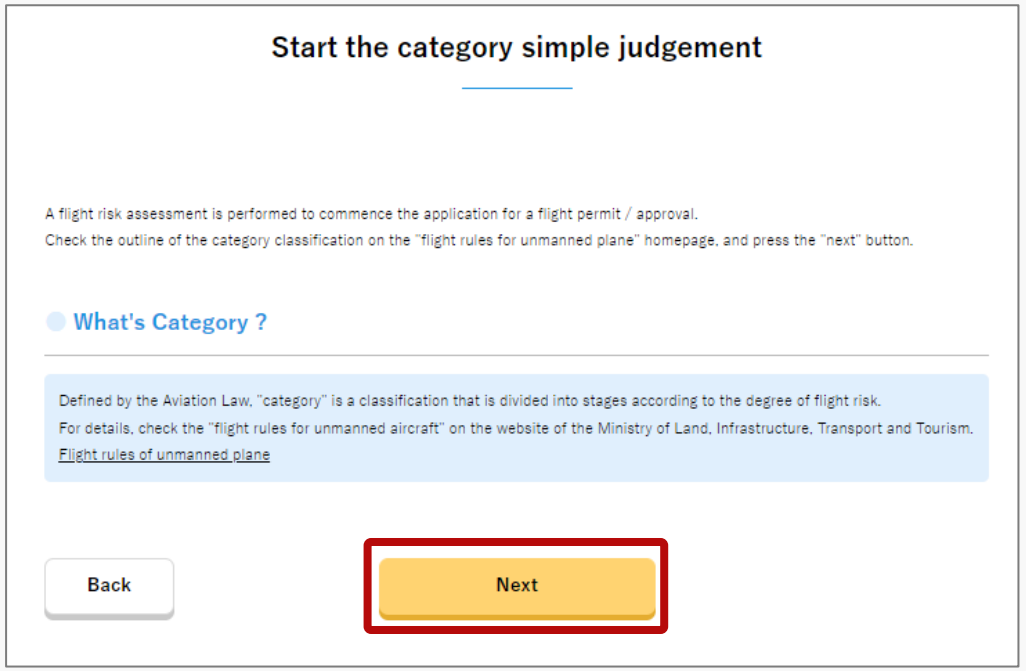
08. Step 4: Proceed to new application



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)



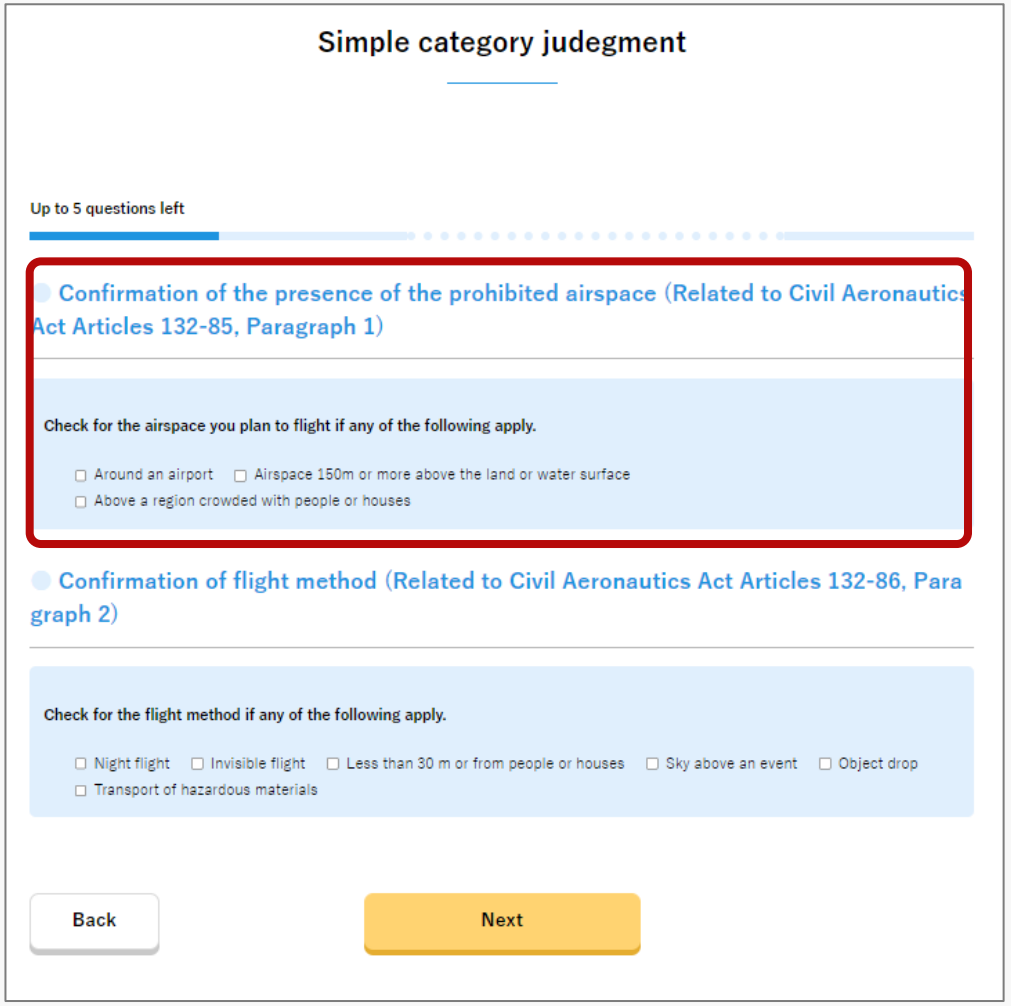
A simple category judgment page opens.

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)

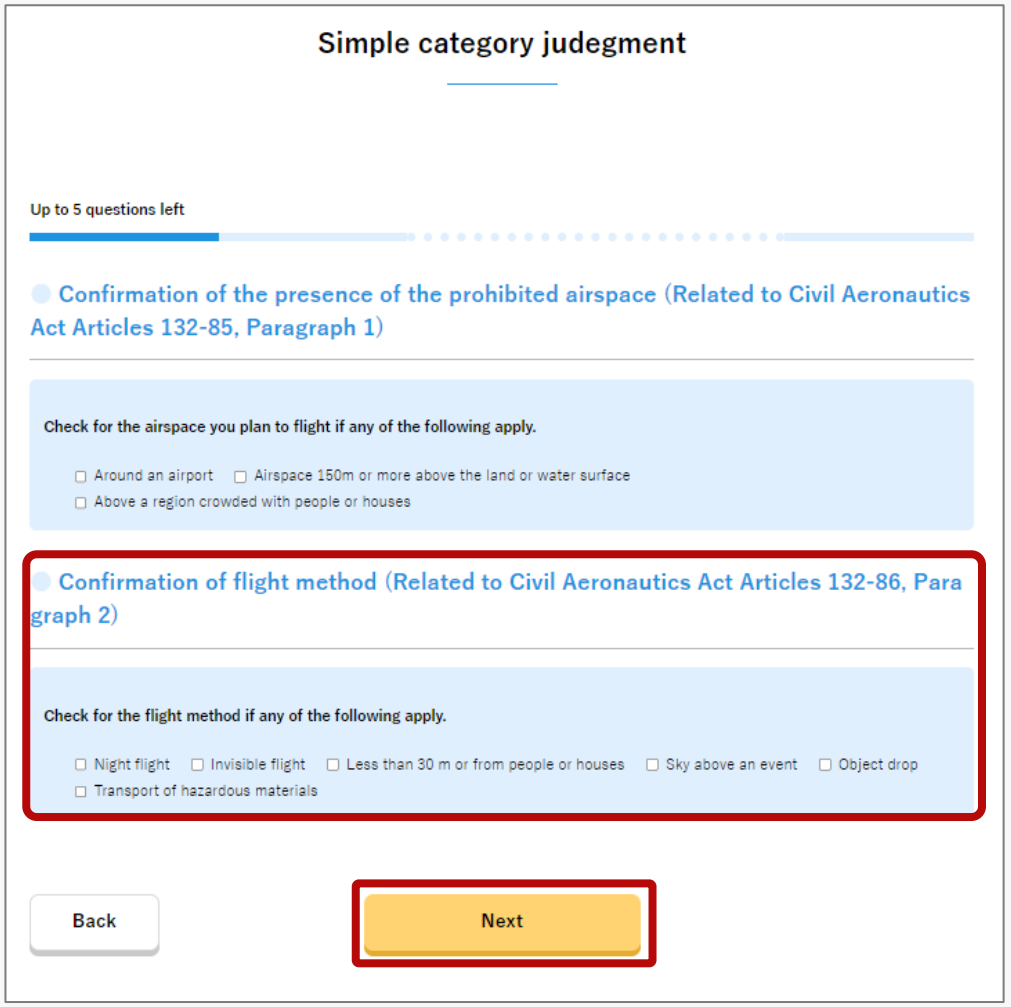


As a question page will open for simple category judgment, put checkmark on each item.

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

*You can select multiple items.

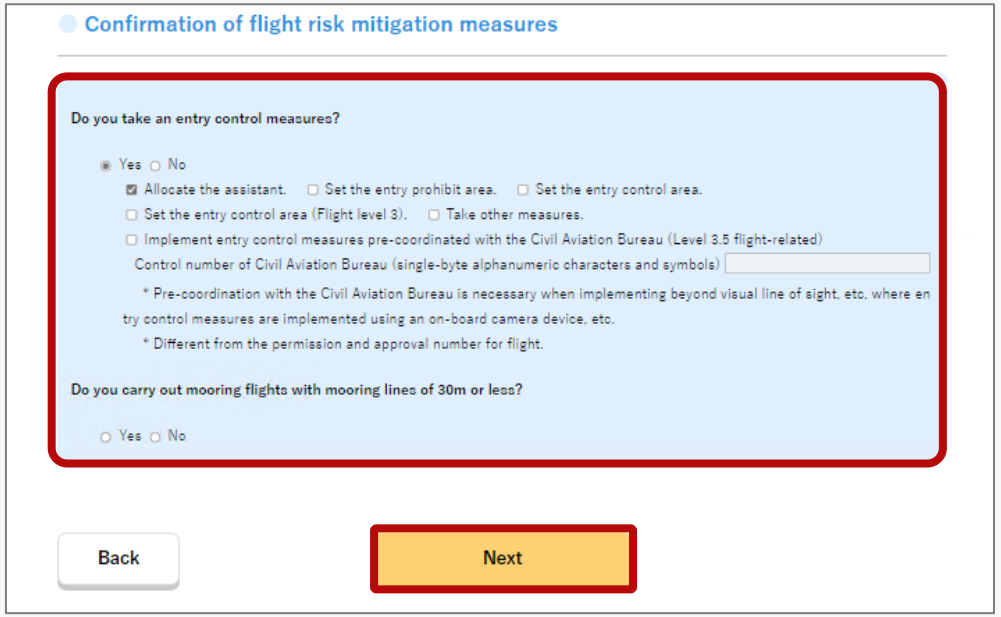
09. Step 5: Carry out simple category judgment (3/7)



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)



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

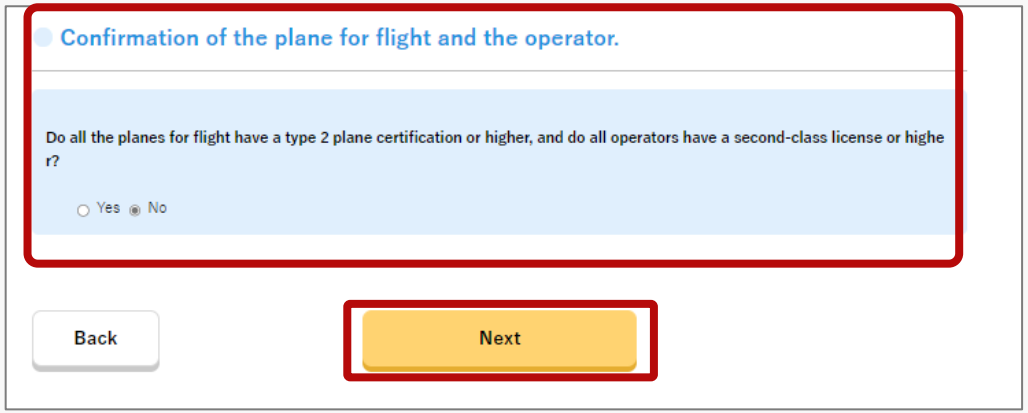
*After answering the question *Do you take an entry control measures?, press the "Next" button to display the further questions. Answer them and press the "Next" button.

*You can select multiple check boxes.

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

Item Number	Safety measures	Notes
1	Allocate the assistant.	
2	Set the entry prohibit area.	When flying over an event location, etc.
3	Set the entry control area.	Installation of walls, fences, etc., installation of signs, cones, etc., restricting entry to unauthorized persons
4	Set the entry control area.(Flight level 3)	In case of “Flight level 3”
5	Implement entry control measures pre-coordinated with the Civil Aviation Bureau	If you select this option, you will need to enter the ‘ Control Number of Civil Aviation Bureau ’ issued by the Civil Aviation Bureau when conducting Level 3.5 flights, etc. For more information, see the Civil Aviation Bureau's website. For new applications for level 3.5 flights etc., proceed with reference to 11. Process for new application for level 3.5 flight-related.
6	Take other measures.	

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

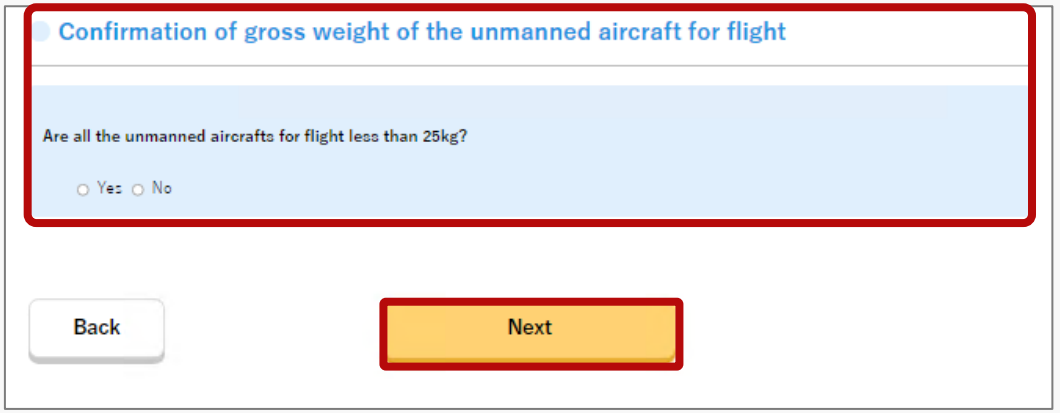


Check the appropriate boxes for the confirmation of the plane to be flown and the operator (person to fly), and press the "Next" button.

*You cannot select multiple items.

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

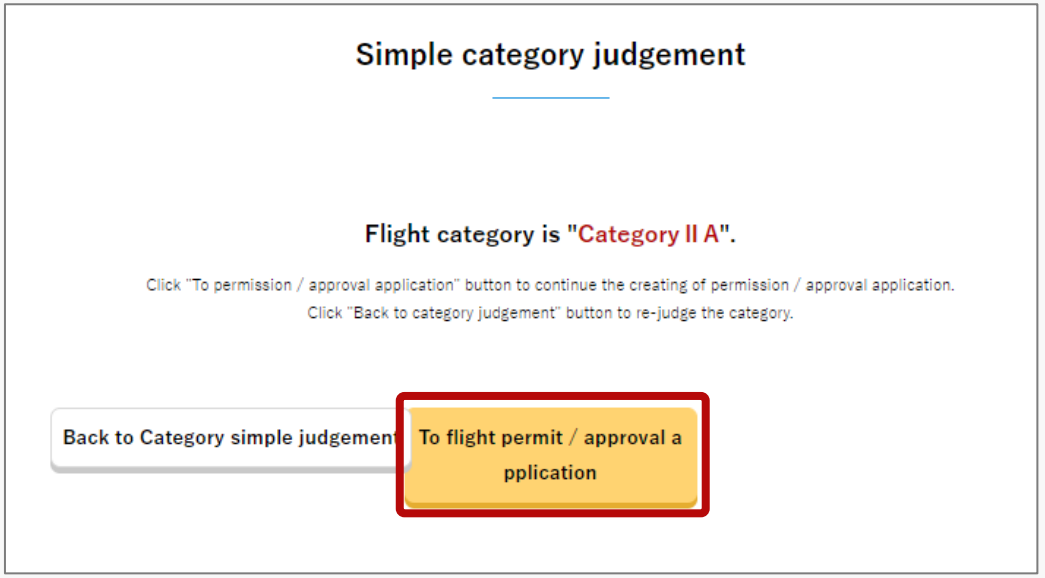
09. Step 5: Carry out simple category judgment (6/7)



Check the appropriate box for the gross weight of the unmanned aircraft for flight, and press the "Next" button.

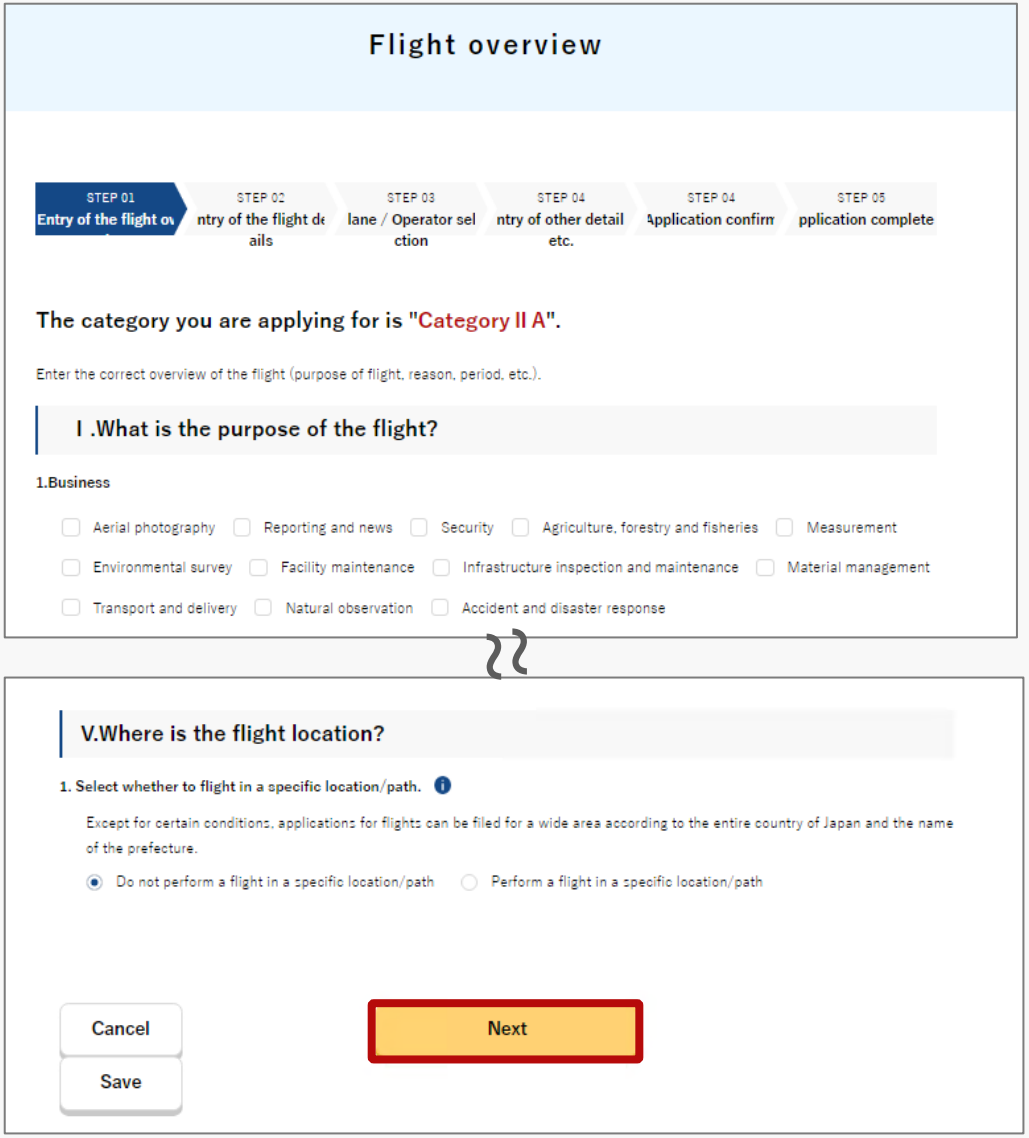
*You cannot select multiple items.

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



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)



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.)

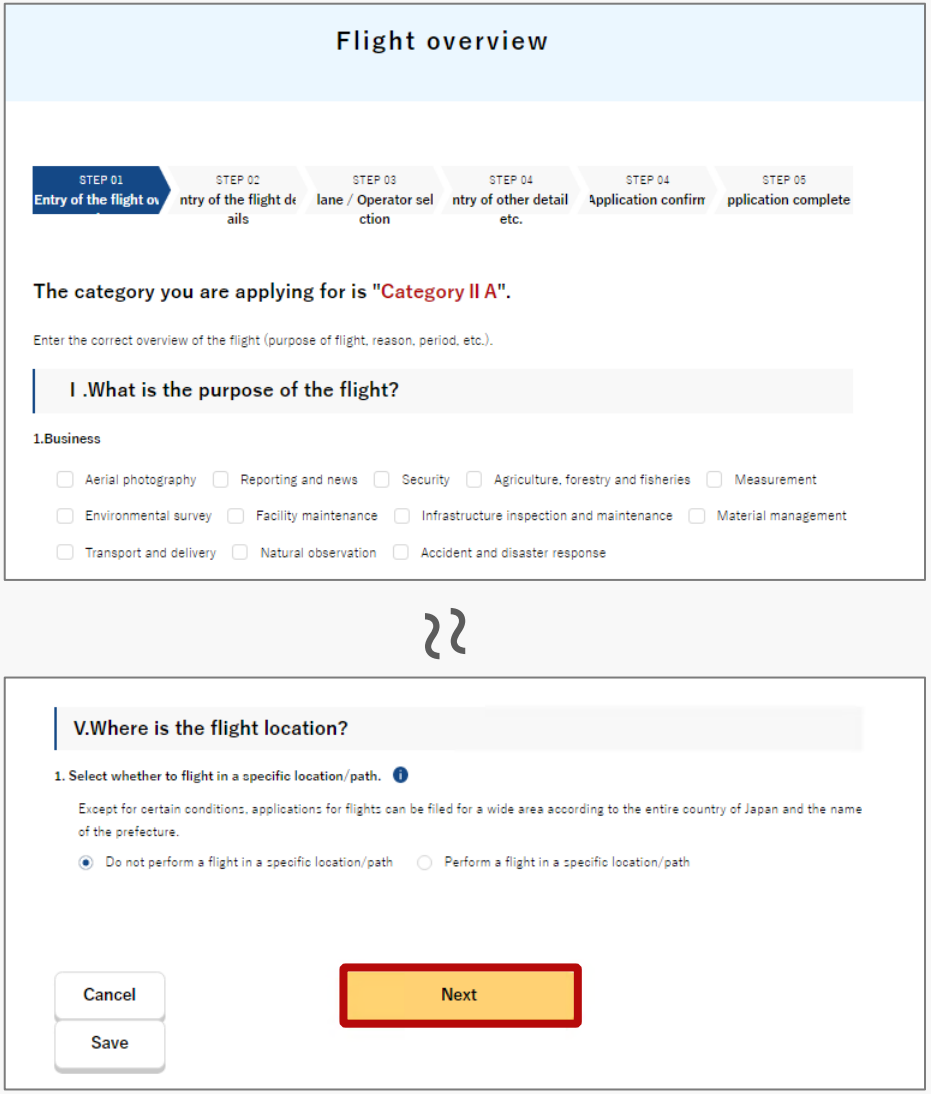
*For the purpose of flight, refer to the table on the next page, "Flight Purpose List."

*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)



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.

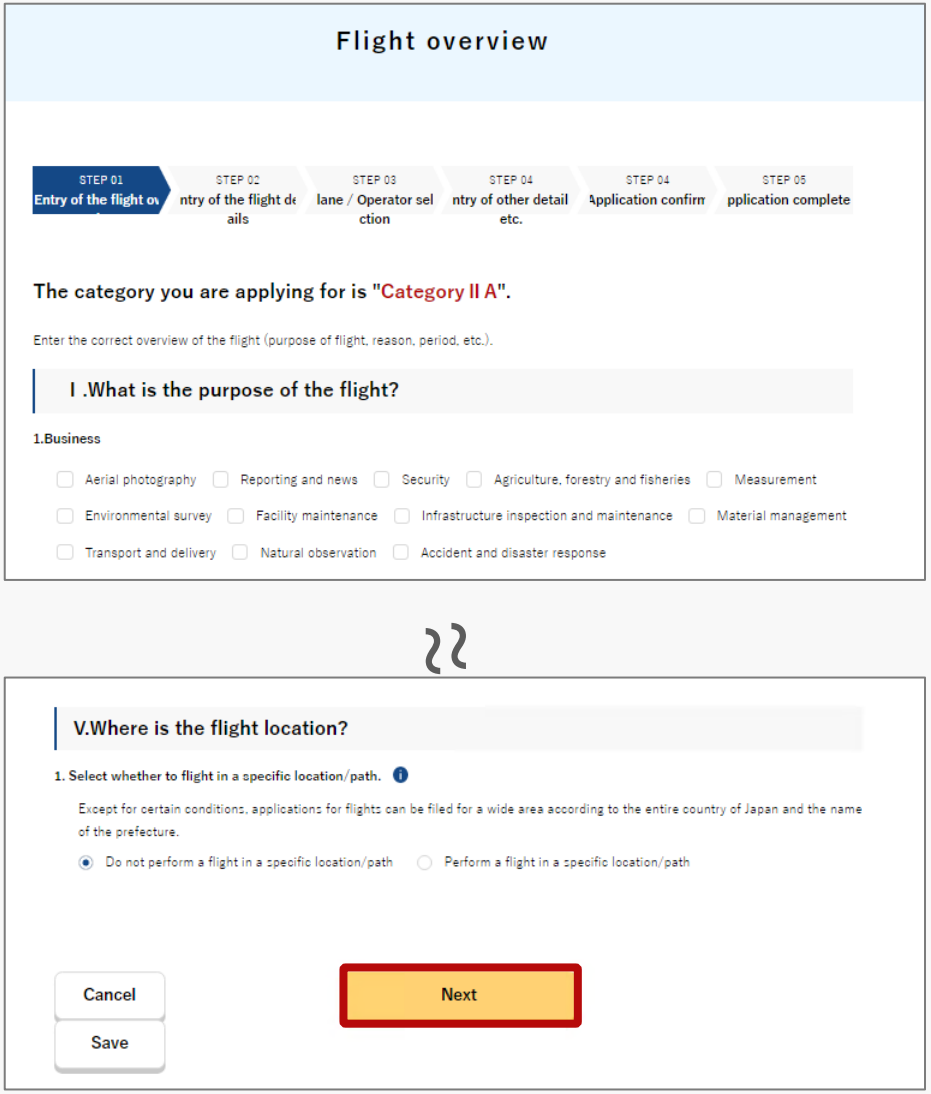
* Enter half-width numbers for altitude above ground level and altitude above sea level.

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)



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)

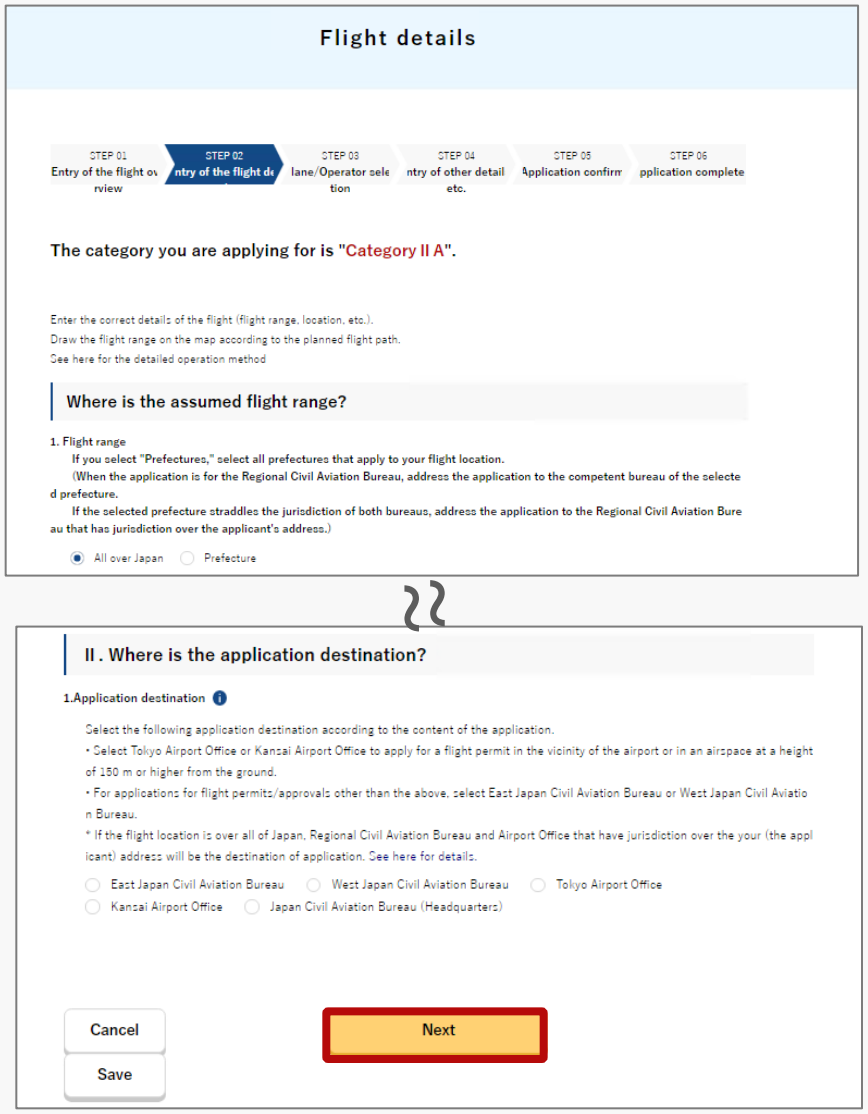
Item number	Category	Airspace
1	Flying in no-fly zones (related to Article 132-85)	Around airport
2		Airspace at the height of 150 m or more above the ground or water surface
3		Densely populated areas or cluster of buildings

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



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.

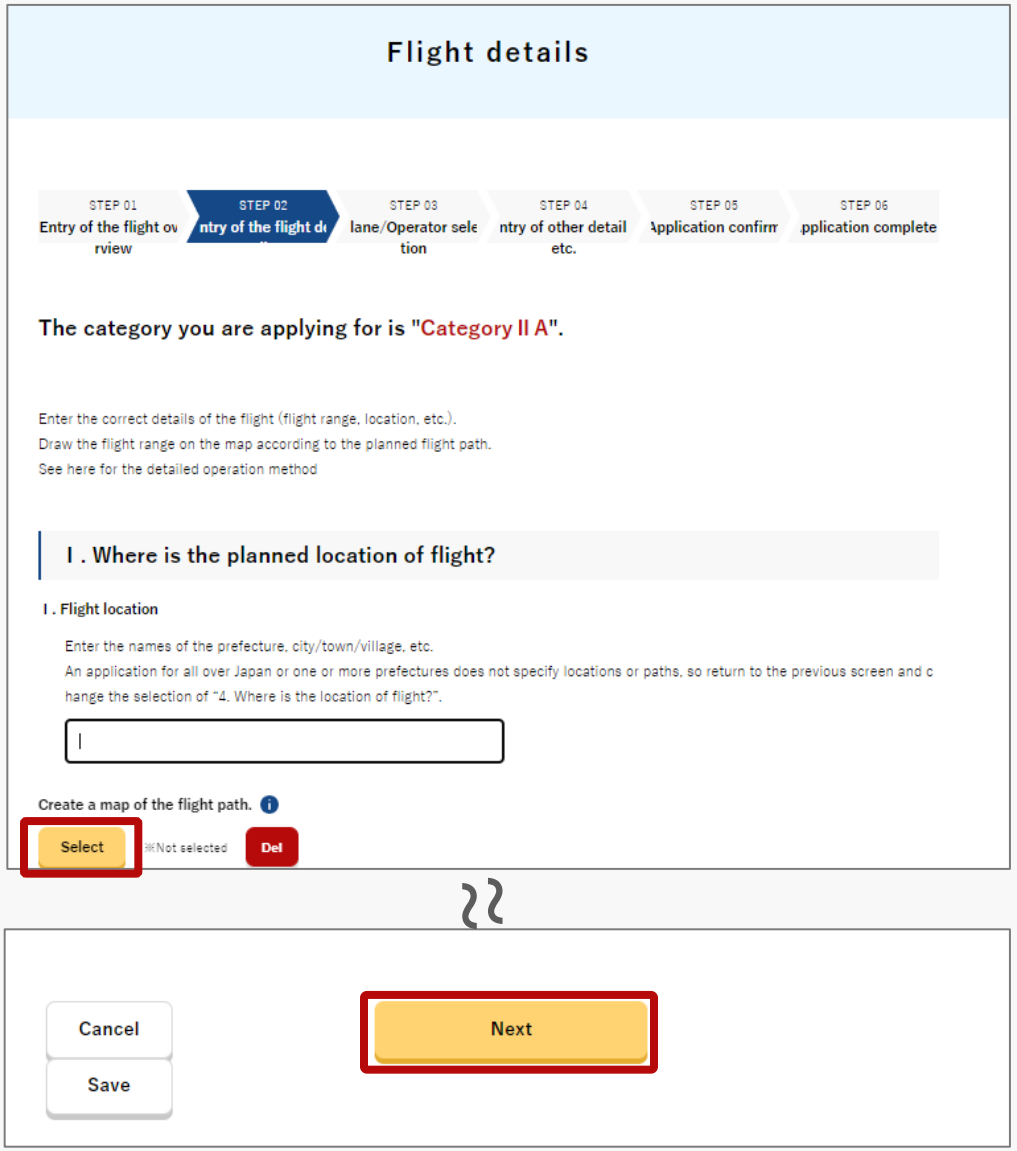
*If you wish to apply for a "All Over Japan" flight area for business flights, etc., apply to the Regional Civil Aviation Bureau Director with jurisdiction over the prefecture in which you live.

*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



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

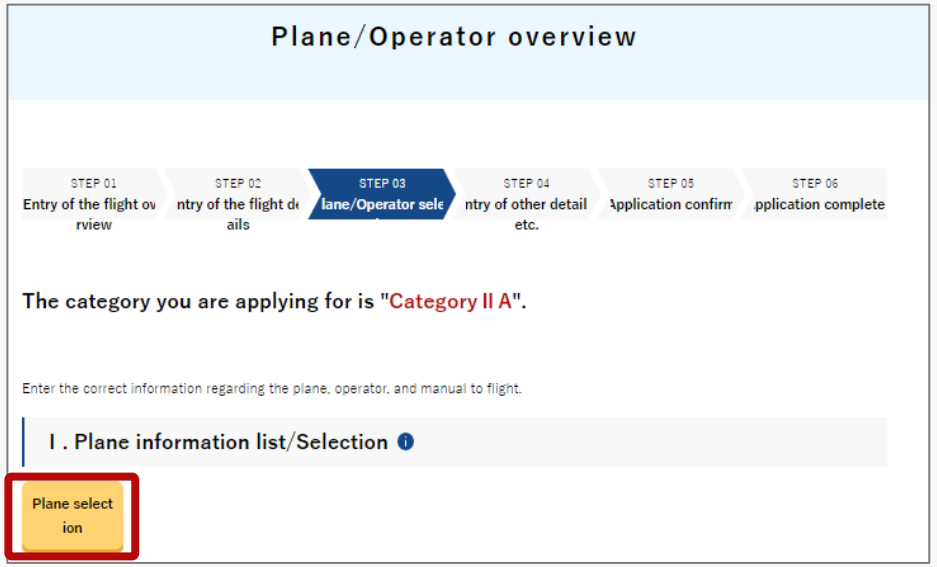
*To create a map of the flight path, press the "Select" button. See here for instructions on how to create it.

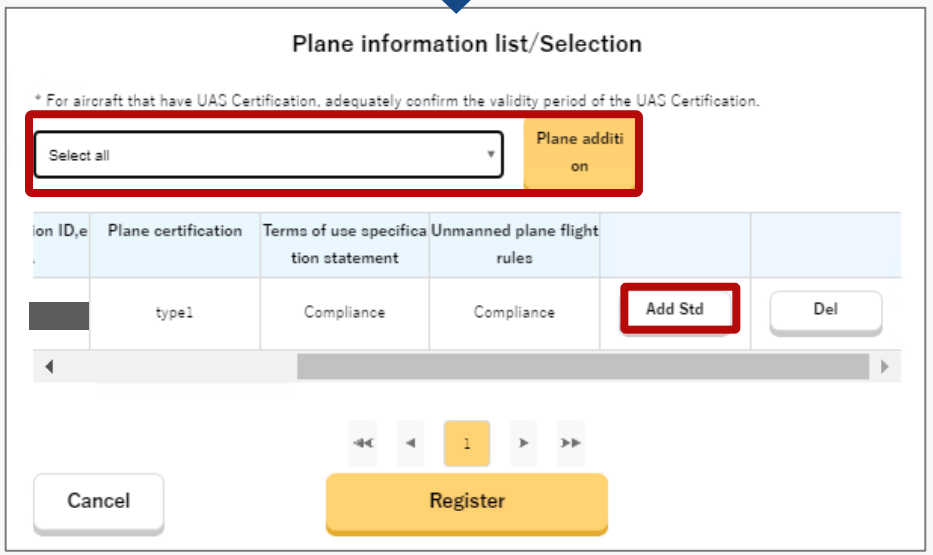
*It is mandatory to fill in the following fields.

I. Where is the planned location of flight?

II. Where is the application destination?

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





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

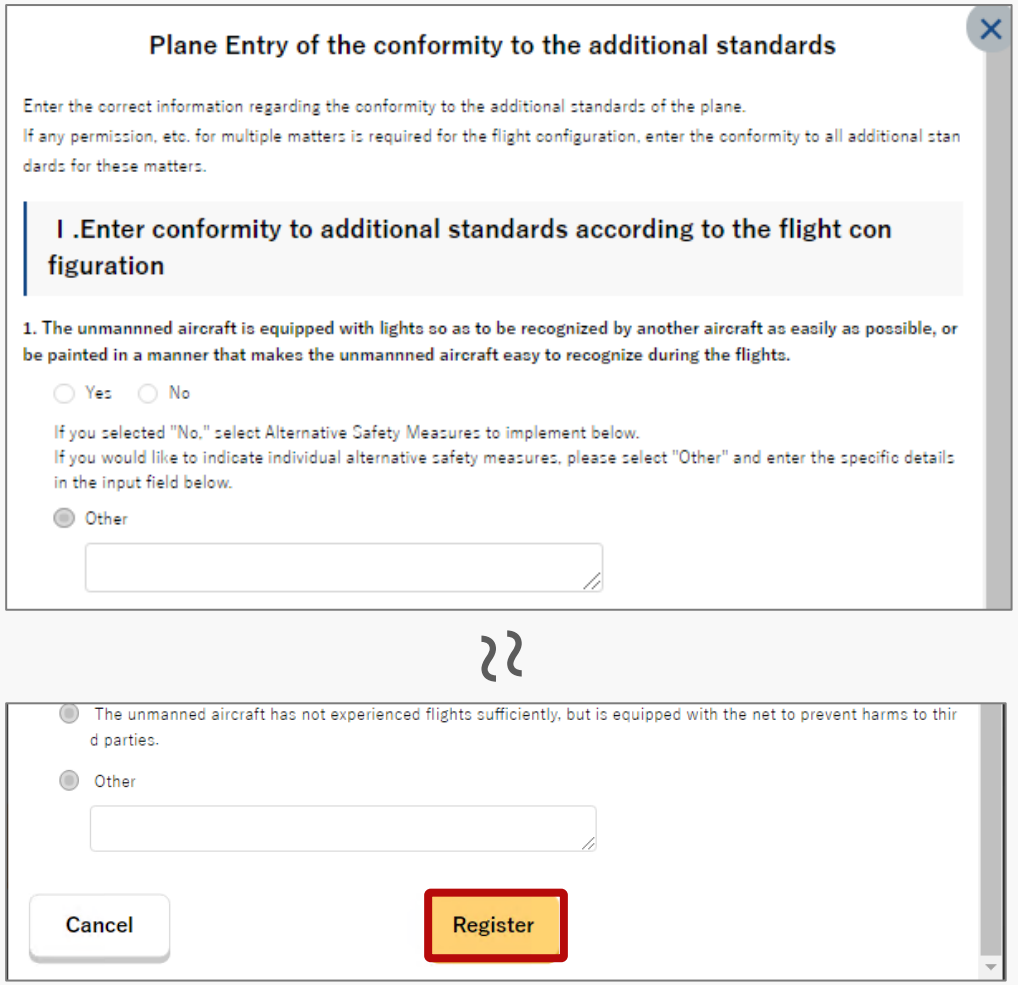
As the plane information entered in "Registration and change of unmanned plane information" on the Flight permission/approval main menu page will be reflected, select the plane required for application, and press the "Plane addition" button.

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)



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

When performing the fly beyond visual line of sight (level 3 flights) without an assistant.

Documentation to show the conformity to the additional standards for unmanned aircraft must be attached.

For items requiring file upload, press ‘Select’ and upload the relevant file.

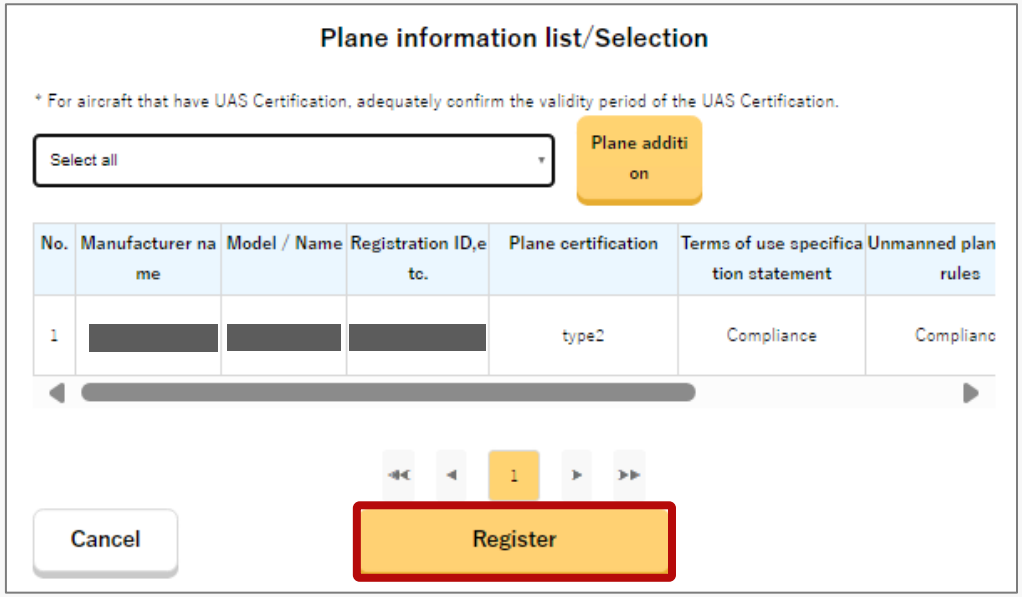
If the file format or input content is incomplete, an error message will be displayed on the screen. Correct the information according to the error message and press the ‘Register’ button again.

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

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

Size : 2MB

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



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

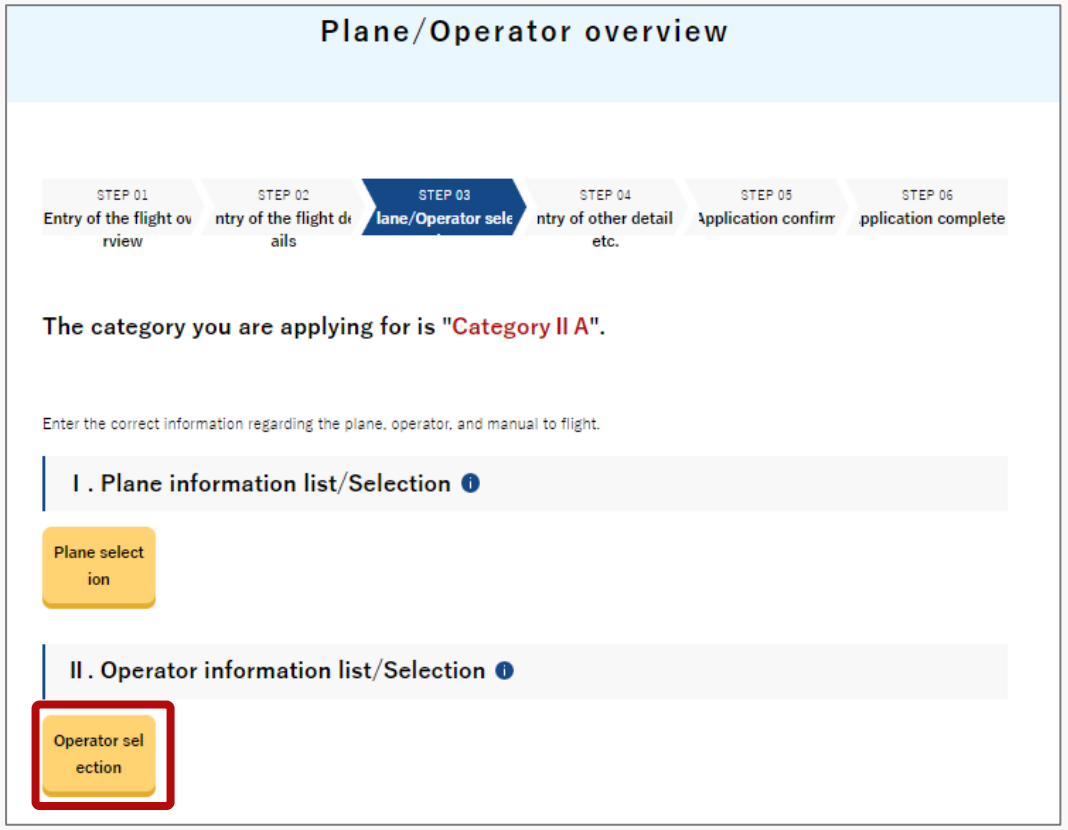
*Check to see if additional standards have been entered for all selected planes.

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.

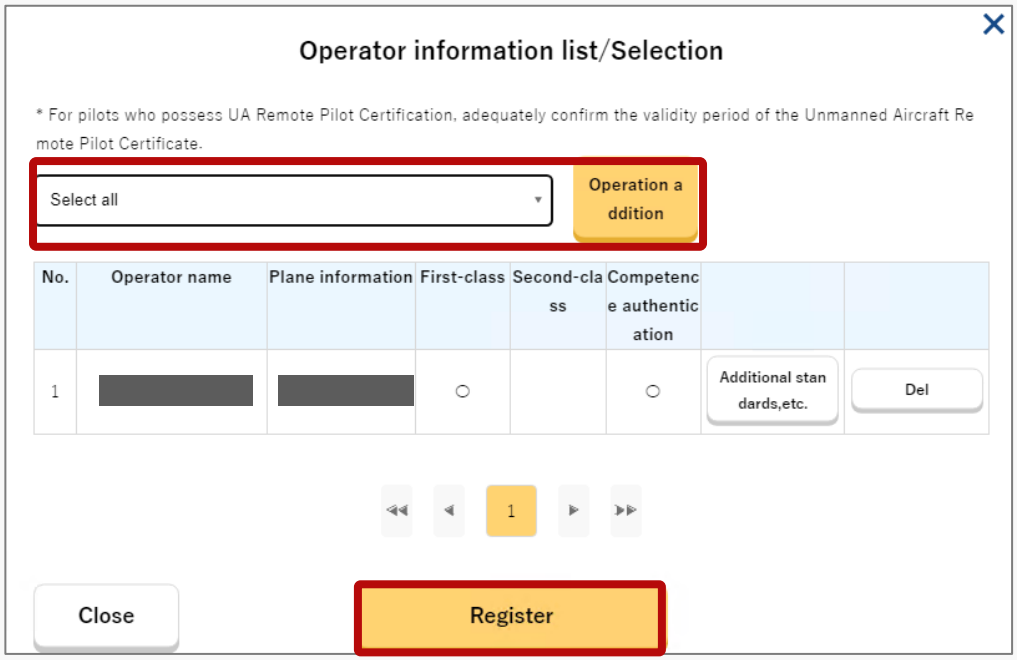
*Items such as "Terms of use specification statement" and "Unmanned plane flight rules" are displayed if the plane you own is a model-certified plane, or if you have obtained individual plane certification.

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



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)



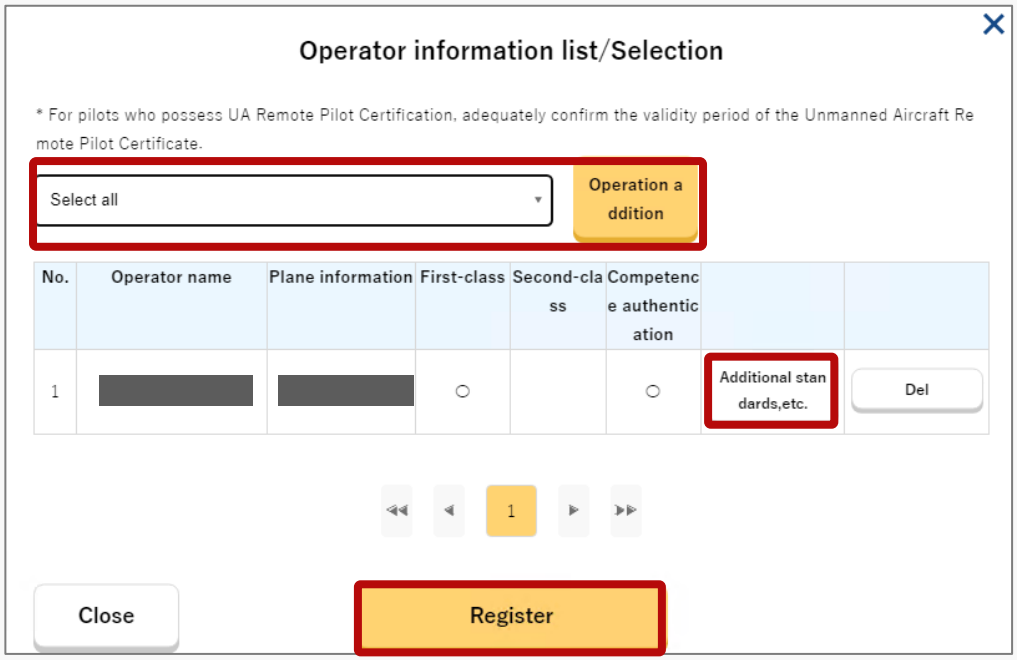
As the operator information entered in “Registration and change of operator information” on the Flight permission/approval main menu page will be reflected, select the operator name required for application, and press the "Operation addition" button.

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)

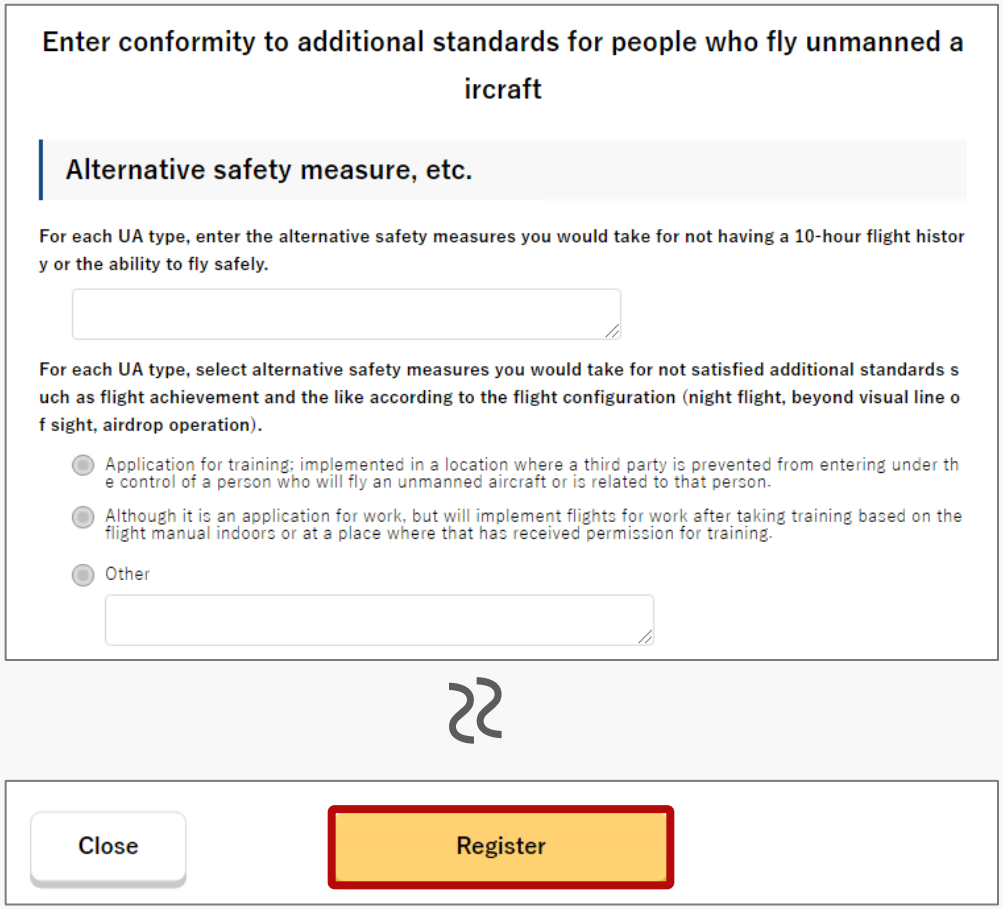


Depending on the contents of the flight being applied for, Additional standards, etc. may need to be entered. In such cases, click on the 'Additional standards, etc.' button and enter the necessary information.

You can also check the conformity with the additional standards for the method of flight entered in the 'Registration and change of operator information' section in advance.

*If you want to change the conformity to the additional standards you have entered, please do so in the 'Registration and Change of operator information' section.

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

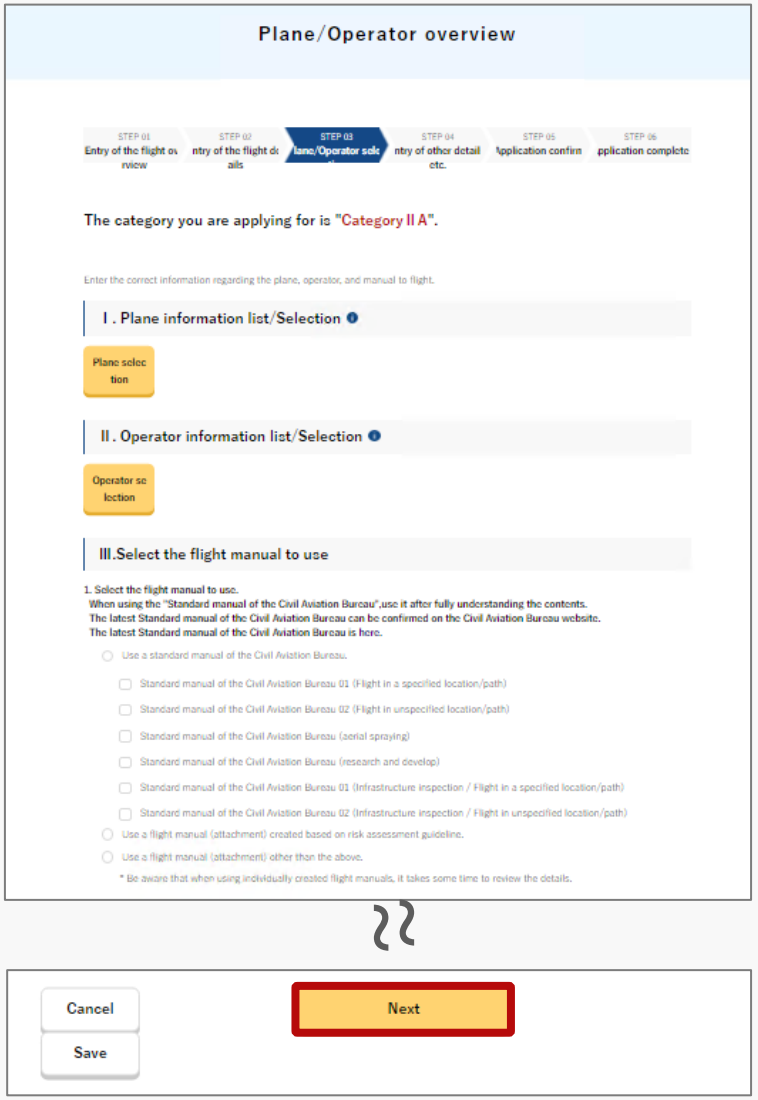


If you need to enter additional standards, etc. for people who unmanned aircraft, enter them here and press the 'Register' button.

You can also check the conformity with the additional standards for the method of flight entered in the 'Registration and change of operator information' section in advance.

*If you want to change the conformity to additional standards you have entered, please go to 'Registration and change operator Information' on the 'Flight Permission /approval main menu' page.

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



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.

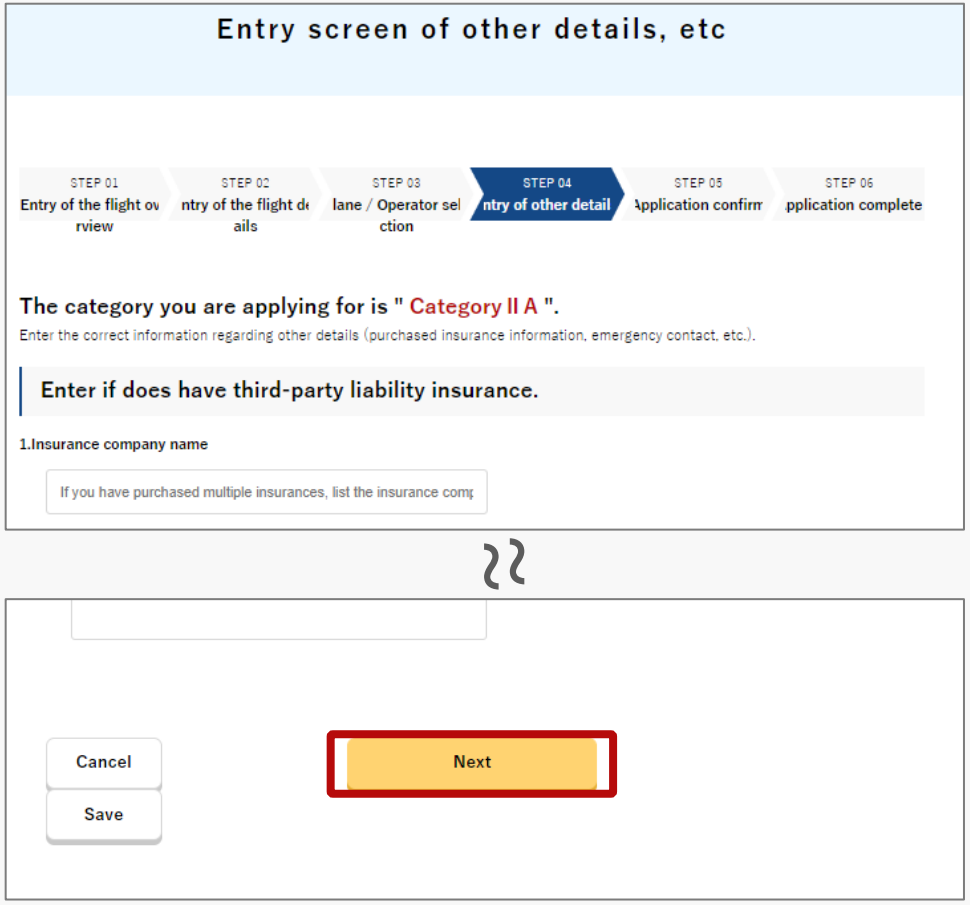
*It is mandatory to fill in the following fields.

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).
The manuals that can be selected depend on whether the flight location/path is specified or not.
For details, please check the Civil Aviation Bureau website.

If you select Other manual, please describe the differences from the Civil Aviation Bureau Standard Manual.

12. Step 8: Enter other details, etc (1/2)



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

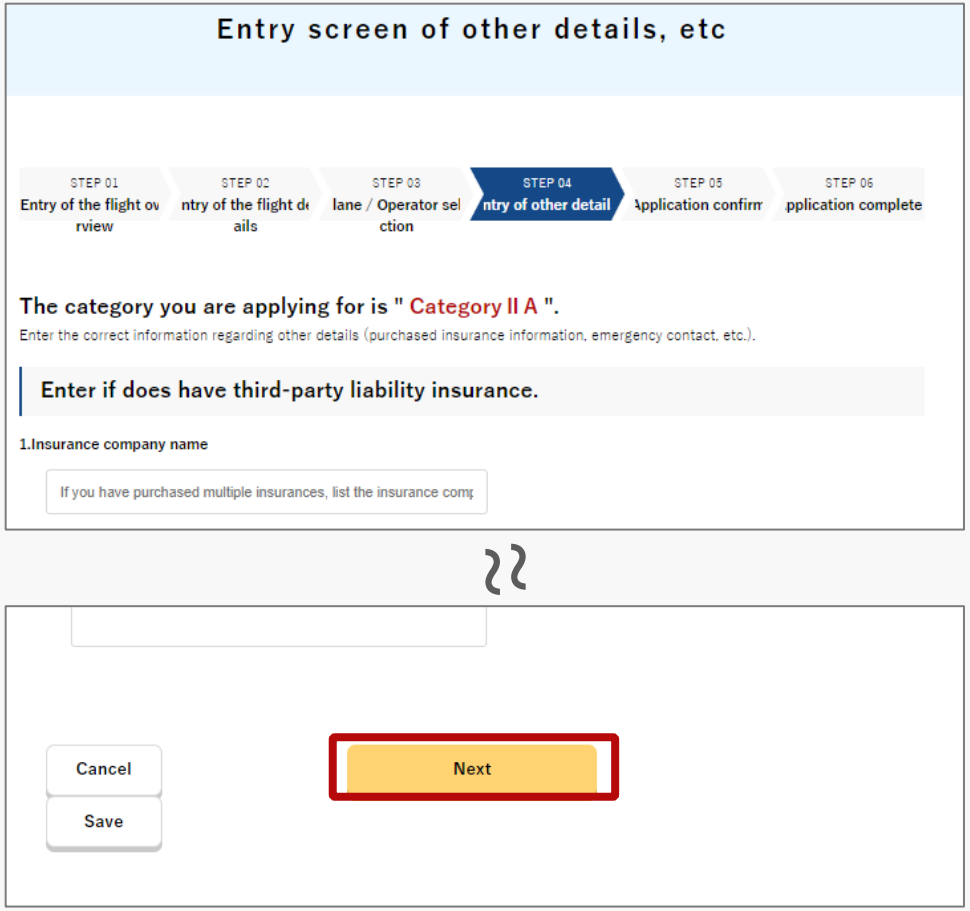
*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

*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.

*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 (2/2)



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.

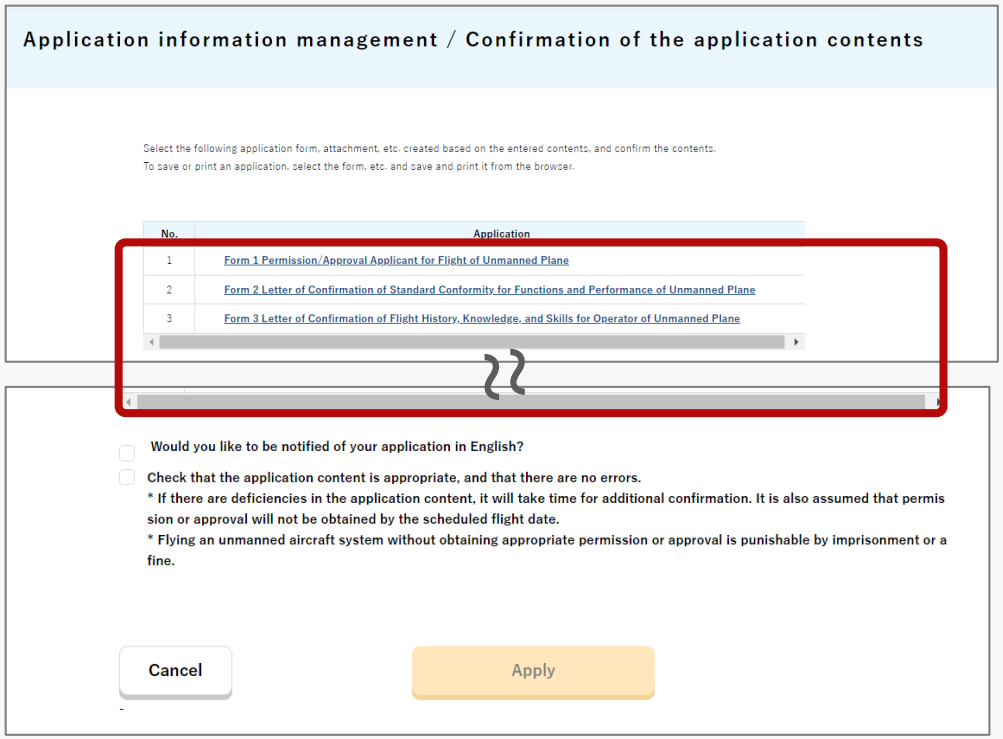
If you have multiple insurance policies, please enter the "Insurance Company Name", "Product Name", "Amount of Coverage (Personal)" and "Amount of Coverage (Property)" as shown below.

- "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.

13. Step 9: Confirm the application contents



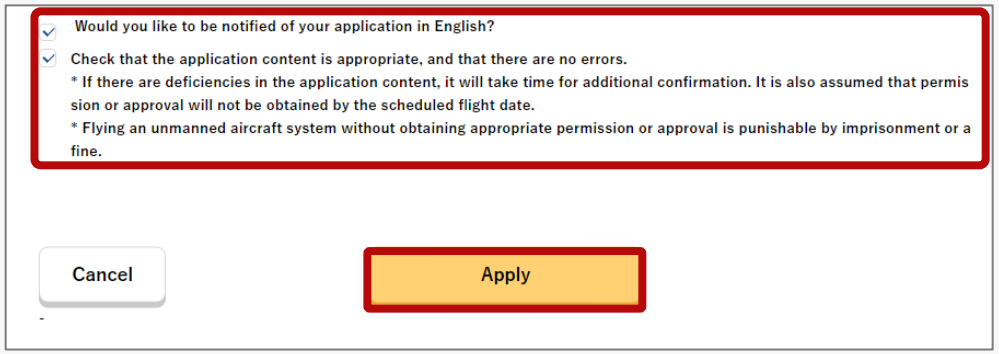
On the 'Application information management/Confirmation of the application contents' page, the application forms, attachments, etc. created based on the information you entered will be displayed, so click on them to confirm their contents.

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

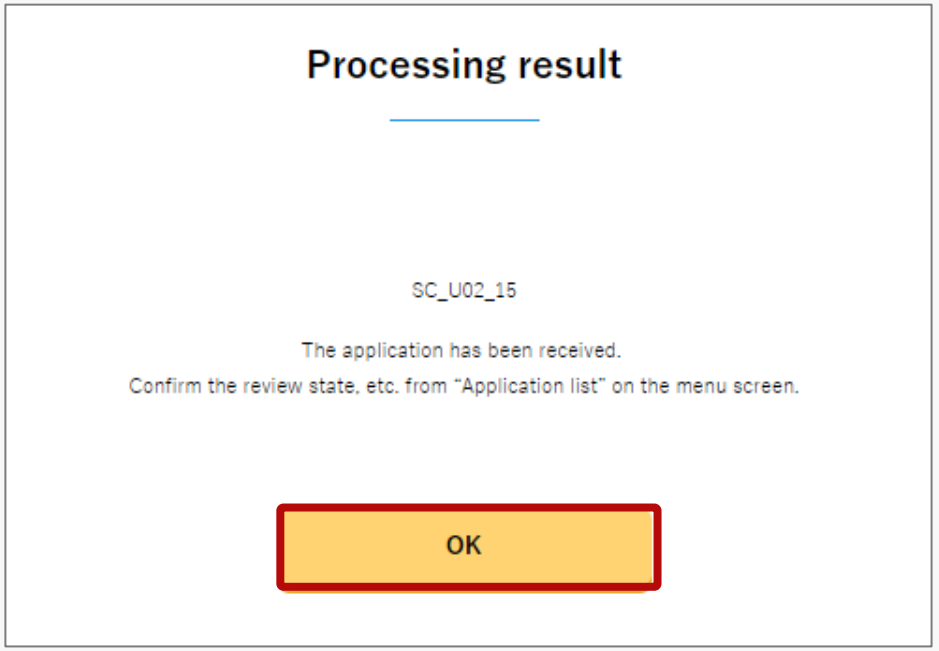
Points to note!

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



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 that there are no errors" and click the "Apply" button.



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.

<Applicant>

02. How to proceed with change application

MLIT Ministry of Land, Infrastructure, Transport and Tourism

Table of Contents

01. Introduction p.02-2
02. Matters that require attention when using the Drone Information Platform System p.02-3
03. Steps to be followed for change application for flight permission/approval p.02-4
04. Step 1: Log in to the Drone Information Platform System p.02-5
05. Step 2: Proceed to change application p.02-8
06. Step 3: Select the application to be changed p.02-9
07. Step 4: Select the reason for changes in application p.02-10
08. Step 5: Select the plane and the operator p.02-11

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

- 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

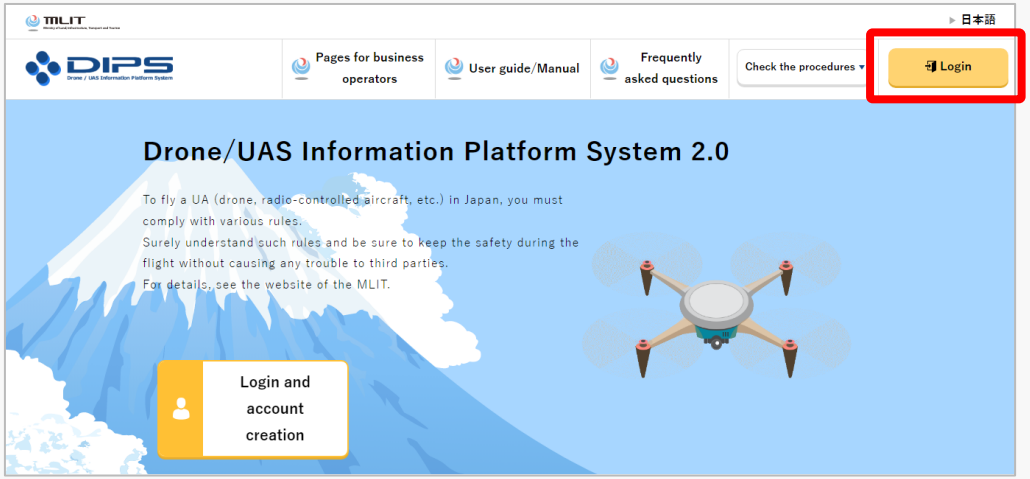
The details of your application will be checked by the Regional Civil Aviation Bureau, airport office, etc., and you will be notified by email when the confirmation is complete.

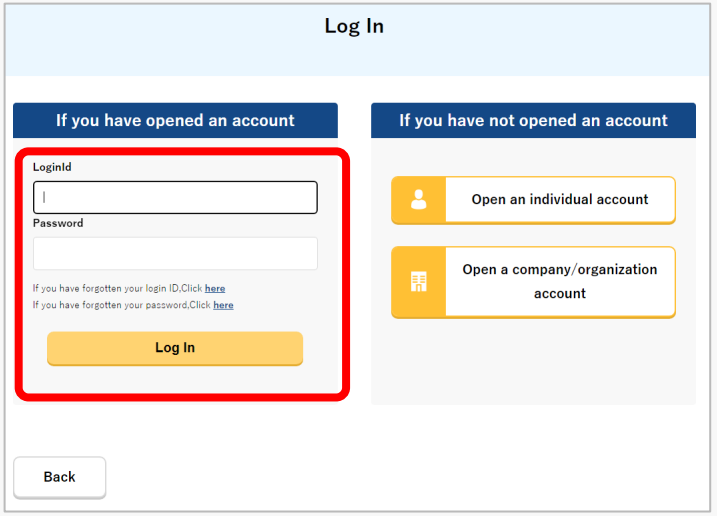
*A change application refers to an application used to change the part of the application content, and continue the flight within the period of permission and approval that has already been received. If an application for a permit or approval subject to change has been submitted through this system, 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/)

Click the “Login” button.

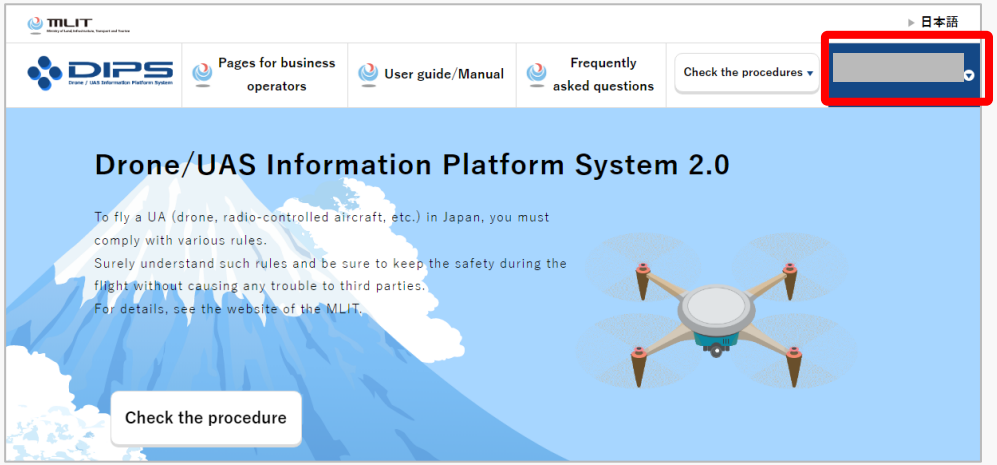
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

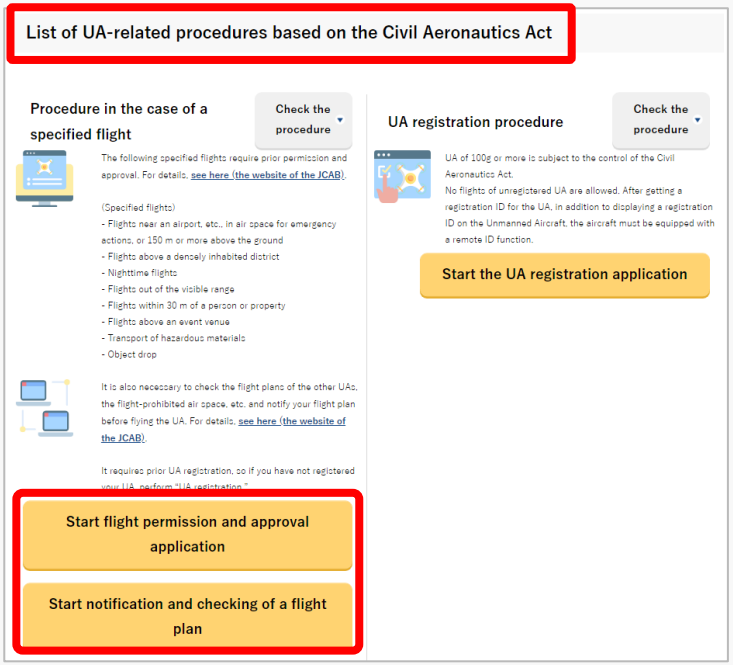
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

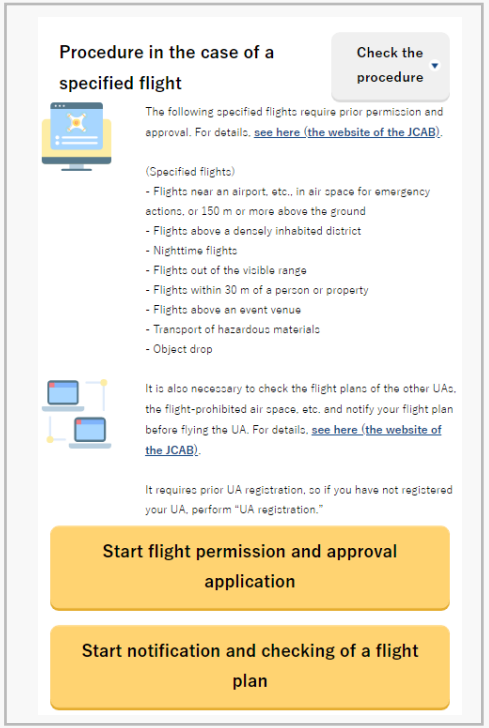
Please see the next page for buttons for various procedures.

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

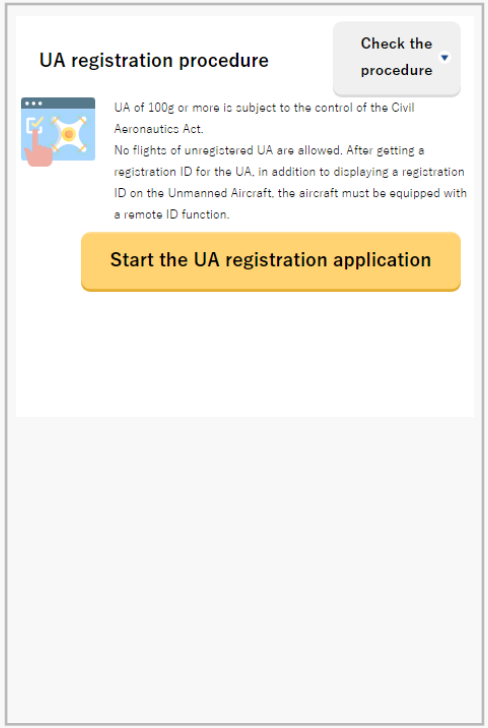
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

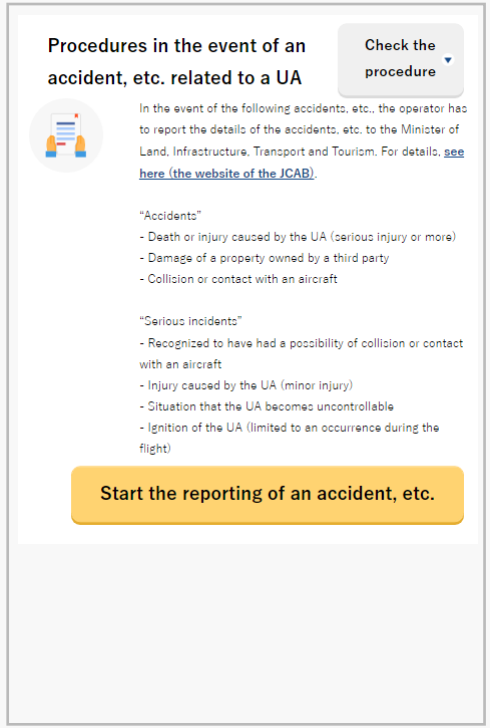
Procedure in the case of a specified flight



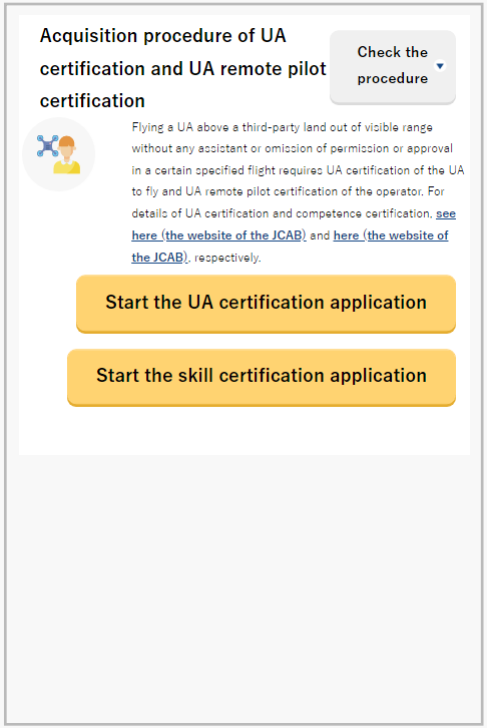
UA registration procedure



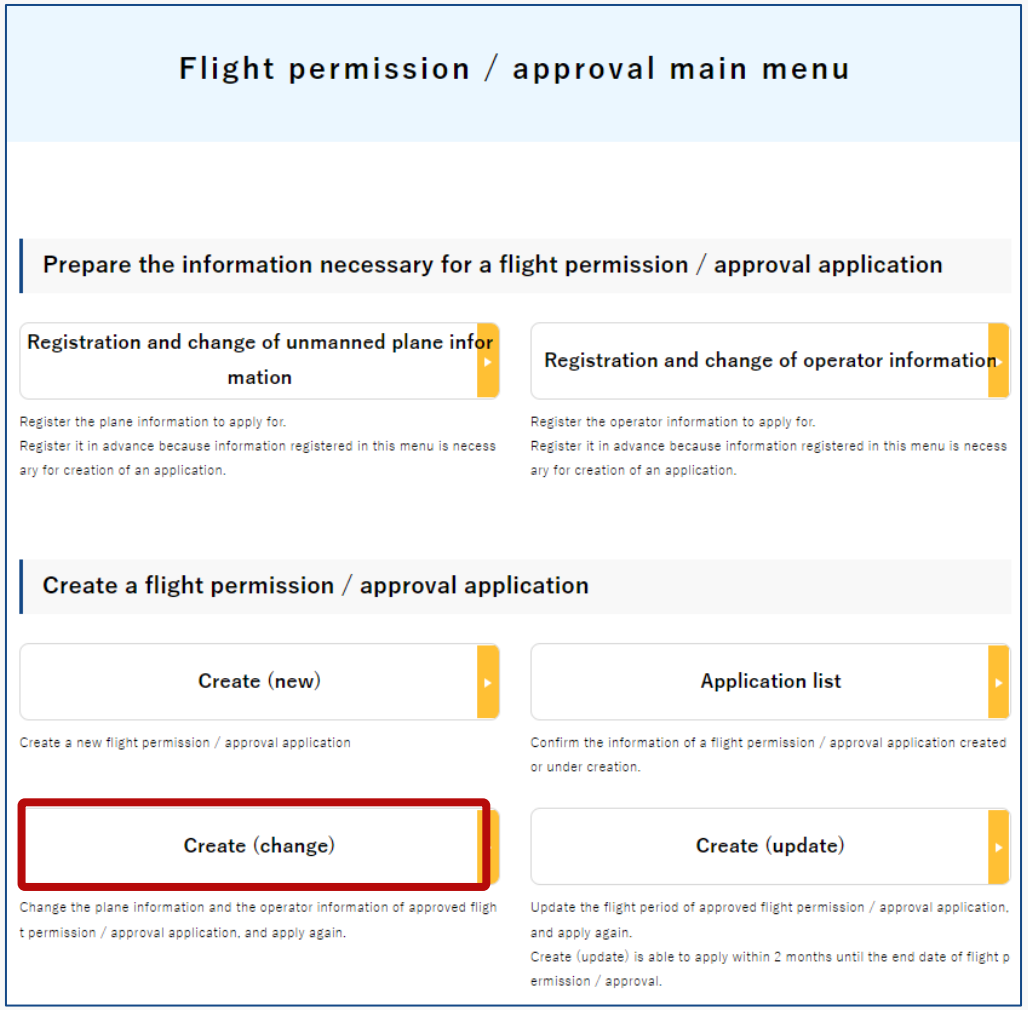
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

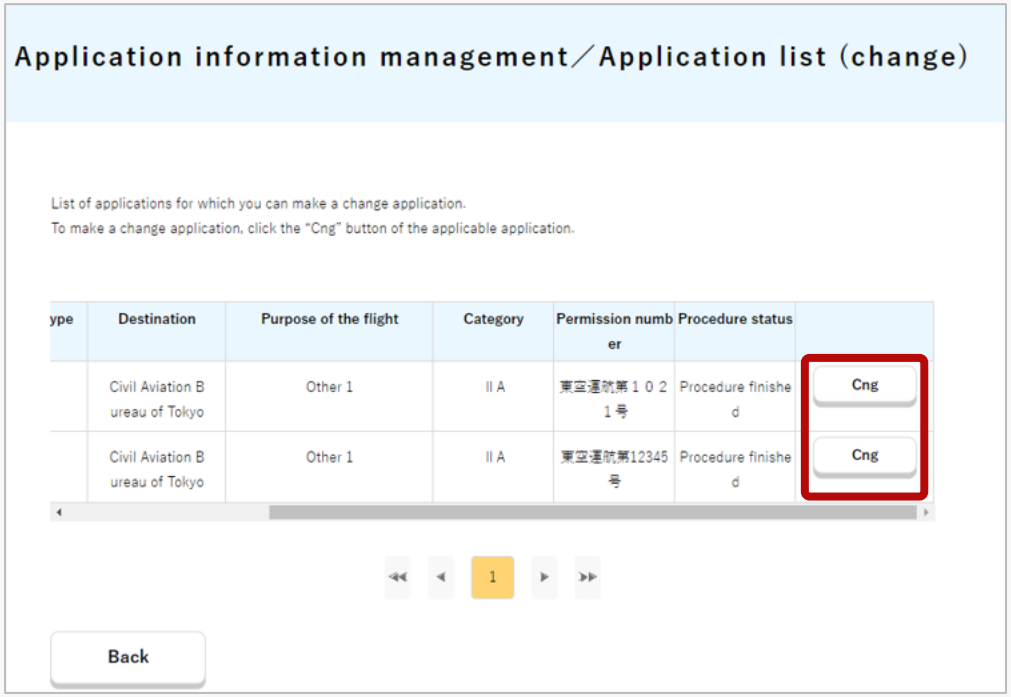


05. Step 2: Proceed to change application



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

06. Step 3: Select the application to be changed

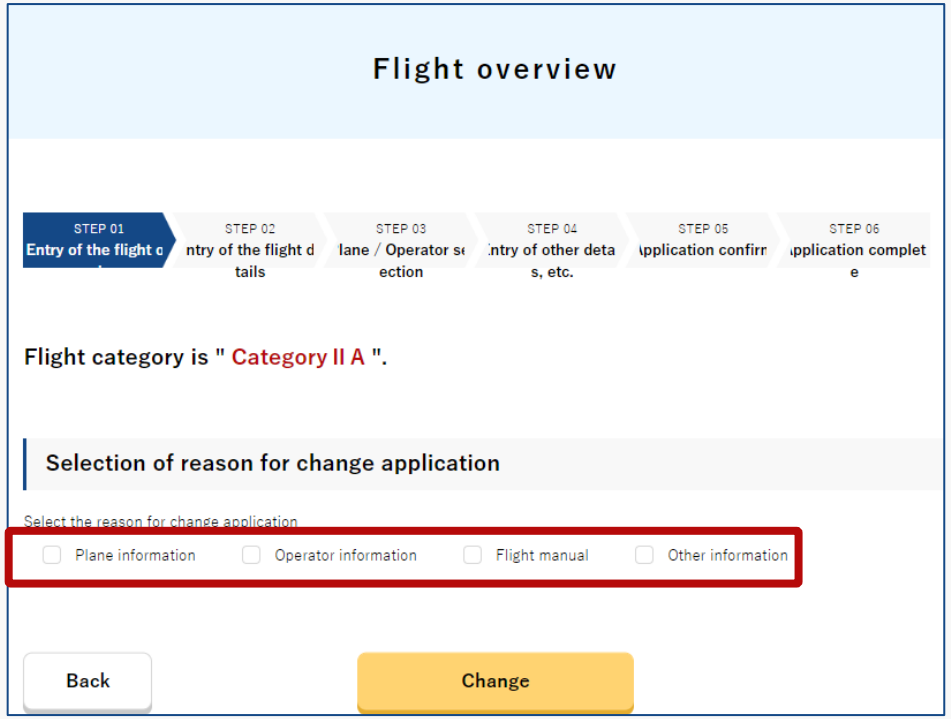


The page, Application information management/Application list (change) will open. To submit the change application, press the "Cng" button on the application form.

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

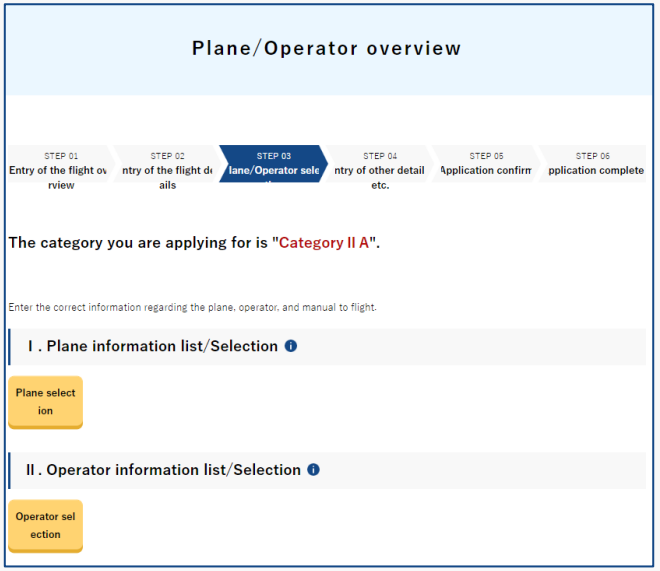


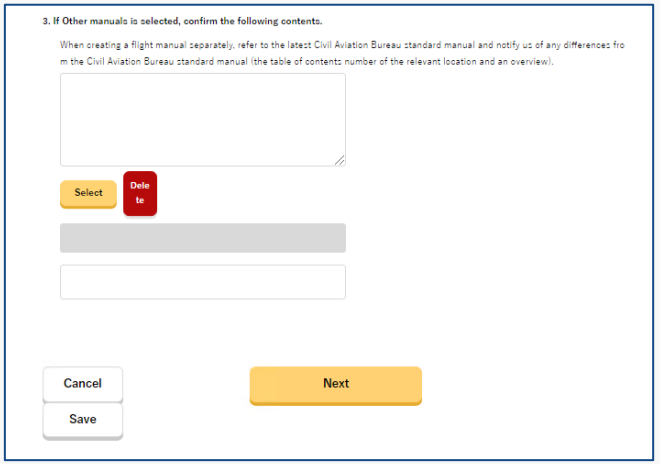
The page, Selection of reason change application will open. Put a check on the applicable reason for the change application and press the "Change" button.

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





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 P01-46-57 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.

<Applicant>

03. How to proceed with renewal application

Table of Contents

01. Introduction ・・・・・・・・・ p.03-2
02. Matters that require attention when using the Drone Information Platform System ・・・・・・・・・ p.03-3
03. Steps to be followed for renewal application for flight permission/approval ・・・・・・・・・ p.03-4
04. Step 1: Log in to the Drone Information Platform System ・・・・・・・・・ p.03-5
05. Step 2: Proceed to renewal application ・・・・・・・・・ p.03-8
06. Step 3: Select the application to be renewed ・・・・・・・・・ p.03-9
07. Step 4: Enter the details of the renewal application ・・・・・・・・・ p.03-10
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

- 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.

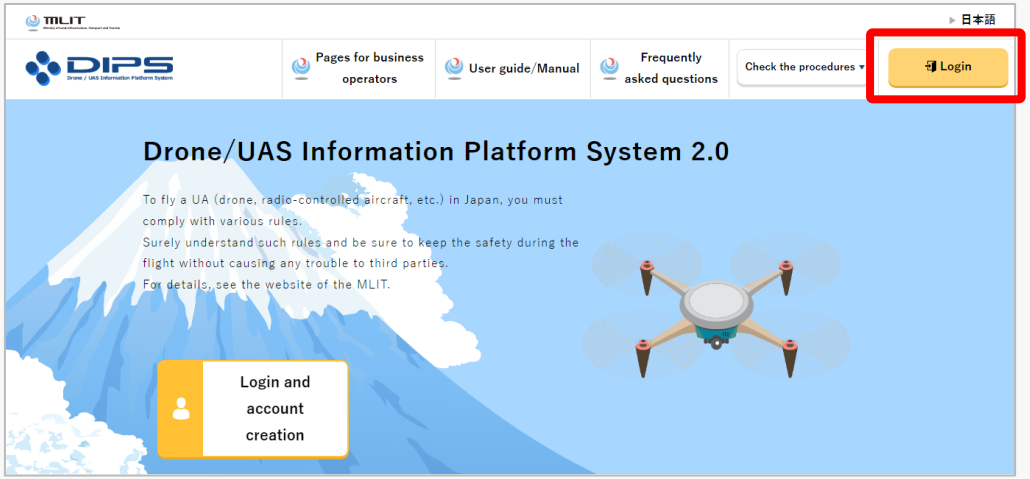
Step 6 : Submission of application form
Confirm the contents of the application form and submit.

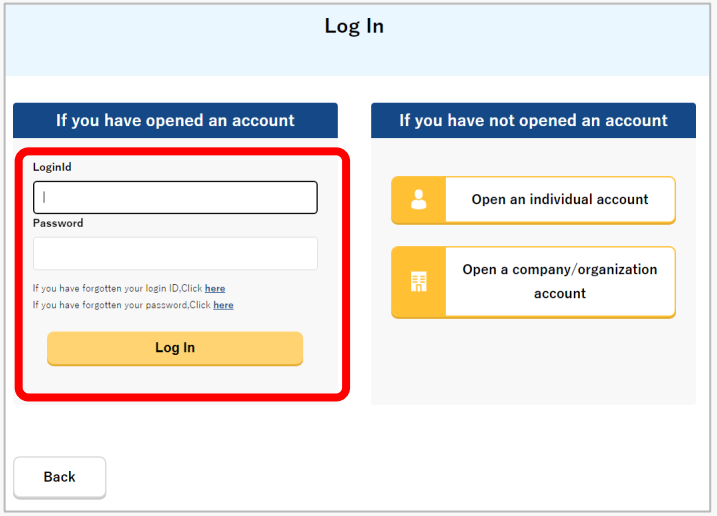
Renewal application completed

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/)

Click the “Login” button.

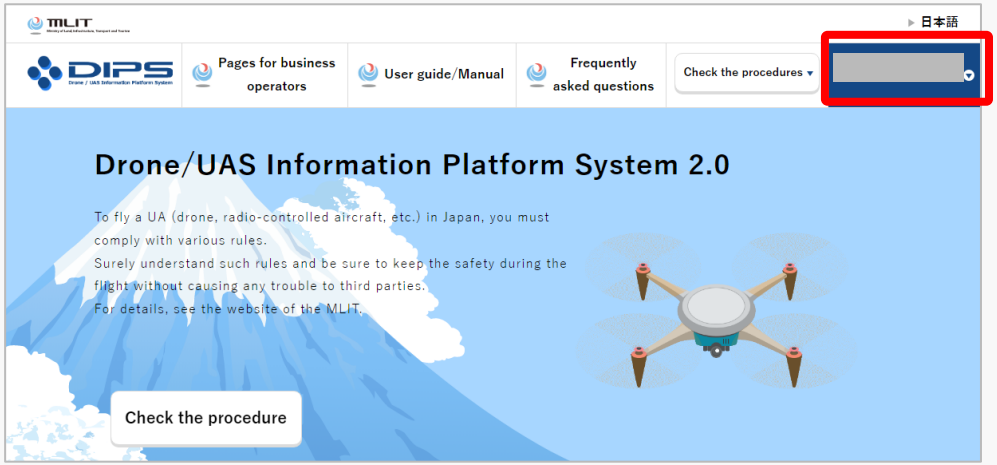
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

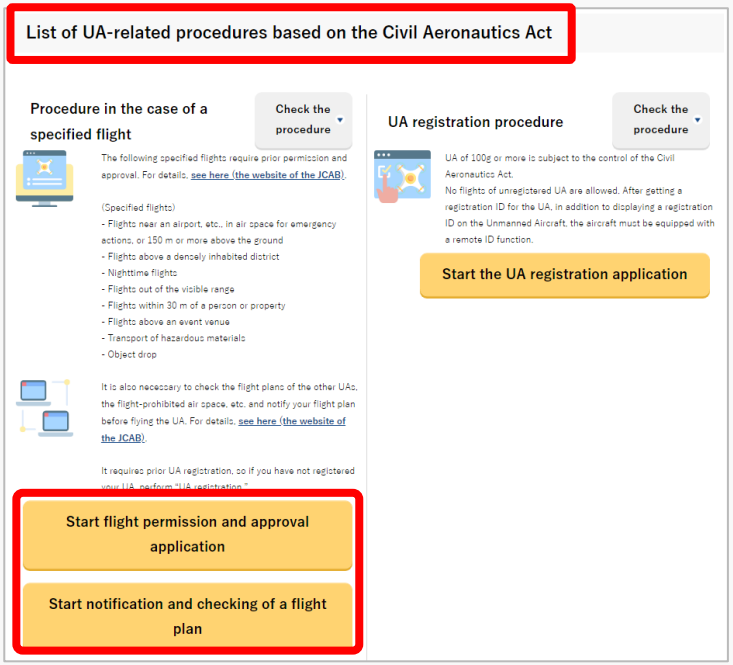
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

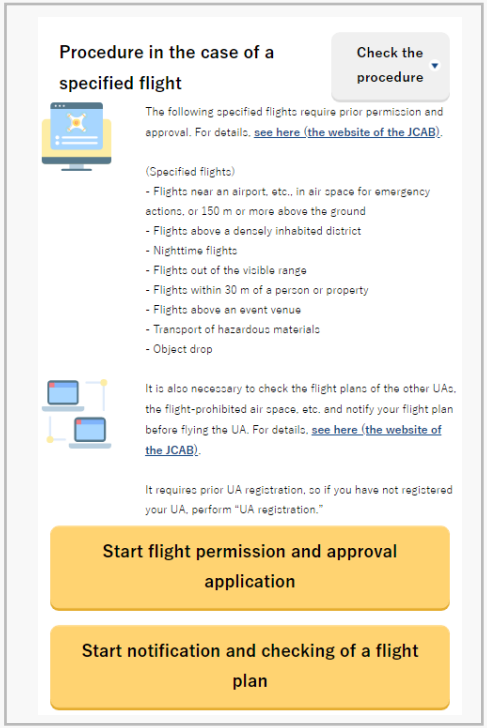
Please see the next page for buttons for various procedures.

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

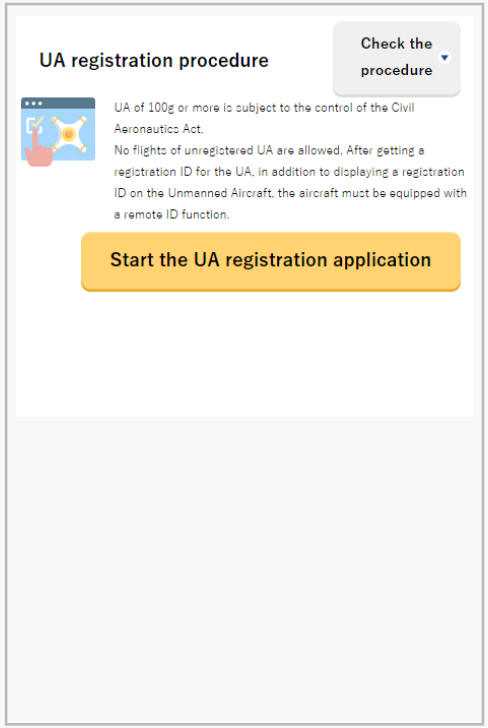
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

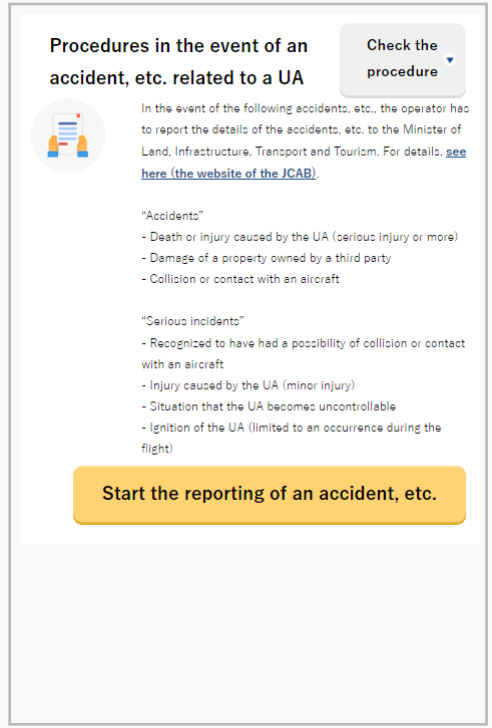
Procedure in the case of a specified flight



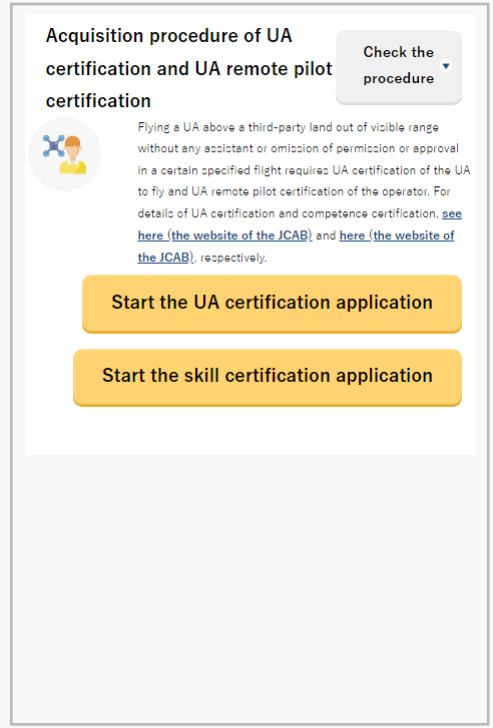
UA registration procedure



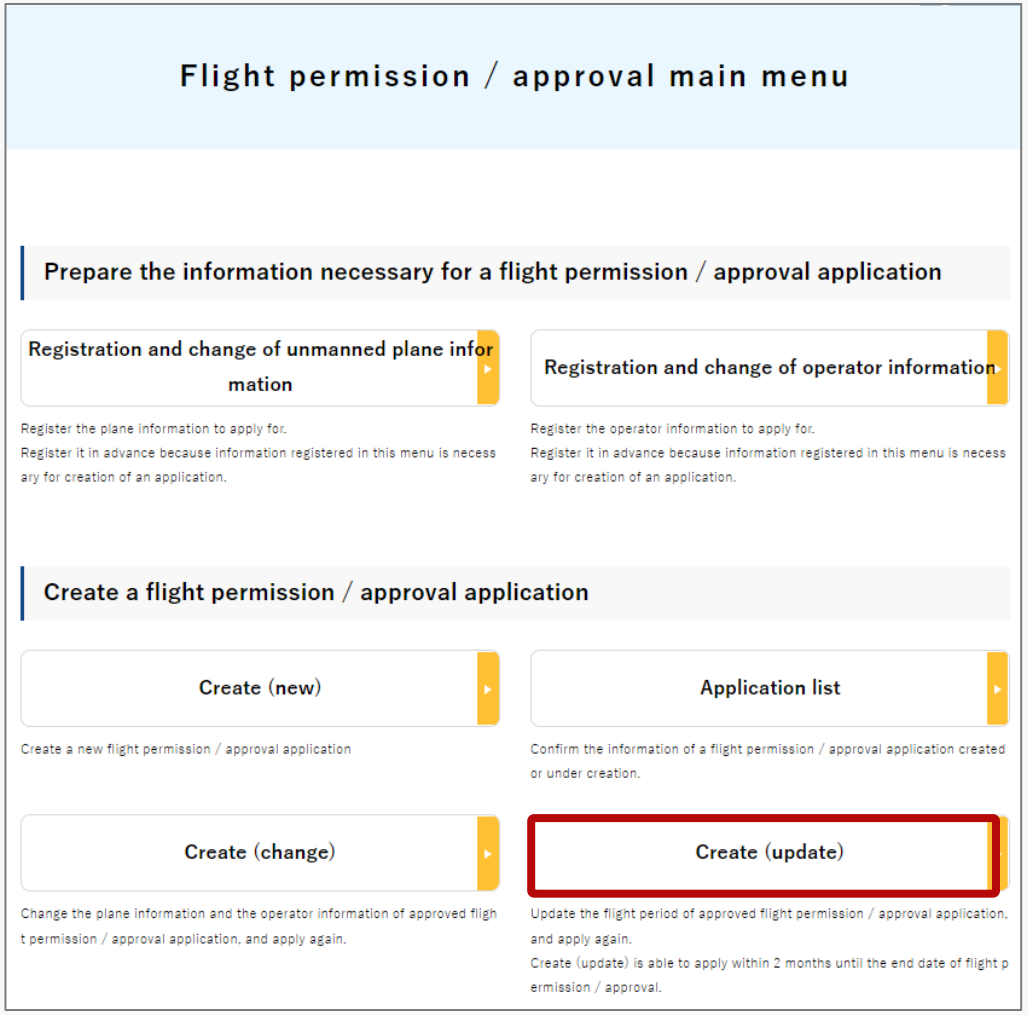
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

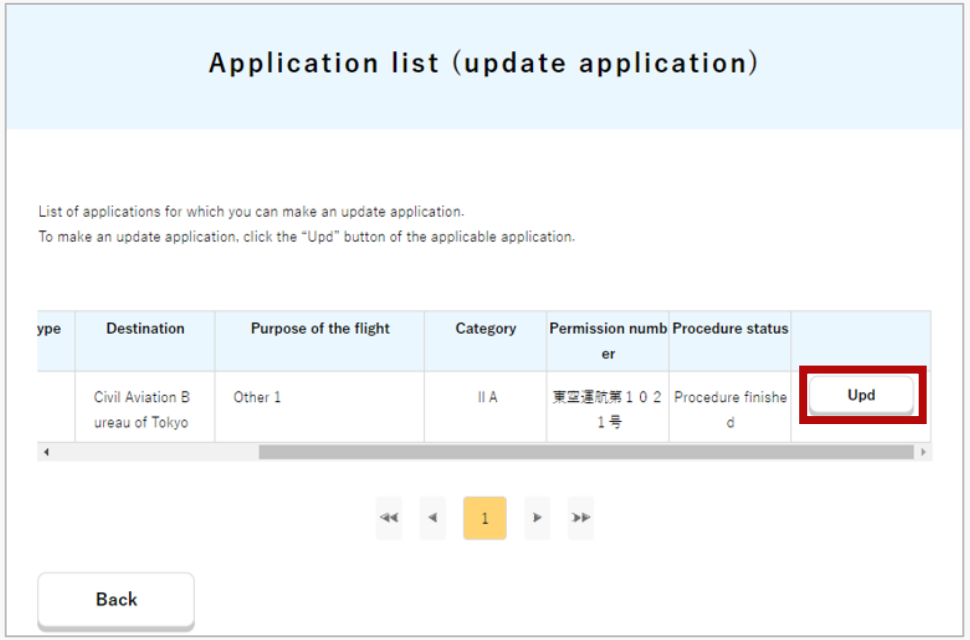


05. Step 2: Proceed to renewal application



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

06. Step 3: Select the application to be renewed



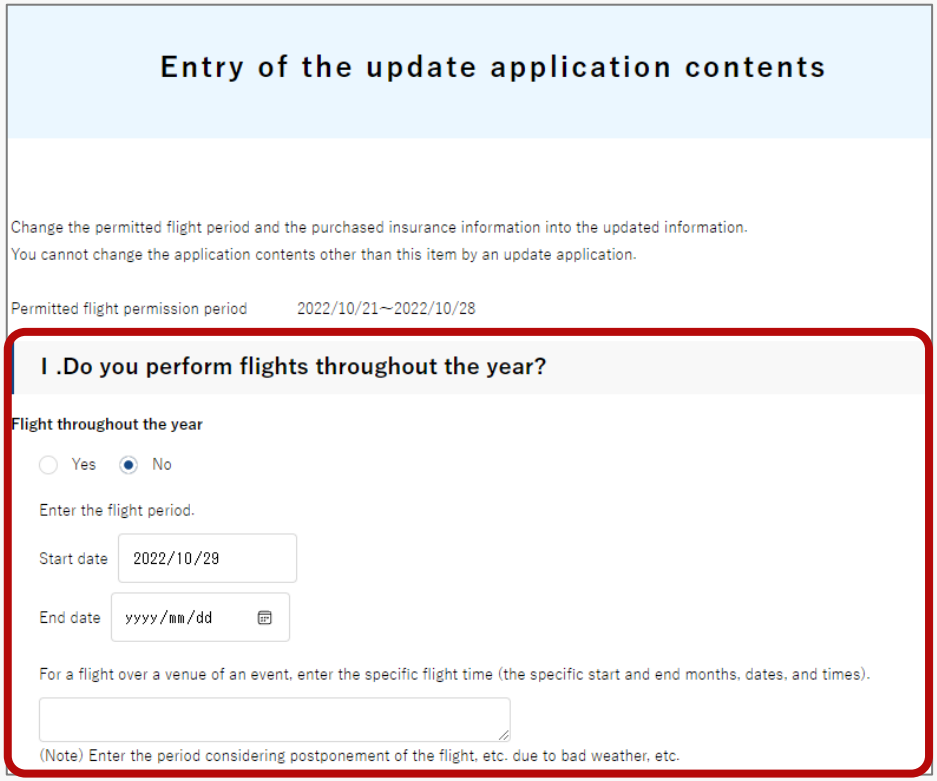
The page, Application list (update application) will open. To submit the change application, press the "Upd" button on the application form.

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)



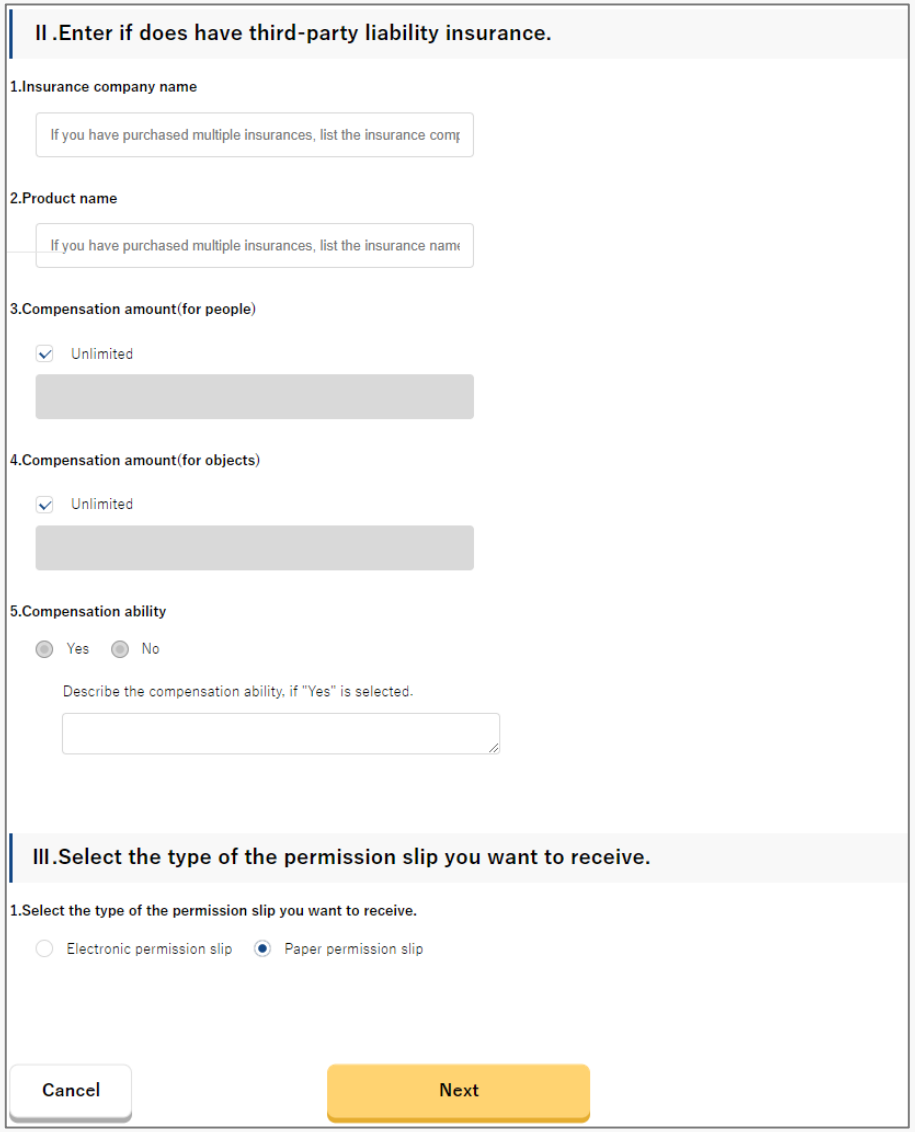
The page, Entry of the update application contents will open.

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)



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.

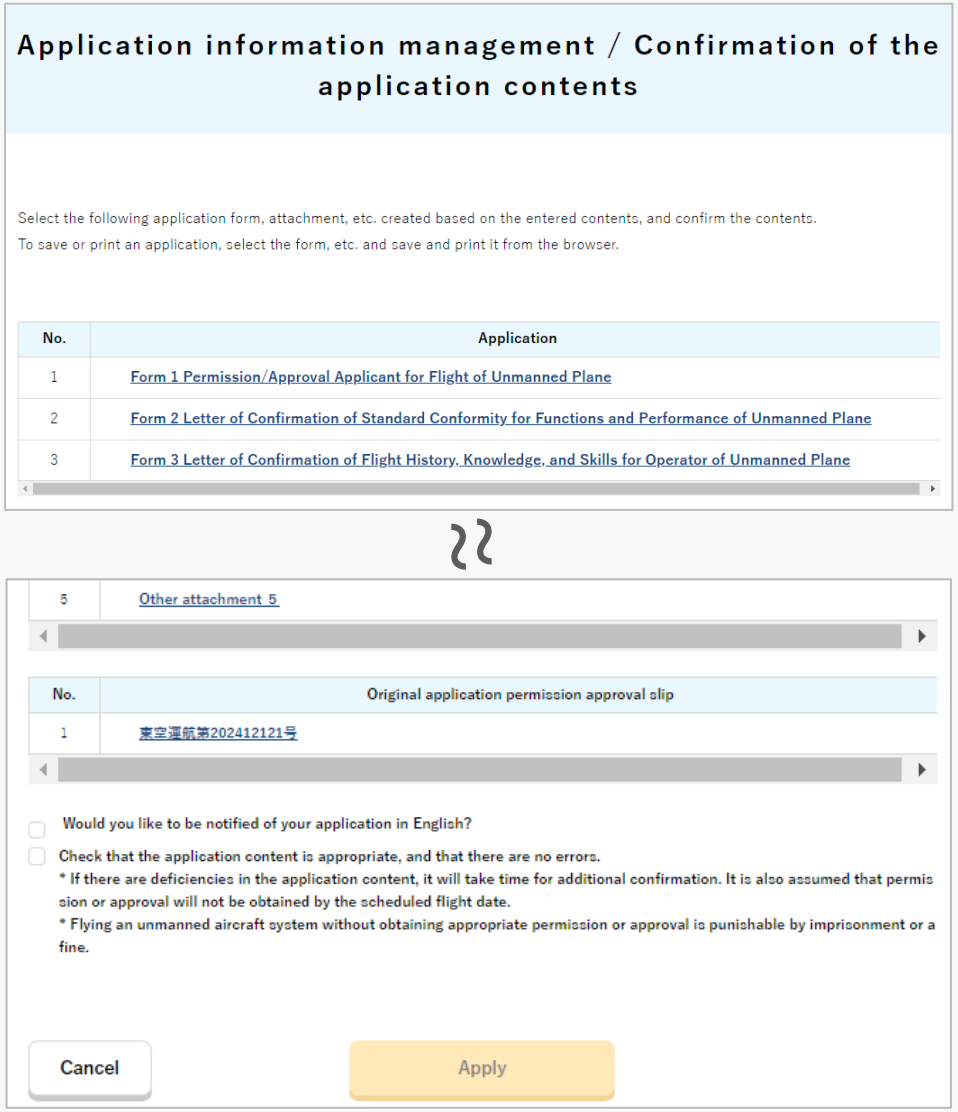
If you have purchased multiple insurances, please enter as below the "Insurance company name", "Product name", "Compensation amount (Personal)", and "Compensation amount (Property)" as follows.

- "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



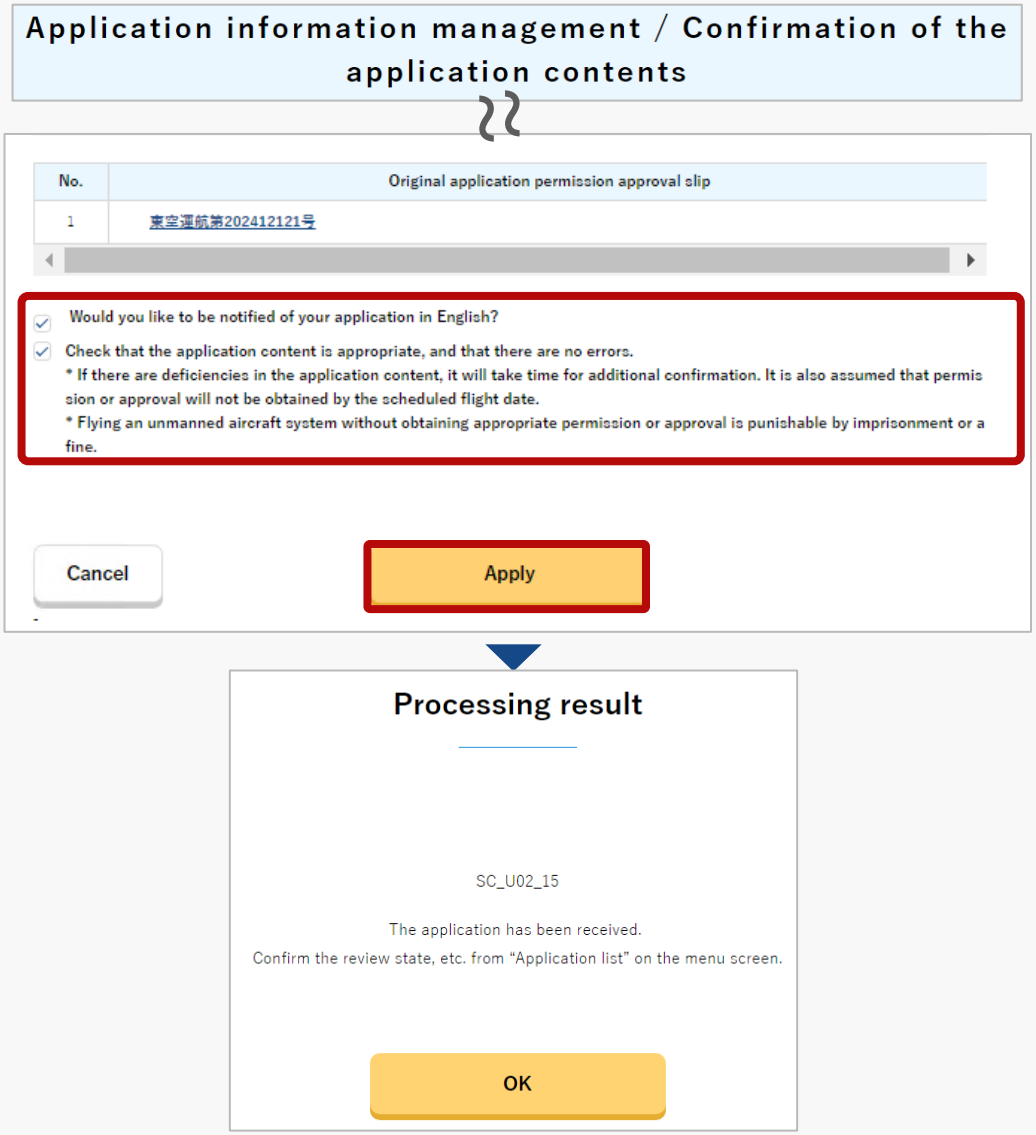
On the Application Information Management/ Application Confirmation page, the application forms, attachments, etc. created based on the entered information, etc. will be displayed, so check the content.

*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



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.

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

<Applicant>

04. How to copy the application form

Table of Contents

01. Introduction ・・・・・・・・・ p.04-2

02. Matters that require attention when using the Drone Information Platform System ・・・・・・・・・ p.04-3

03. Steps to be followed in copying the application for flight permission/approval ・・・・・・・・・ p.04-4

04. Step 1: Log in to the Drone Information Platform System ・・・・・・・・・ p.04-5

05. Step 2: Proceed to copy the application form ・・・・・・・・・ p.04-8

06 Step 3: Select the application to be copied ・・・・・・・・・ p.04-9

07 Step 4: Make copies of the application form ・・・・・・・・・ p.04-10

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

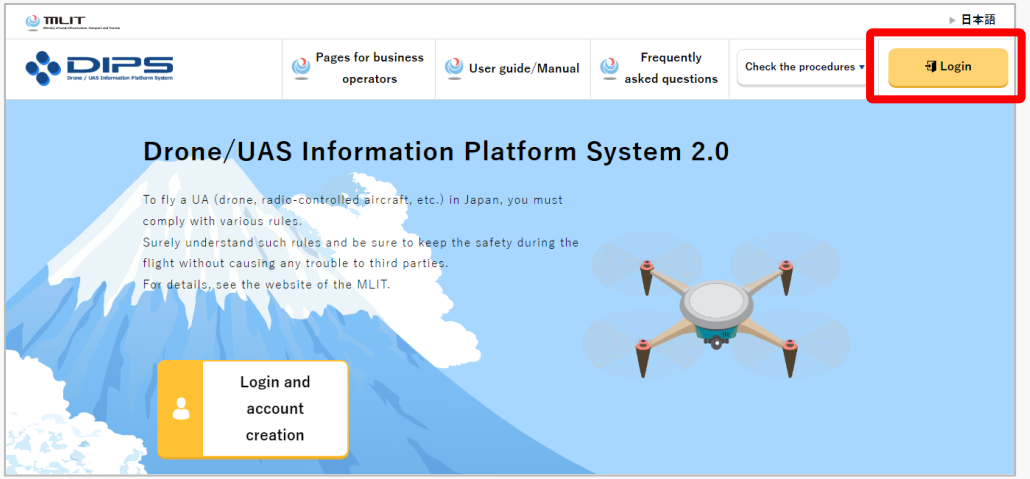
Select the application to be copied from the Application list (copy).

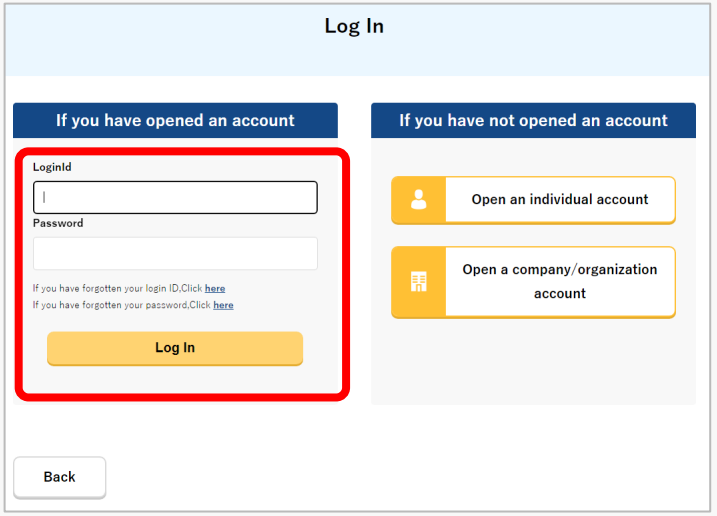
Step 4: Make copies of the application form

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/)

Click the “Login” button.

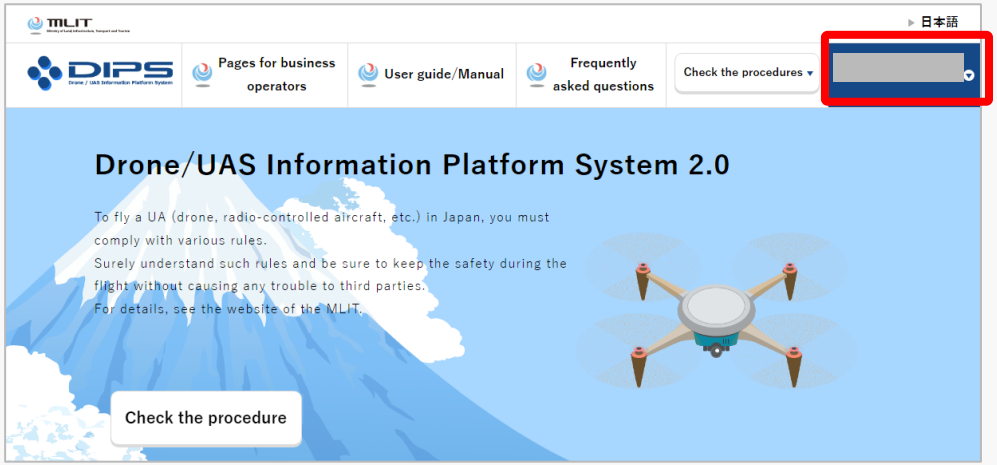
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

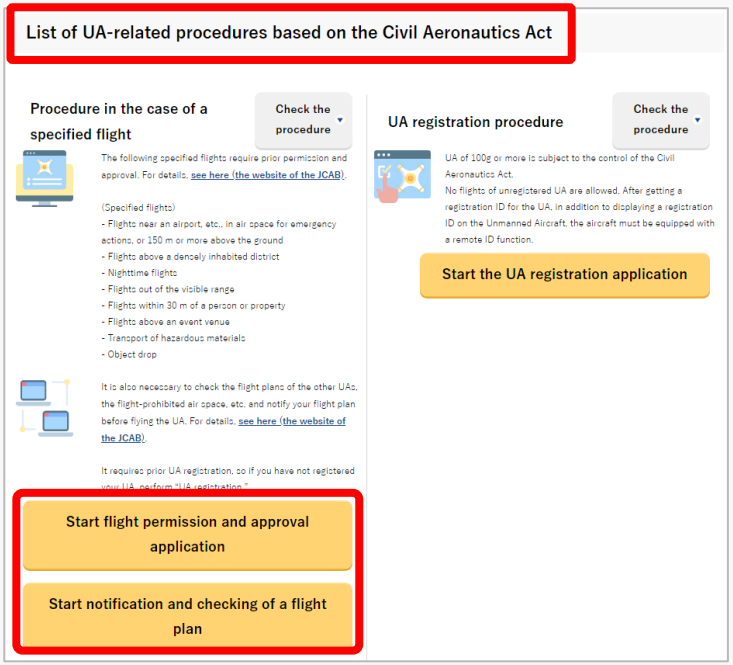
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

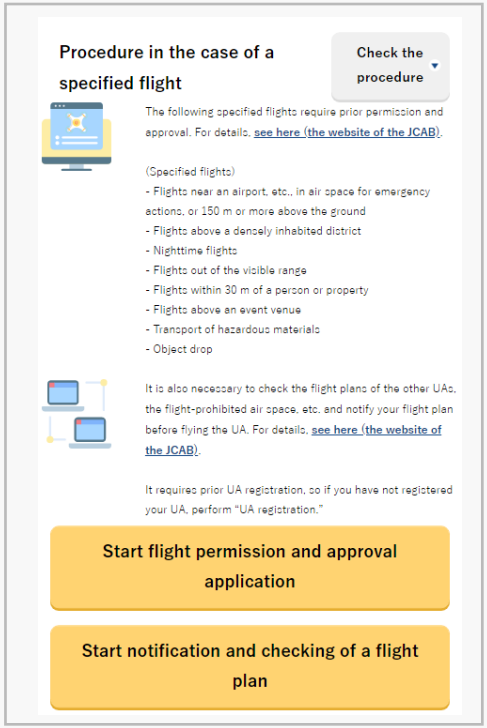
Please see the next page for buttons for various procedures.

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

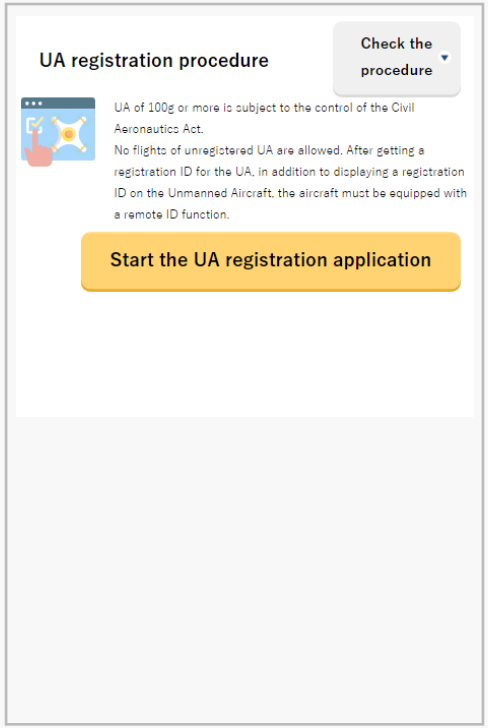
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

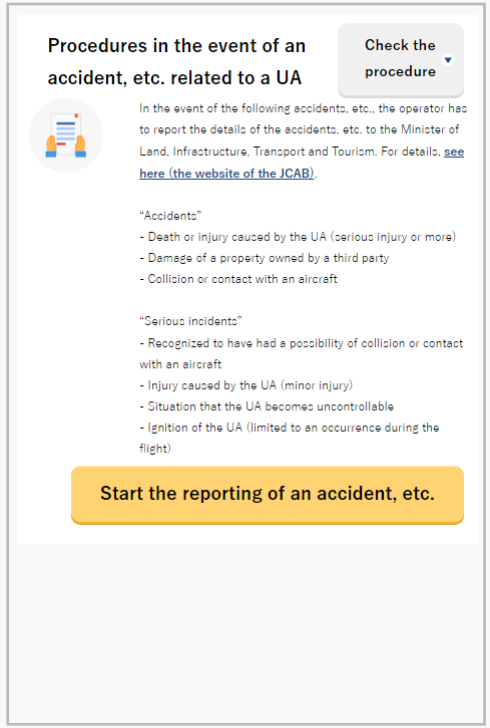
Procedure in the case of a specified flight



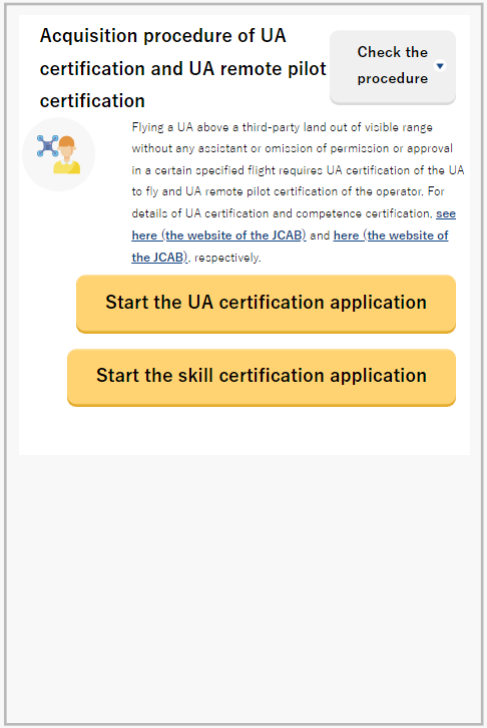
UA registration procedure



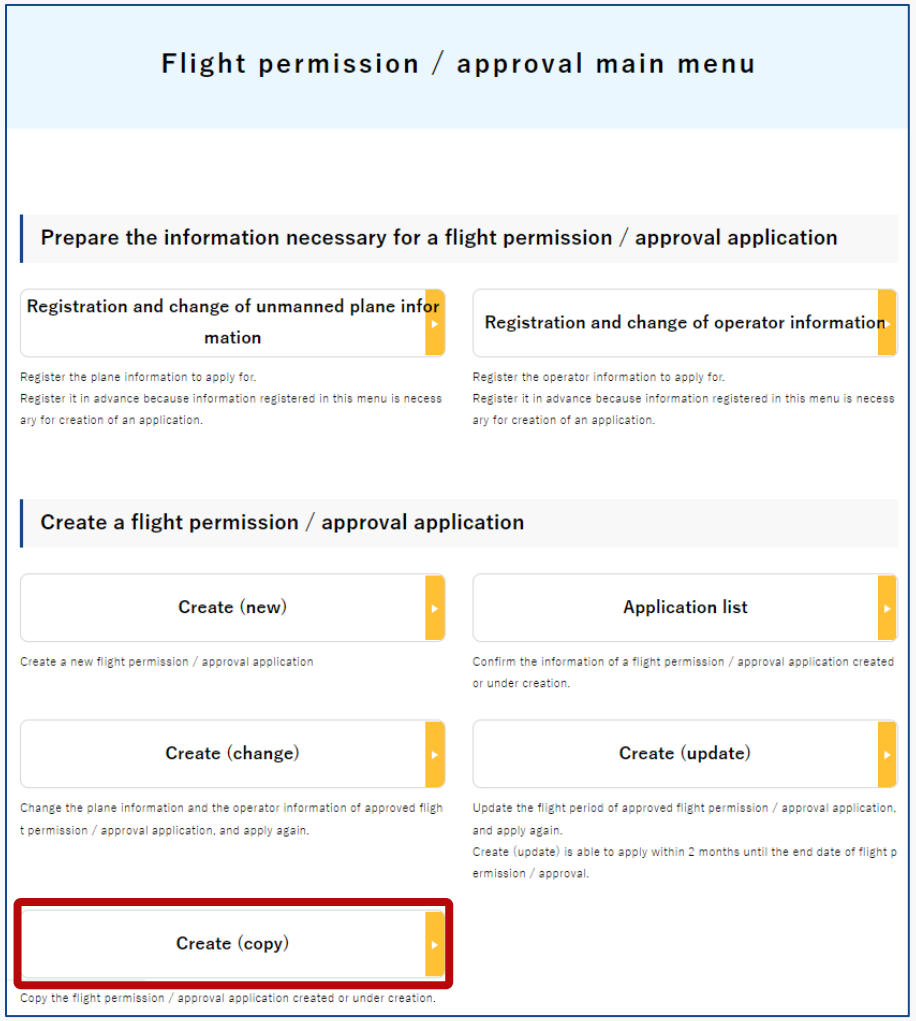
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

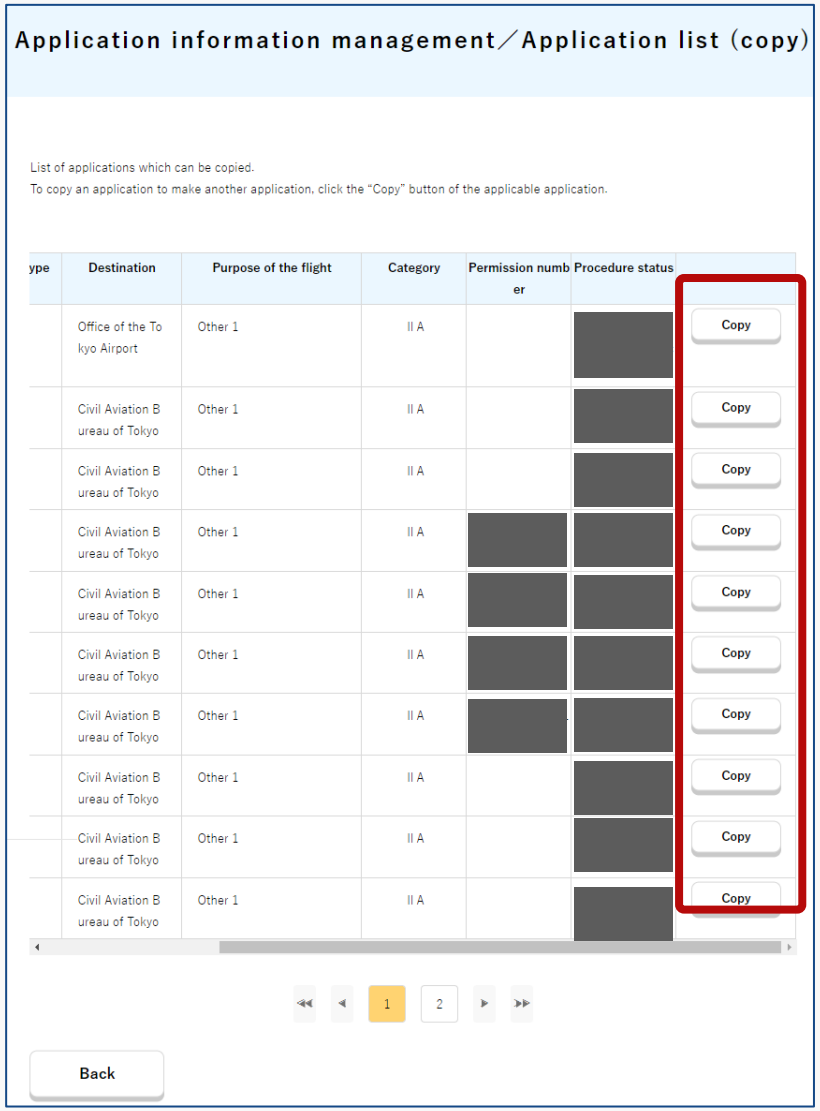


05. Step 2: Proceed to copy the application form



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

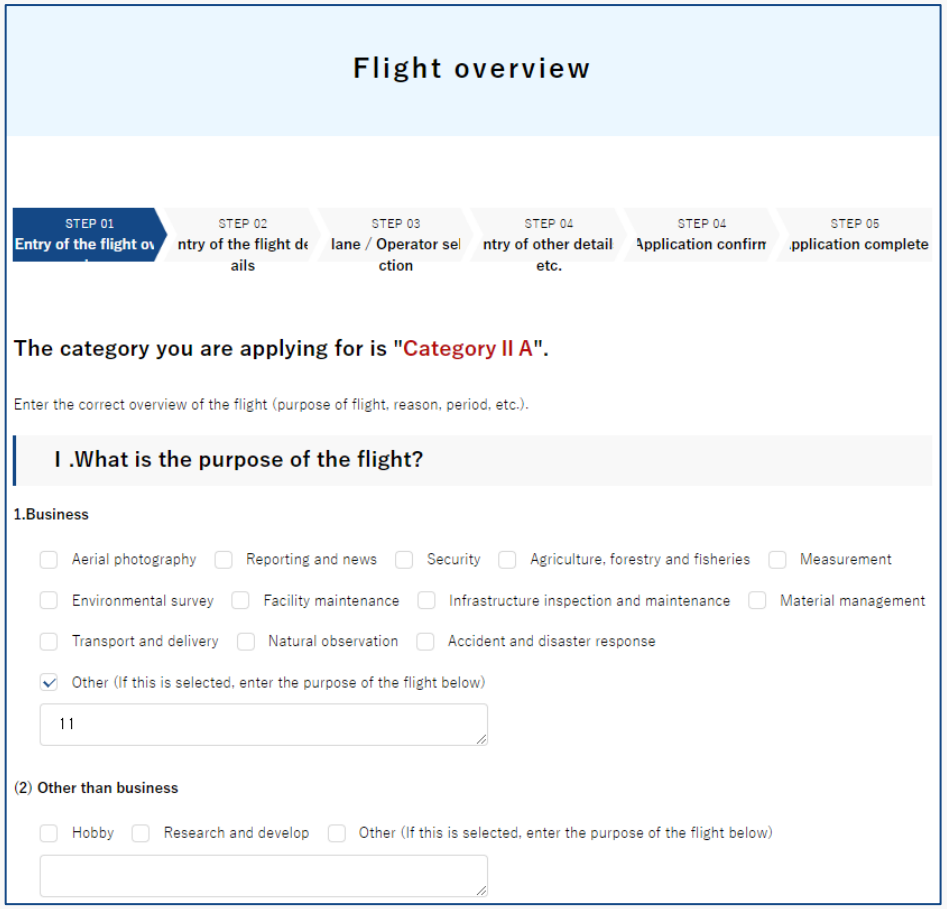
06. Step 3: Select the application to be copied



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



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")

<Applicant>

05. Method to confirm the list of applications

Table of Contents

01. Introduction p.05-2

02. Matters that require attention when using the Drone Information Platform System p.05-3

03. Steps to be followed when confirming the list of applications for flight permission/approval p.05-4

04. Step 1: Log in to the Drone Information Platform System p.05-5

05. Step 2: Proceed to list of applications p.05-8

06. Step 3: Confirm the list of applications p.05-9

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

- 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.

↓

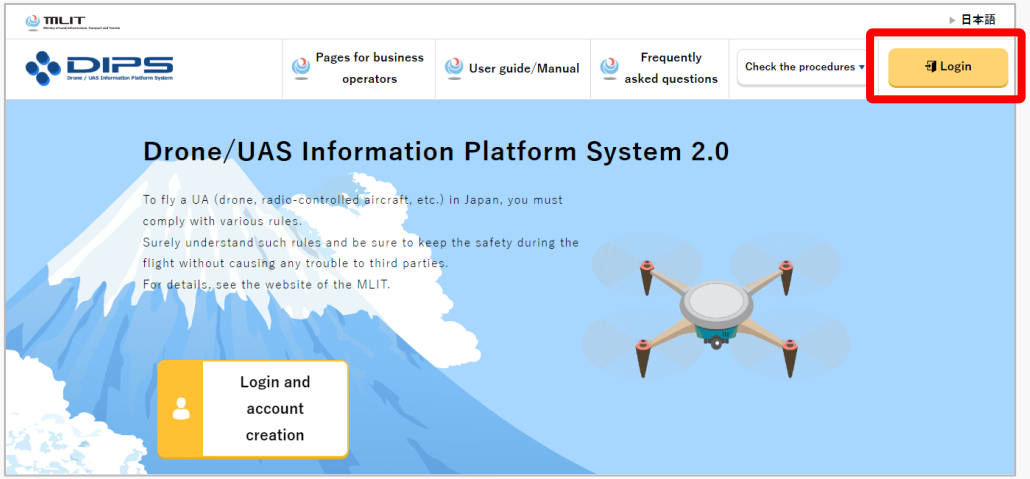
Step 3: Confirm the list of applications

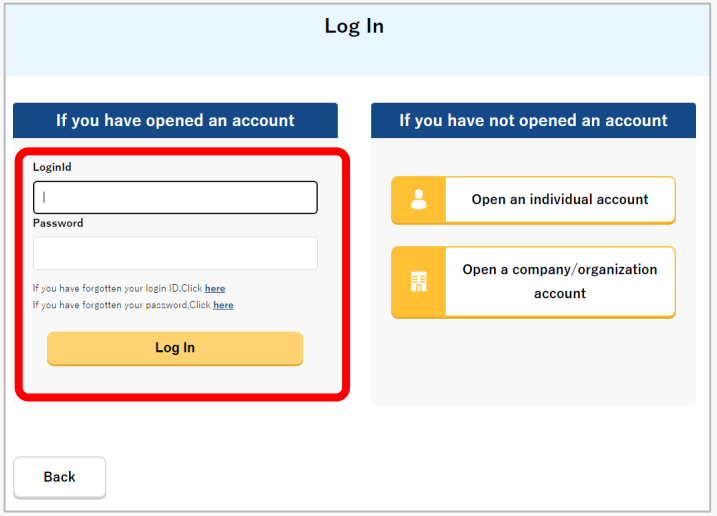
A list of submitted applications will be displayed.

↓

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.
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Click the “Login” button.

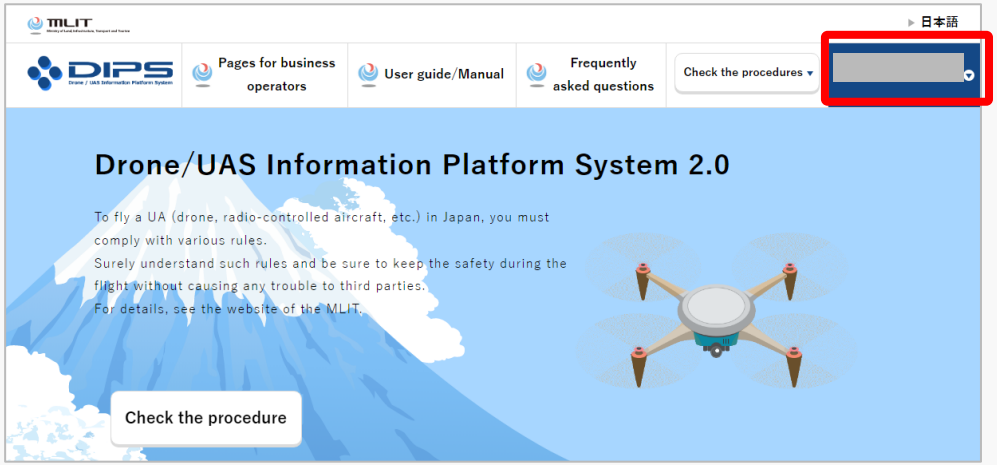
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

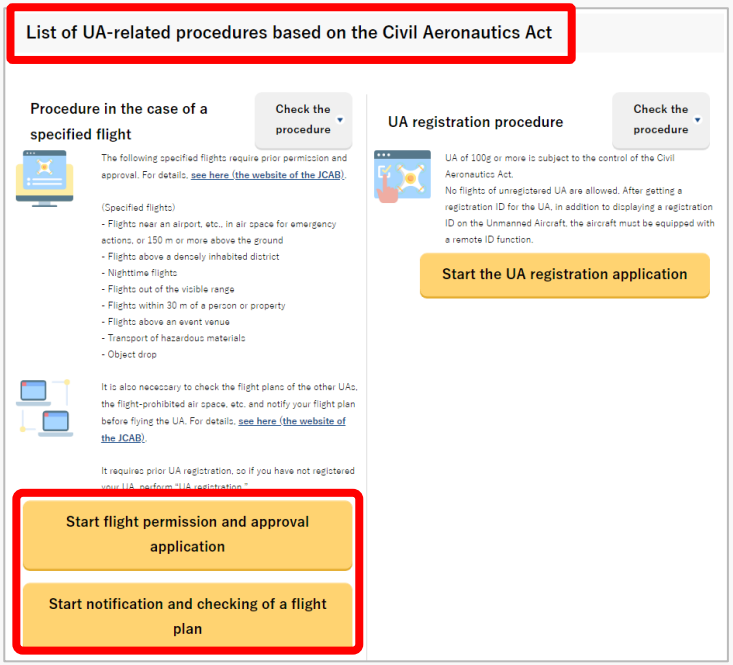
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

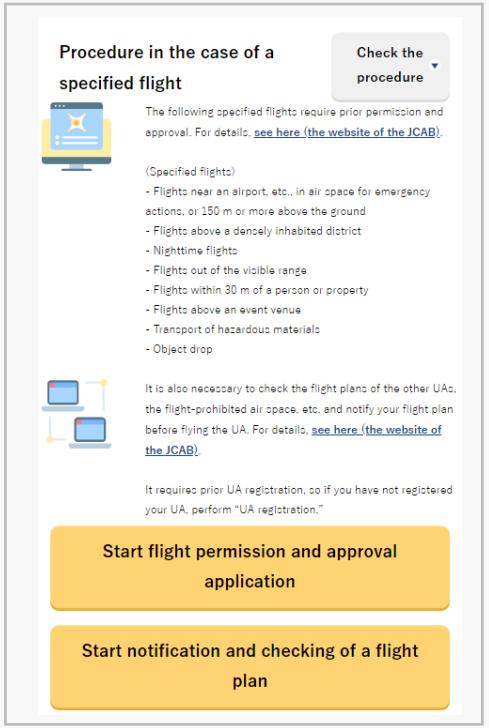
Please see the next page for buttons for various procedures.

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

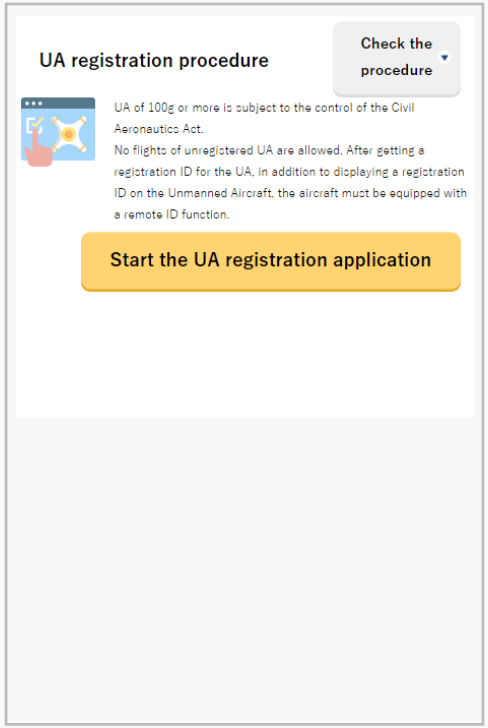
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

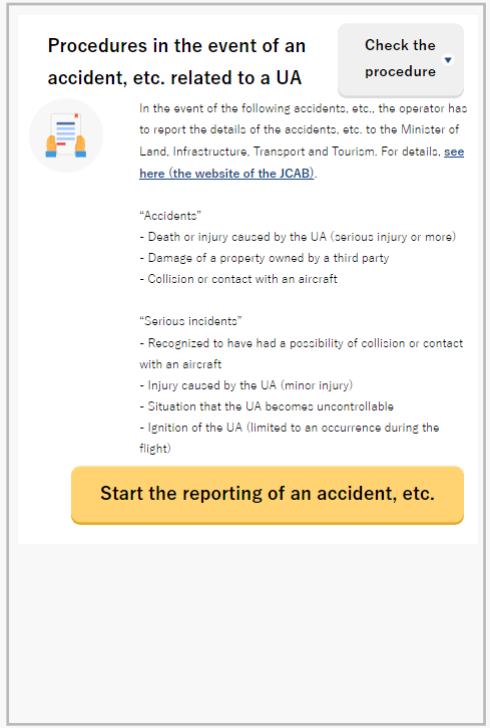
Procedure in the case of a specified flight



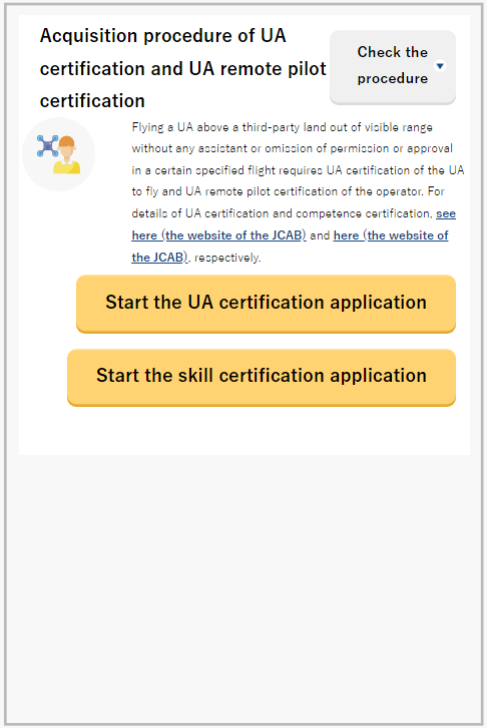
UA registration procedure



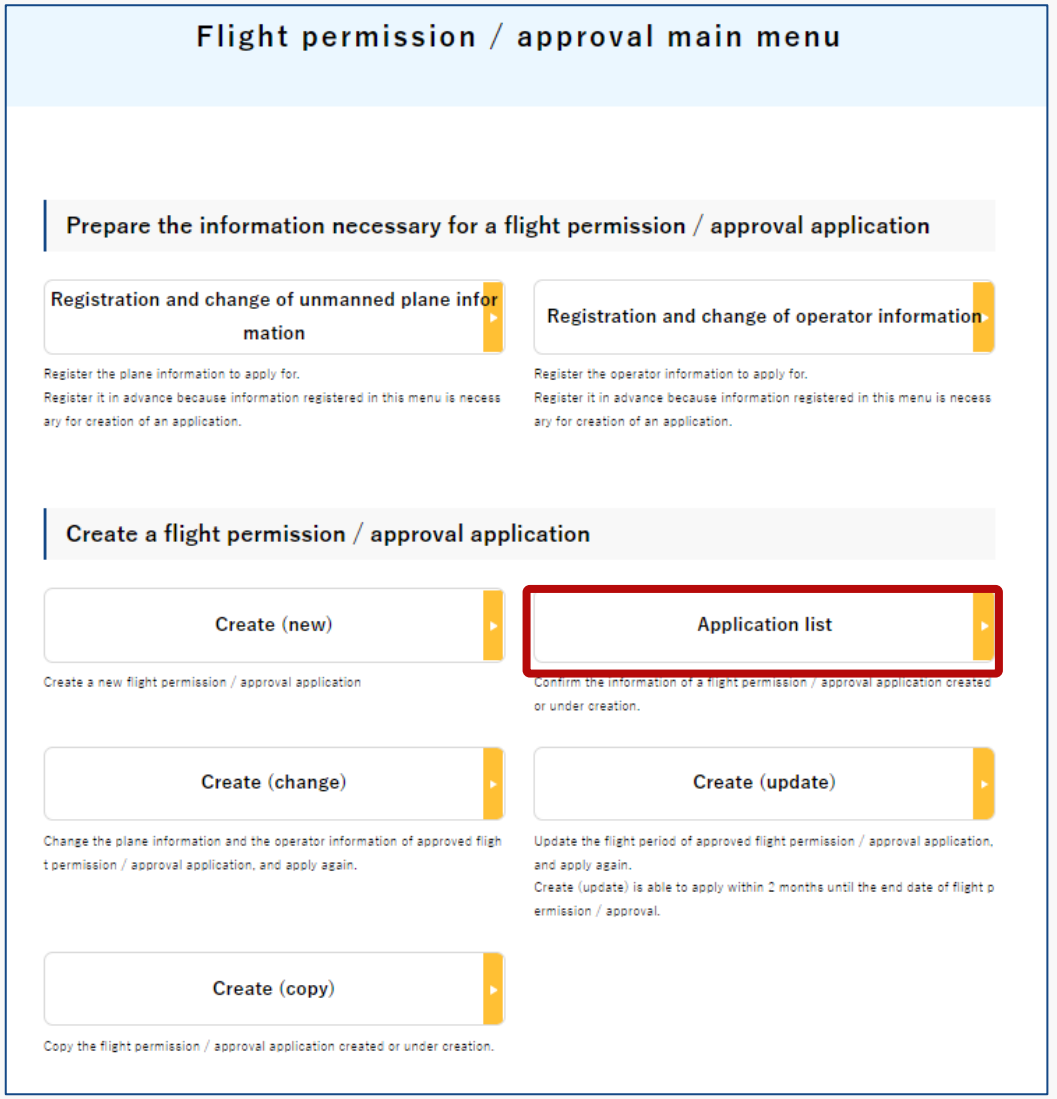
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

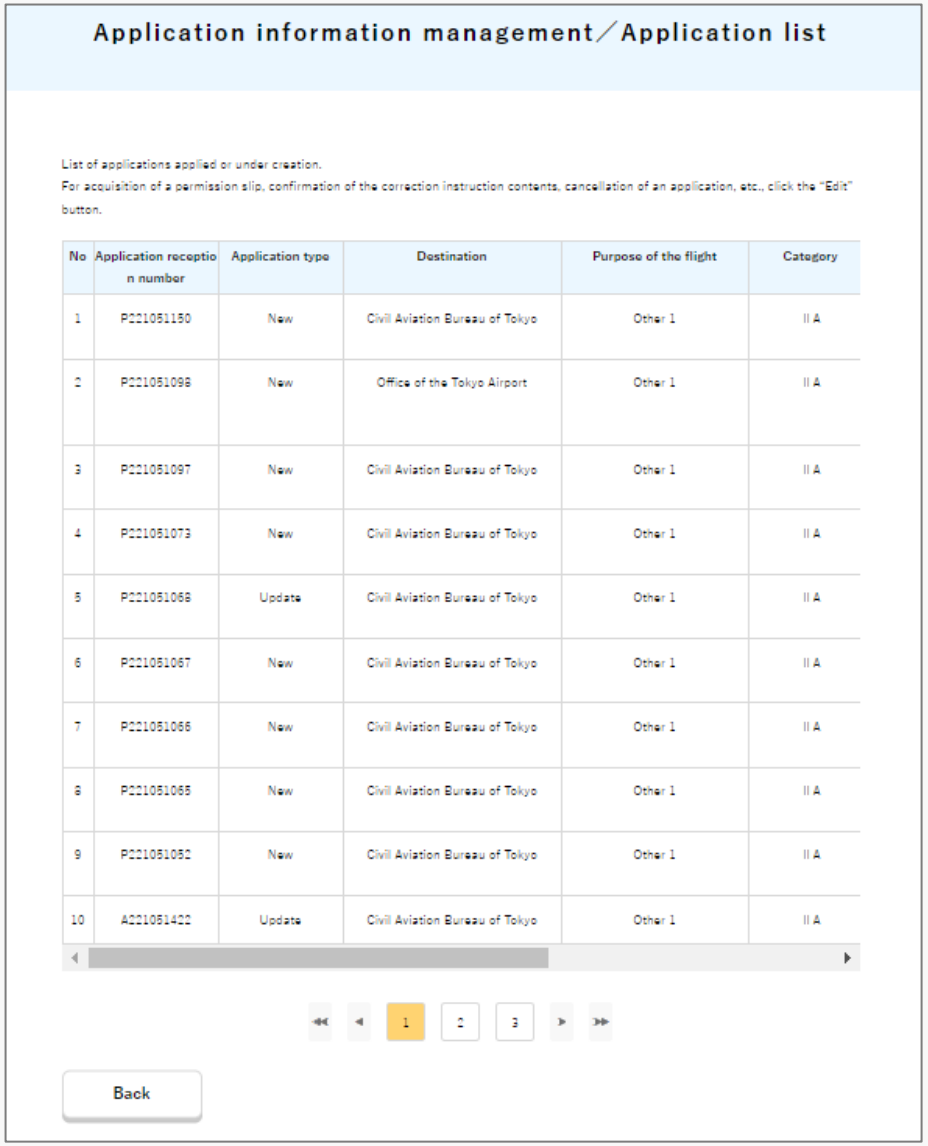


05. Step 2: Proceed to list of applications



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

1 2 3

Back

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".

<Applicant>

06. Method to confirm the application status

Table of Contents

01. Introduction ・・・・・・・・・ p.06-2

02. Matters that require attention when using the Drone Information Platform System ・・・・・・・・・ p.06-3

03. Steps to be followed when confirming the application status for flight permission/approval ・・・・・・・・・ p.06-4

04. Step 1: Log in to the Drone Information Platform System ・・・・・・・・・ p.06-5

05. Step 2: Proceed to list of applications ・・・・・・・・・ p.06-8

06. Step 3: Confirm the list of applications ・・・・・・・・・ p.06-9

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

- 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

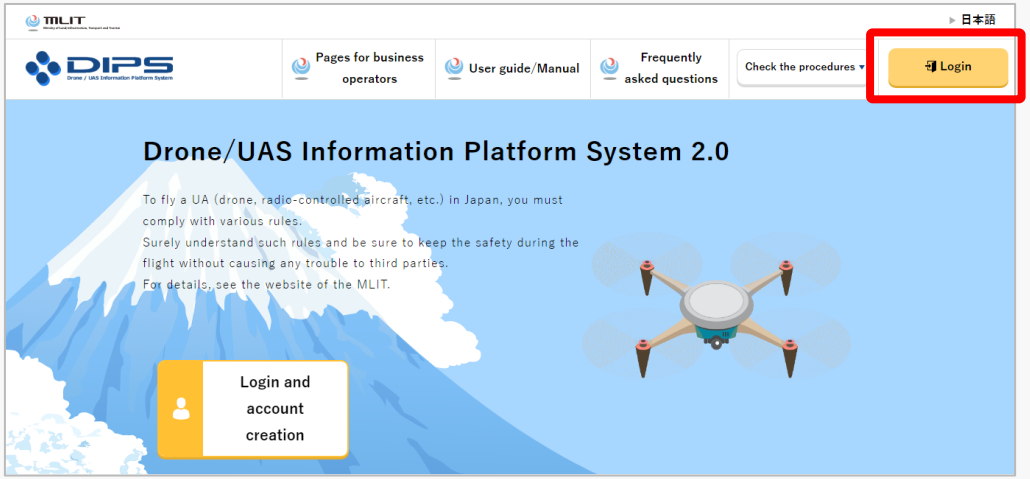
On the main menu, select the “Application list” button.

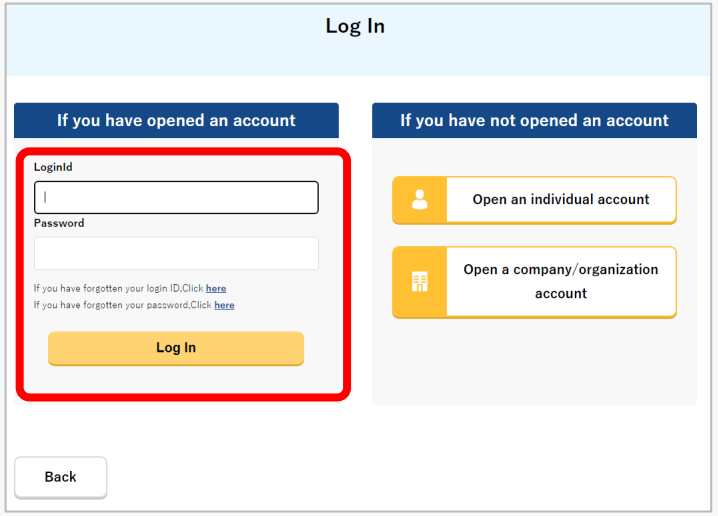
Step3: Confirm the list of applications

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/)

Click the “Login” button.

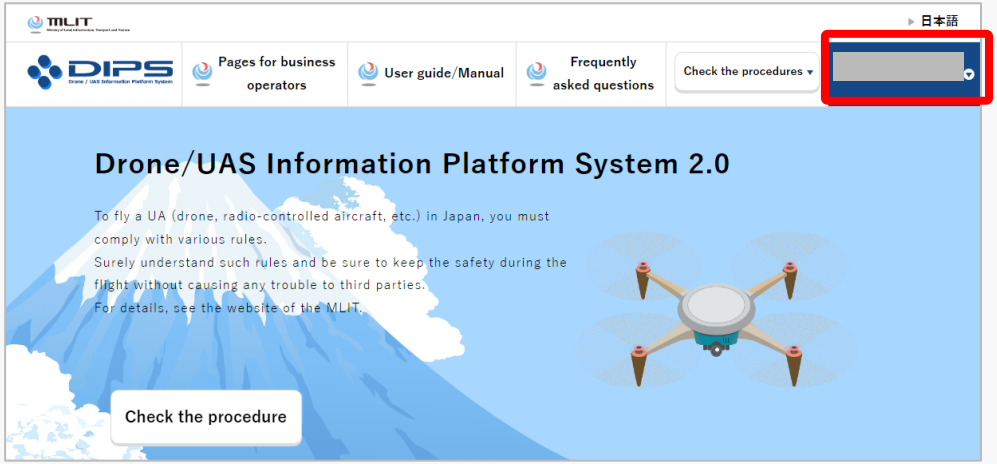
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

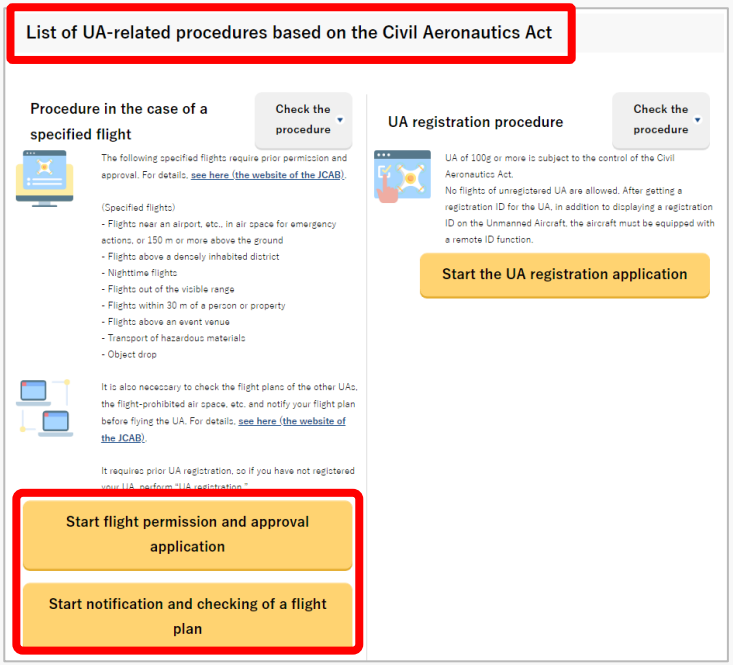
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

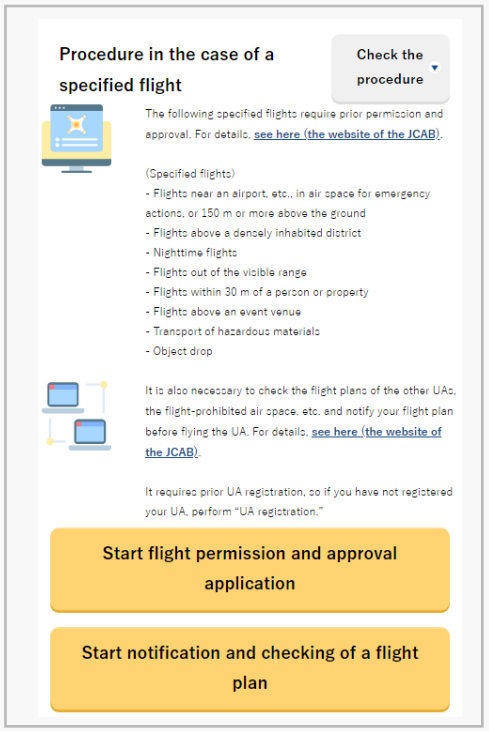
Please see the next page for buttons for various procedures.

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

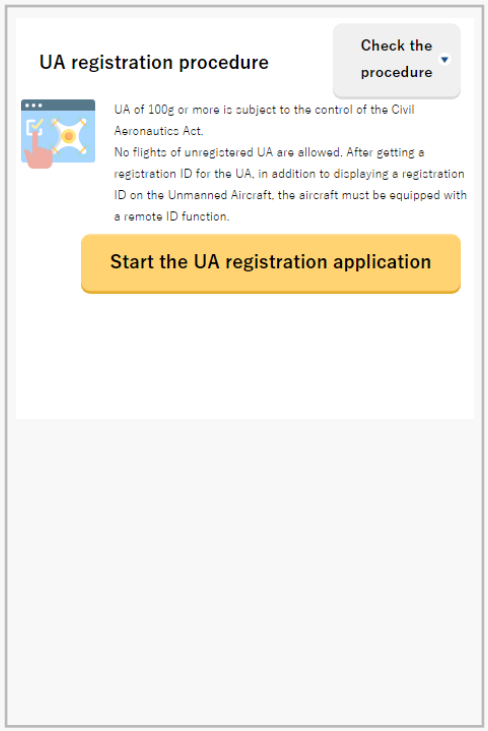
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

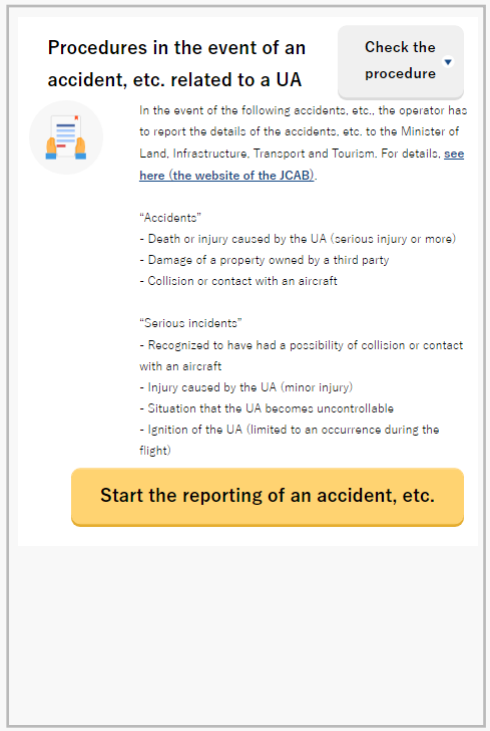
Procedure in the case of a specified flight



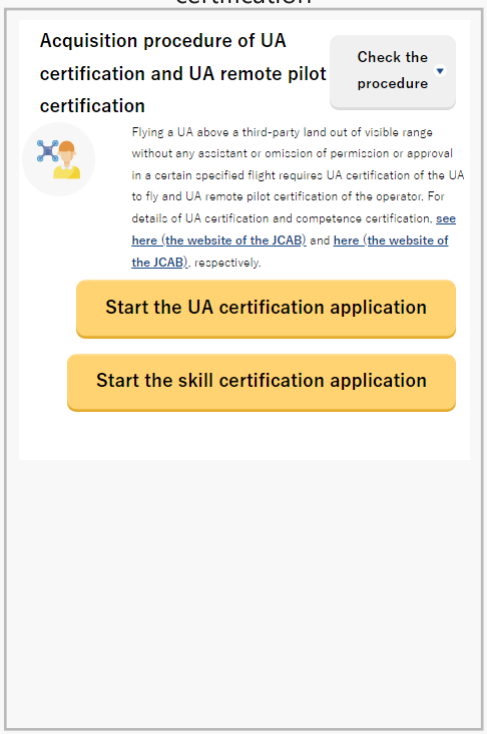
UA registration procedure



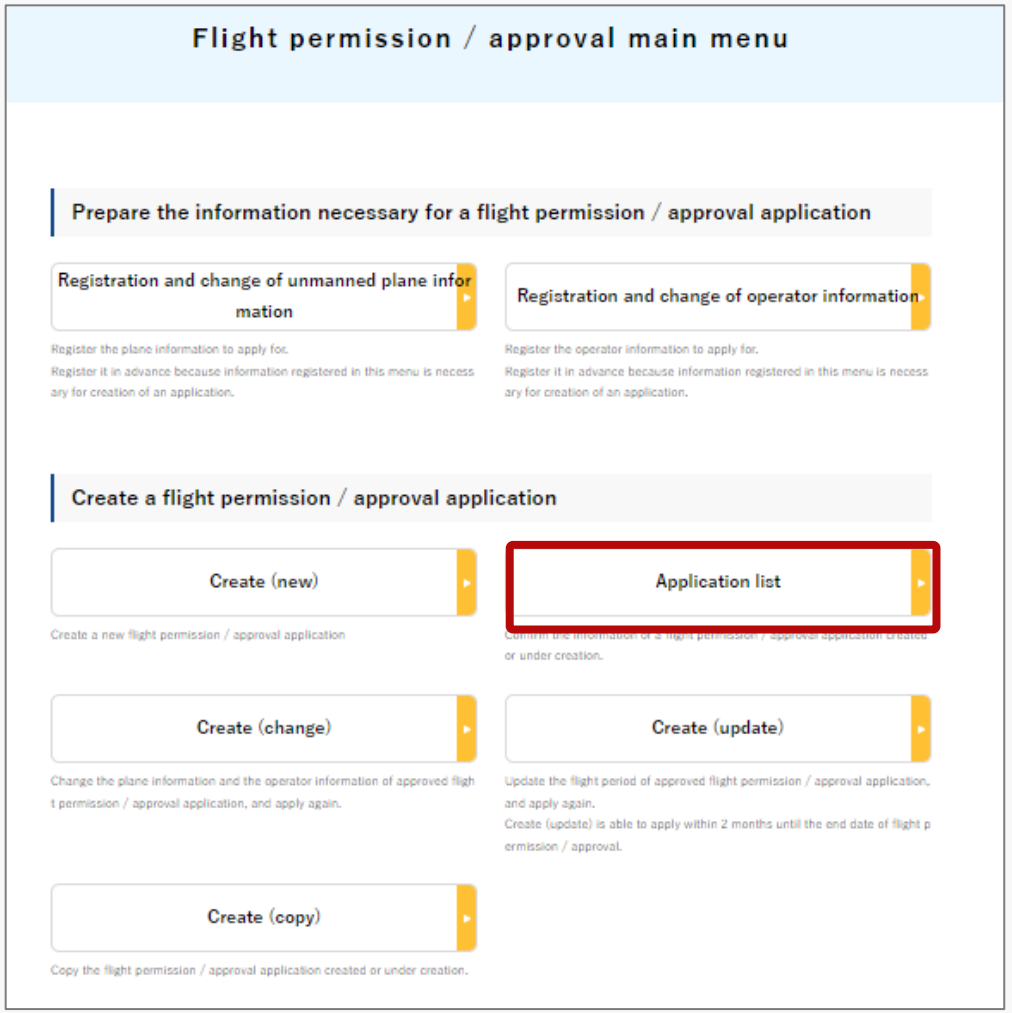
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

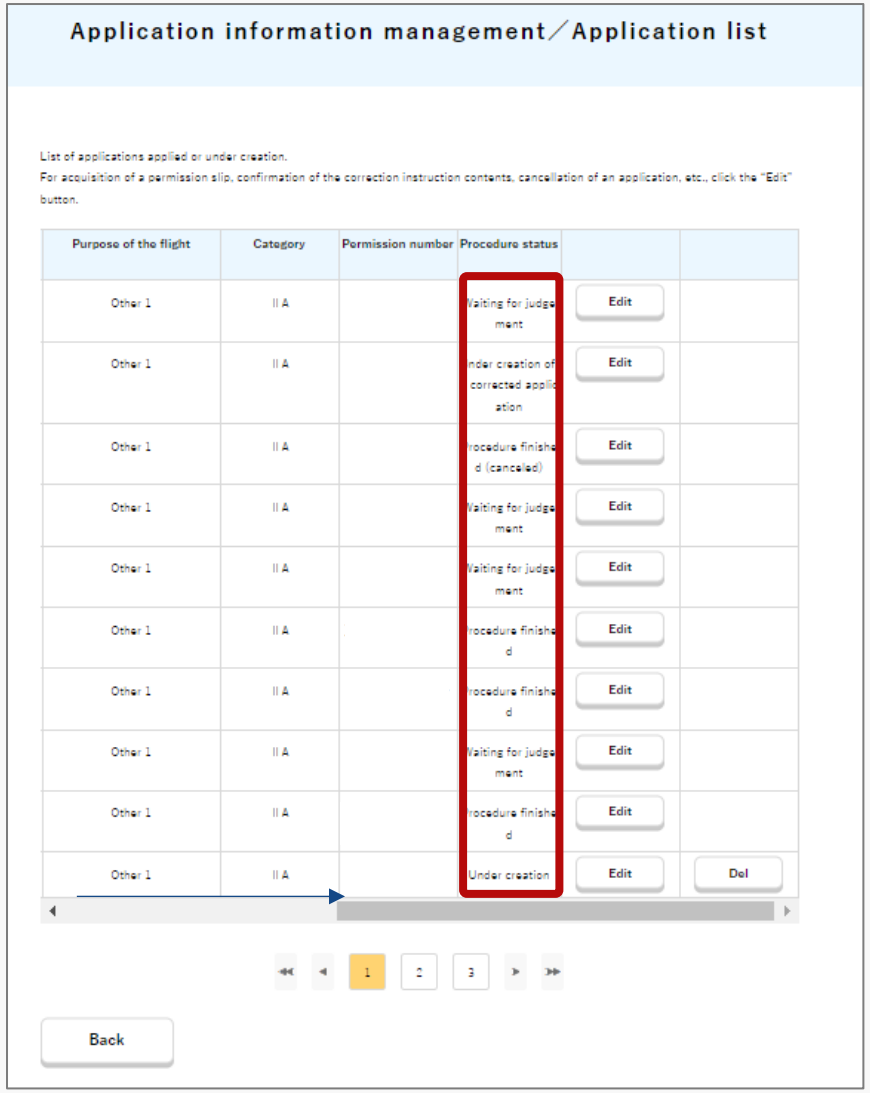


05. Step 2: Proceed to list of applications



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 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	Application status before the application is reviewed at the place of the submission
4	Under review	The status of application, when it is being reviewed at the place of submission
5	Permit Issuance	Application status where the review is completed and permit issued ※ If you have requested an electronic flight permit/approval, download that data from the application form details of the application and complete the procedures. For information on how to download that data, see manual 「09. Method to download the Permission Slip」 ※ Please note that if you have requested a paper flight permit/approval, you will need to send a return envelope to the application destination where you submitted your application
6	Procedure finished	Application status where all procedures have been completed, including procedures for issuing permits
7	Procedure finished (canceled)	Application status when it is withdrawn

<Applicant>

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

MLIT Ministry of Land, Infrastructure, Transport and Tourism

Table of Contents

01. Introduction p.07-2

02. Matters that require attention when using the Drone Information Platform System p.07-3

03. Flight permission/approval: Steps to be followed for confirming the corrected application p.07-4

04. Step 1: Log in to the Drone Information Platform System p.07-5

05. Step 2: Proceed to list of applications p.07-8

06. Step 3: Select the application for which you wish to apply for correction p.07-9

07. Step 4: Confirm the details of correction p.07-10

08. Step 5: Make corrections to the application form p.07-13

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

- 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.

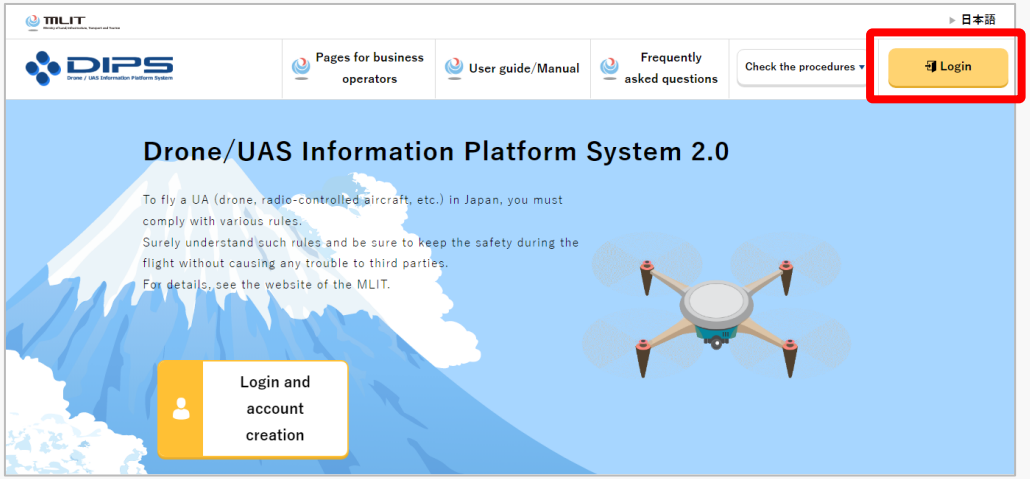
Step 9: Submission of application form
Confirm the contents of the application form and submit.

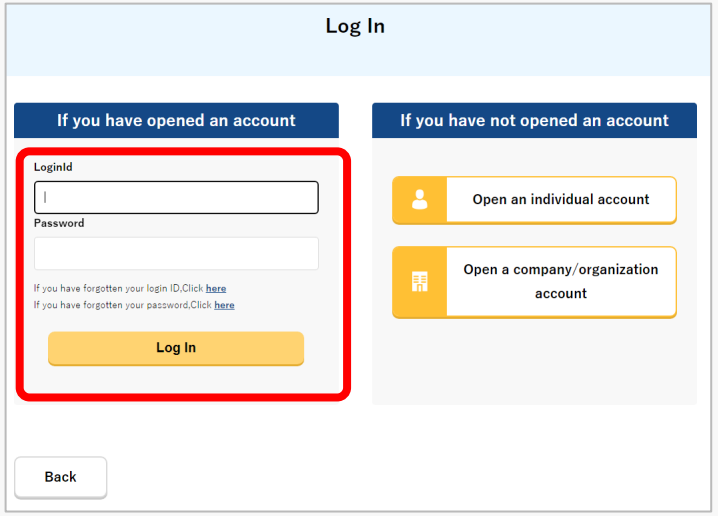
Correction to application is completed

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/)

Click the “Login” button.

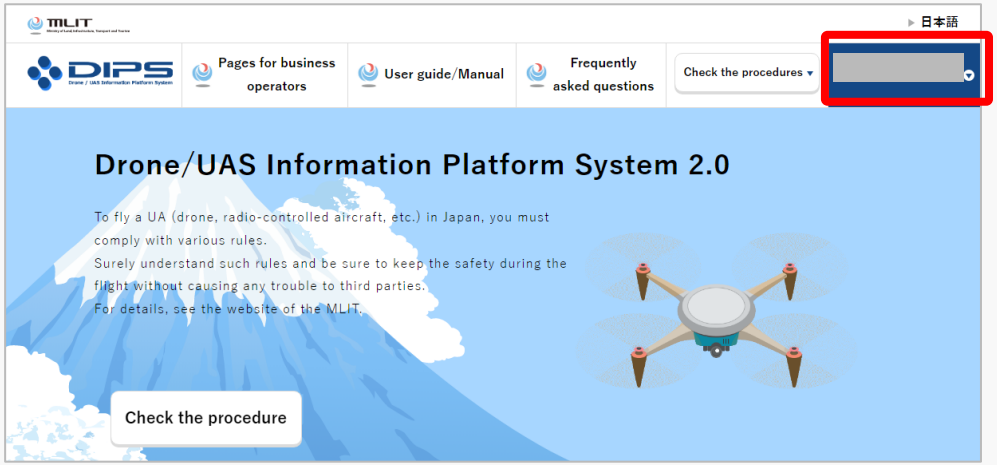
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

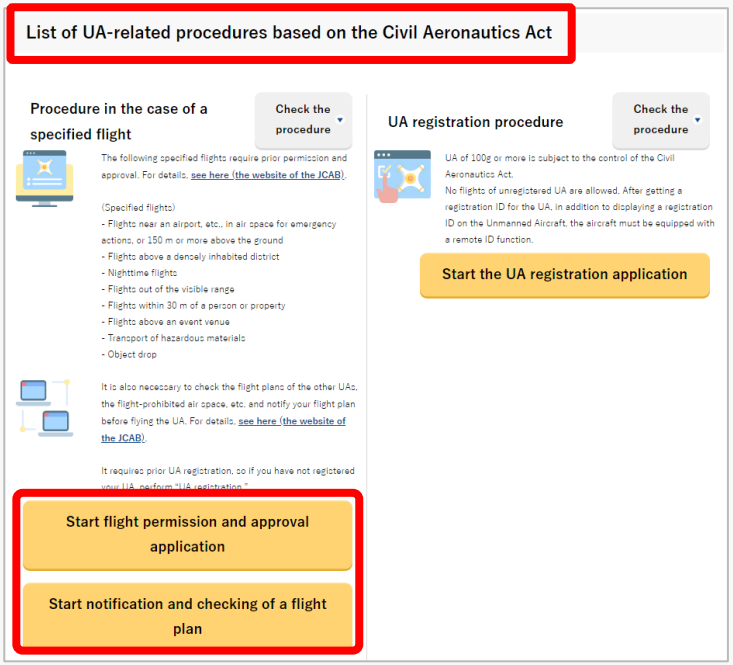
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

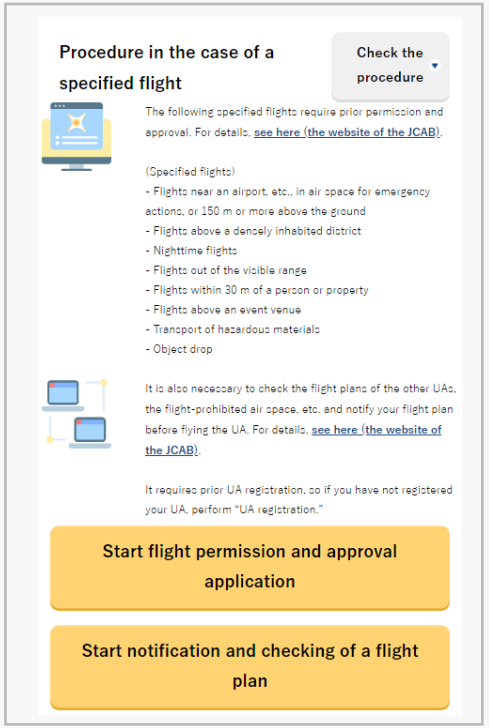
Please see the next page for buttons for various procedures.

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

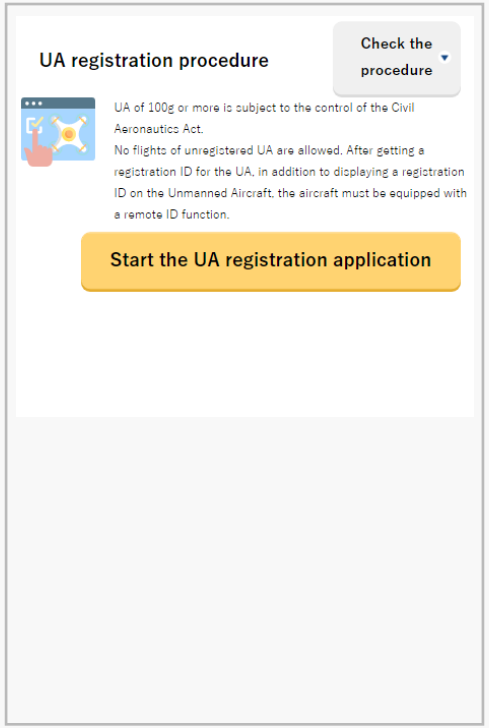
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

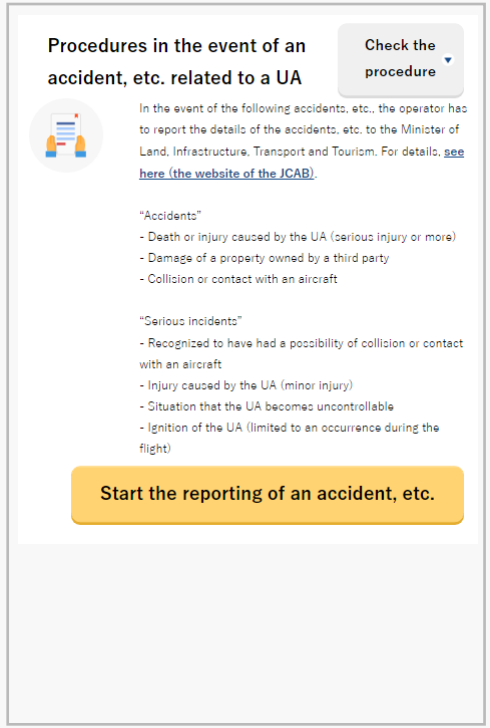
Procedure in the case of a specified flight



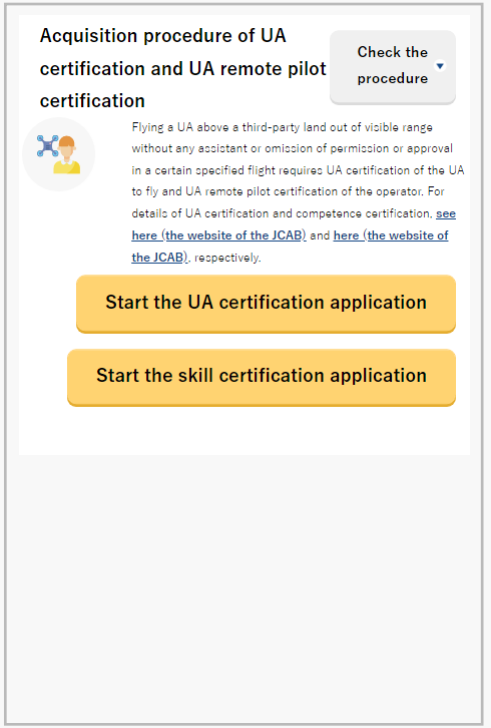
UA registration procedure



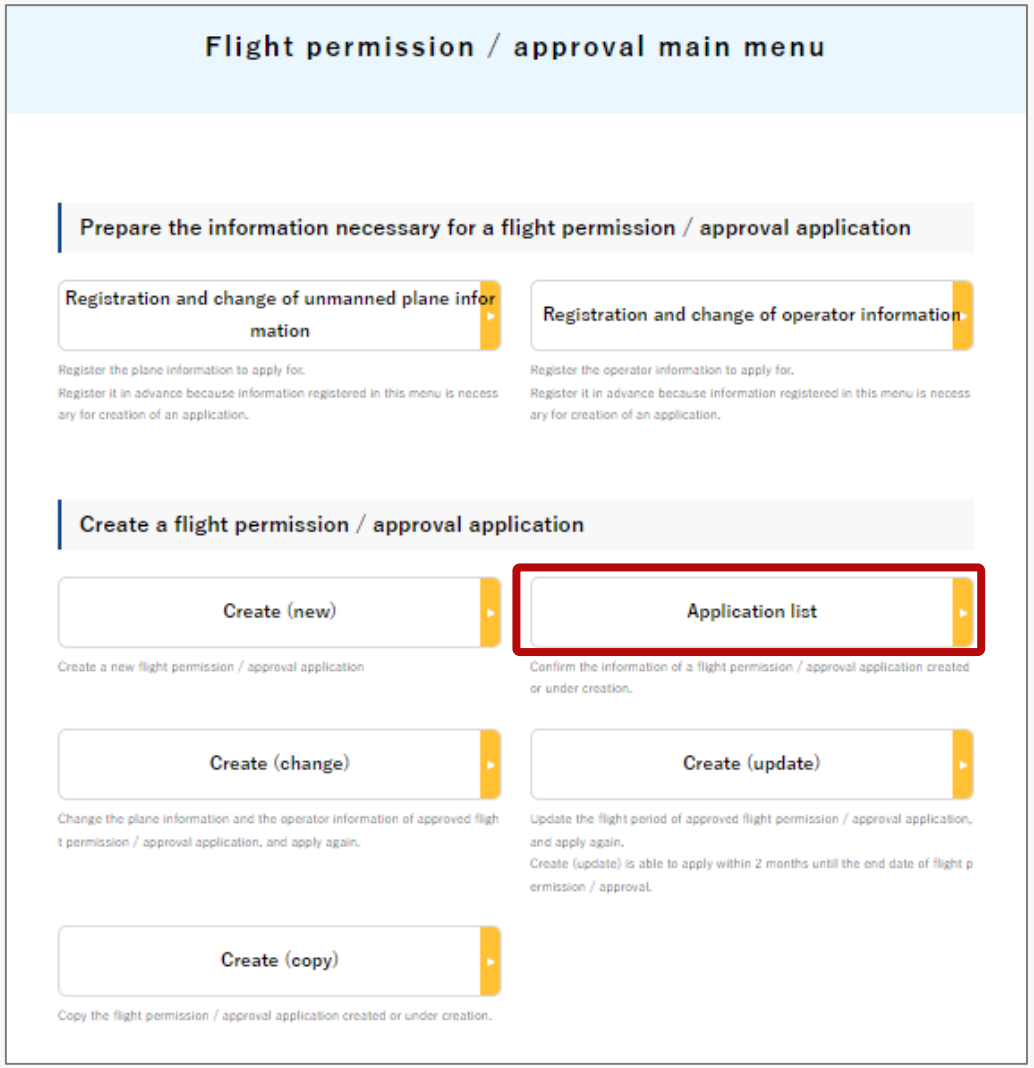
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

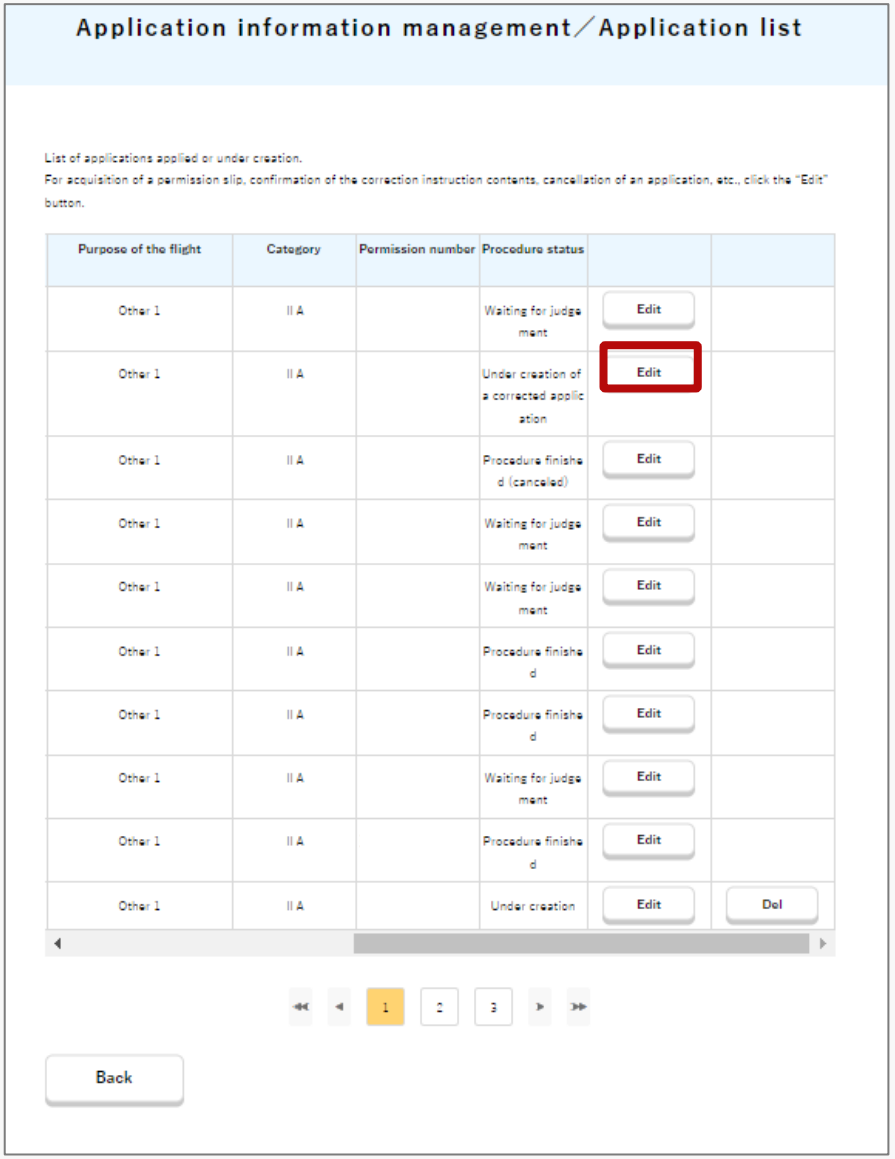


05. Step 2: Proceed to list of applications



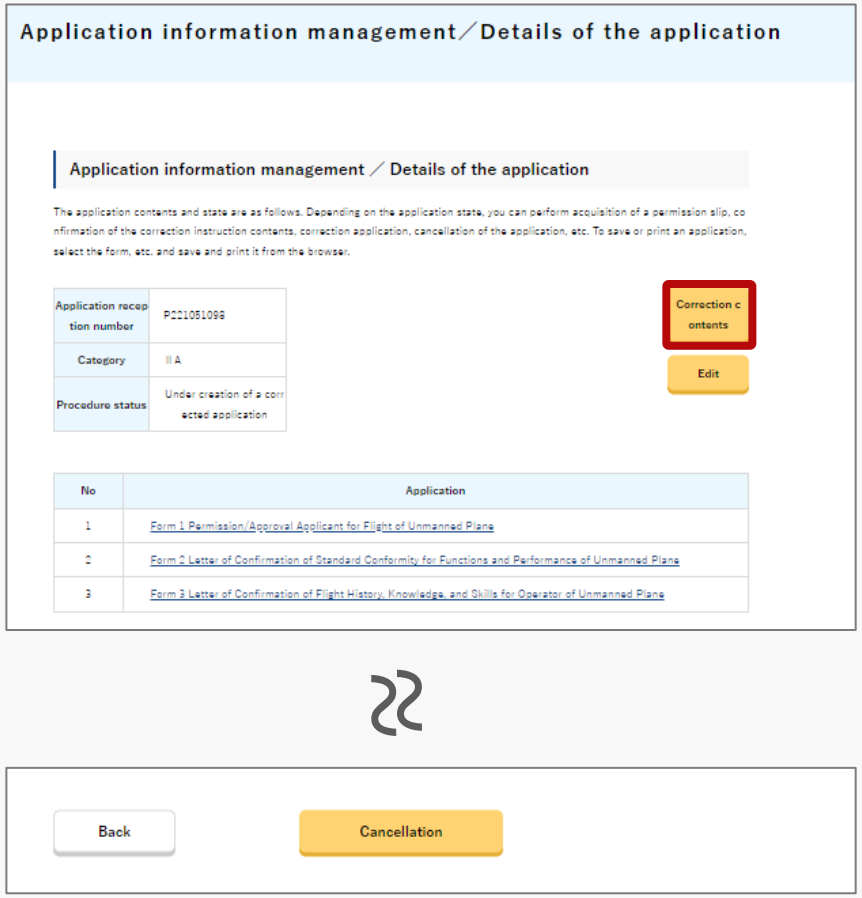
On the Flight Permission/Approval Main Menu page, press the “Application list” button.

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



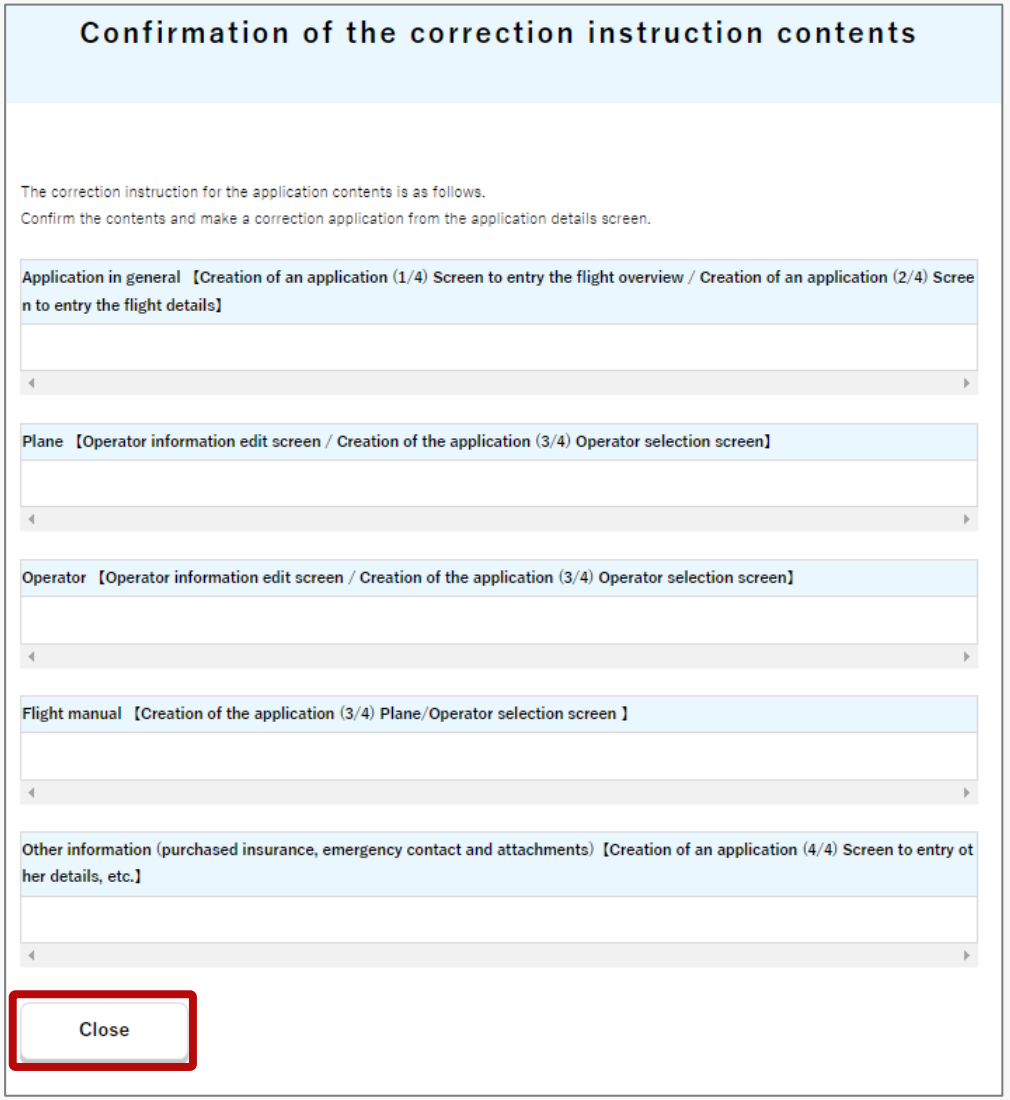
The Application Information Management/ Application List page will be displayed, and the application form with an correction instruction will be the one that has "Under creation of a corrected application" in the "Procedure Status" column. so click the “Edit” button.

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.

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



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

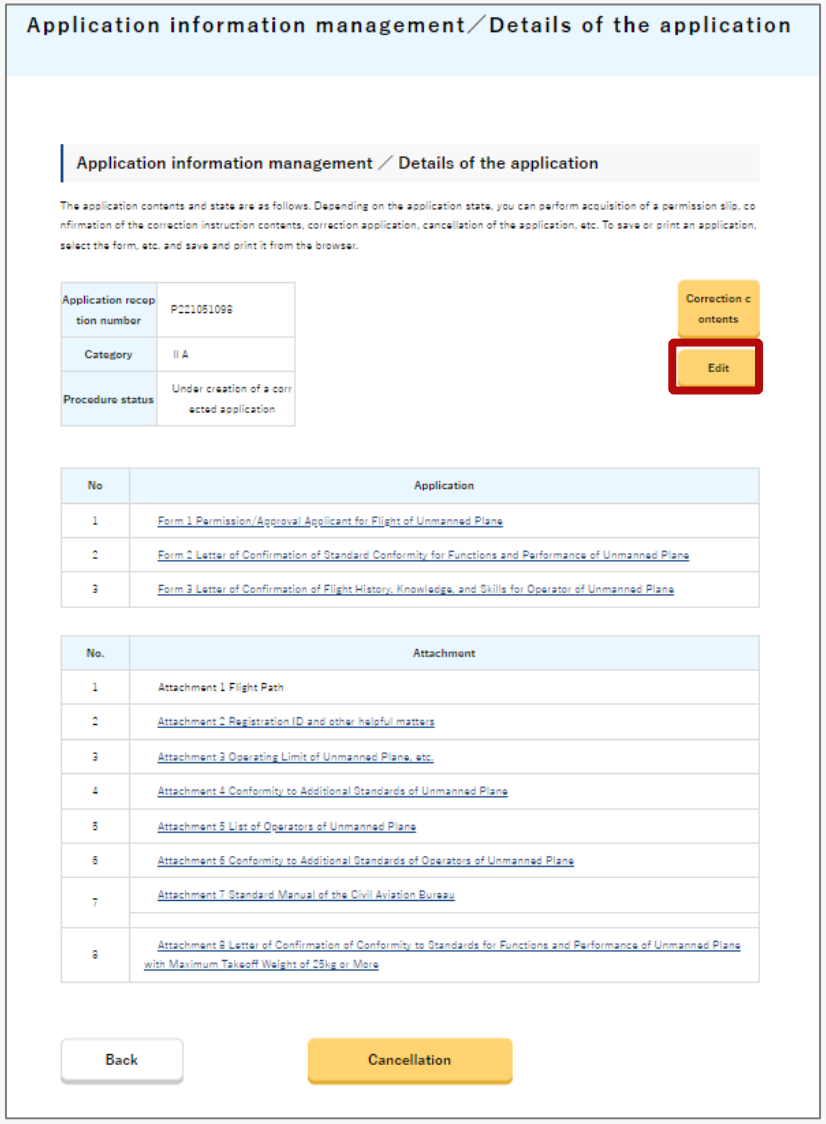
- If any of the following corrections are required, you will need to follow a different procedure than usual when correcting your application. For details, please refer to the table on the next page, "Method to correct applicant/plane/operator".
  (1) Corrections to applicant information (company name, 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	Operation 1-10.	
		(2) Copy the application for which correction instructions have been received	Operation 1-04.	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	Operation 1-08.	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	Operation 1-10.	
		(2) Start editing the application for which correction instructions have been received	Operation 1-07.	
		(3) Create application form (STEP03) Display the Plane/ Operator selection screen	Operation 1-01.	
		(4) Delete and reselect the plane that is subject to correction	Operation1-01-10	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	Operation 1-10.	
		(2) Start editing the application for which correction instructions have been received	Operation 1-07.	
		(3) Create application form (STEP03) Display the Plane/ Operator selection screen	Operation 1-01.	
		(4) Delete and reselect the operator that is subject to correction	Operation1-01-10	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.

Operation manual for applicants

<Applicant>

08. Cancellation of the application

Table of Contents

01. Introduction ・・・・・・・・・ p.08-2

02. Matters that require attention when using the Drone Information Platform System ・・・・・・・・・ p.08-3

03. Steps to be followed for cancelling an application for flight permission/approval ・・・・・・・・・ p.08-4

04. Step 1: Log in to the Drone Information Platform System ・・・・・・・・・ p.08-5

05. Step 2: Proceed to list of applications ・・・・・・・・・ p.08-8

06. Step 3: Select the application to cancel ・・・・・・・・・ p.08-9

07. Step 4: Cancel the application ・・・・・・・・・ p.08-10

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

- This manual describes the method to cancel an application form in the Drone Information Platform System, so refer tothiswhen 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

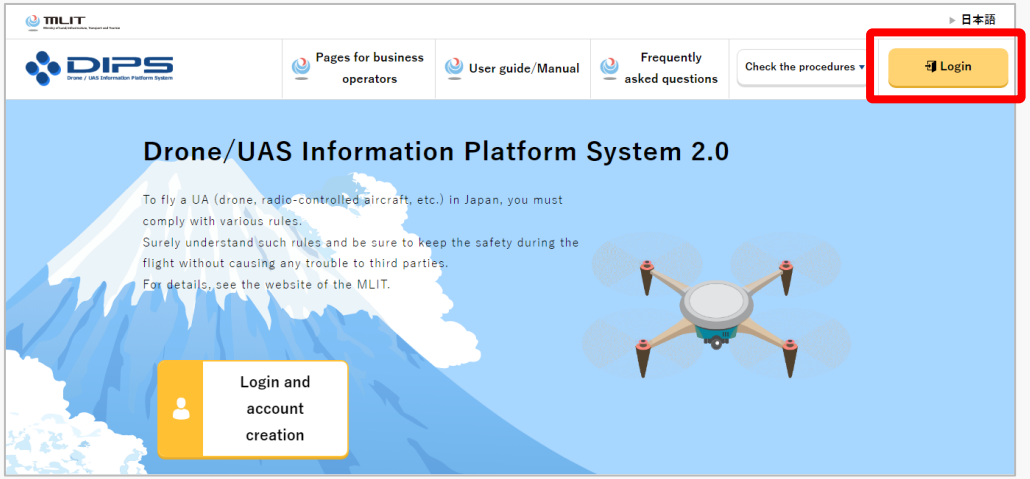
Select the "Edit" button for the application to be cancelled.

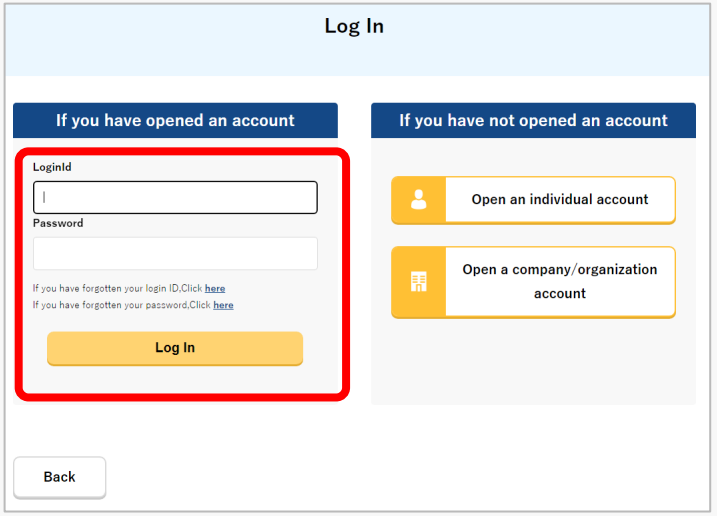
Step 4: Cancel the application

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/)

Click the “Login” button.

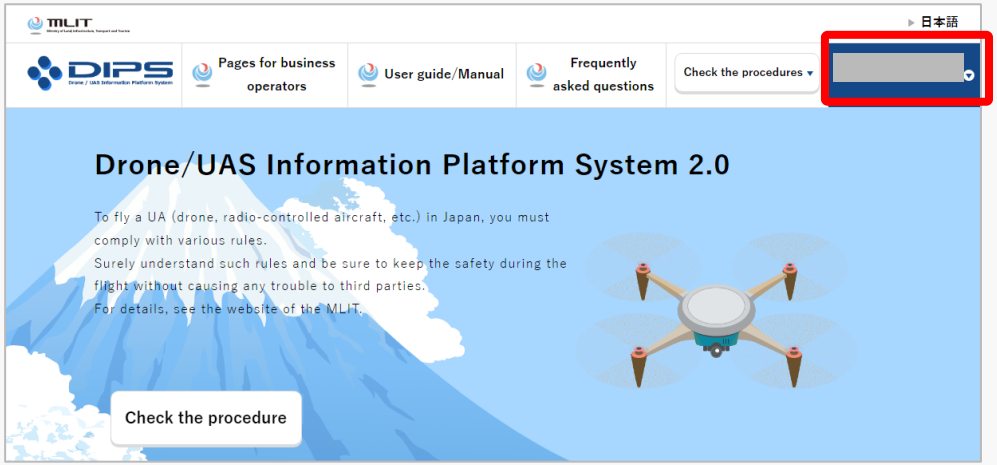
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

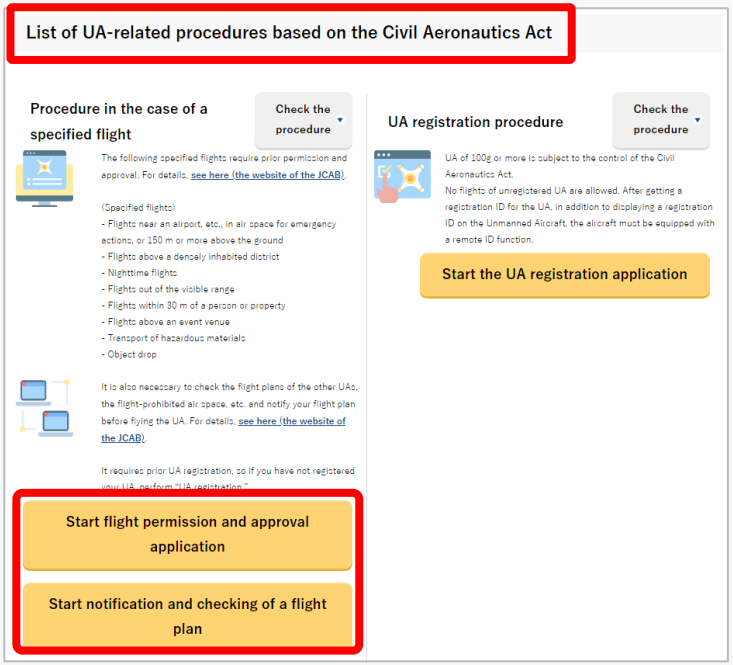
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

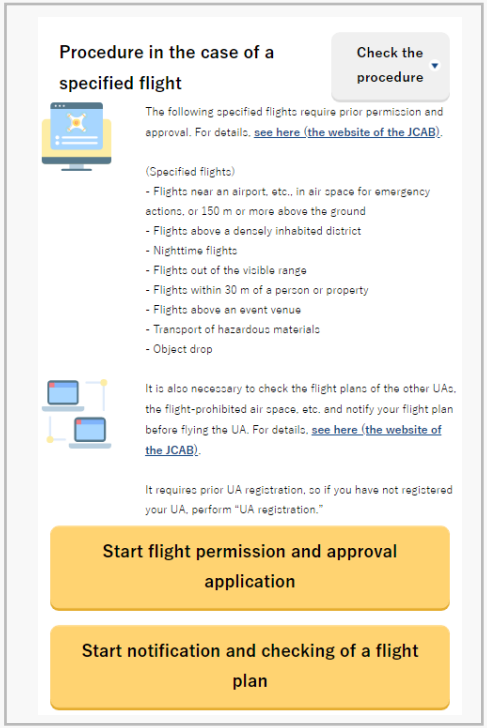
Please see the next page for buttons for various procedures.

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

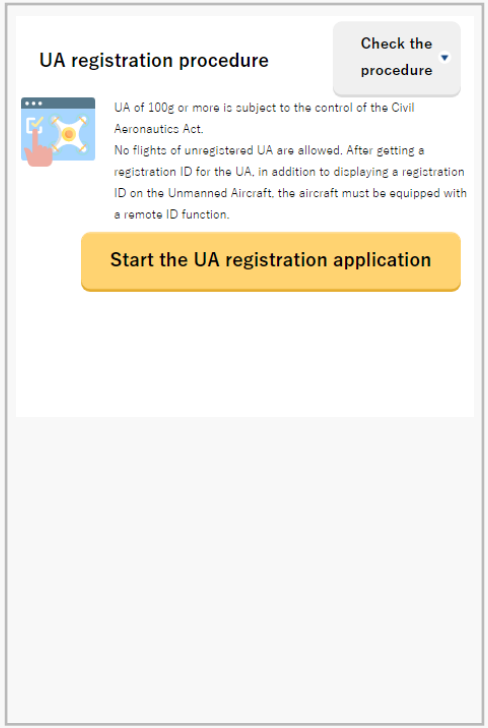
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

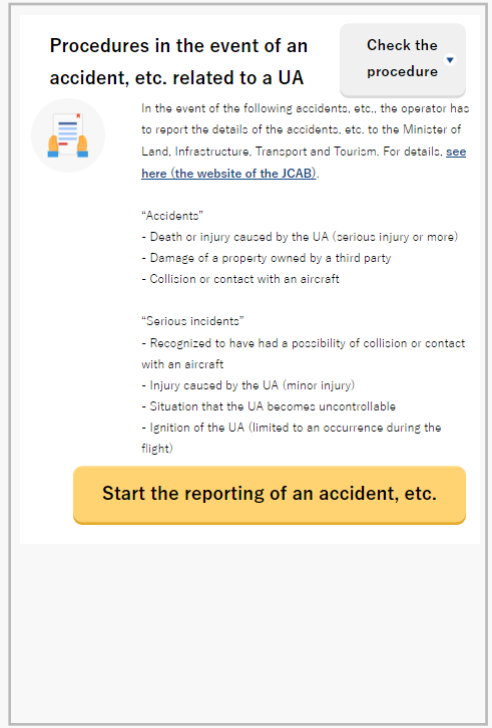
Procedure in the case of a specified flight



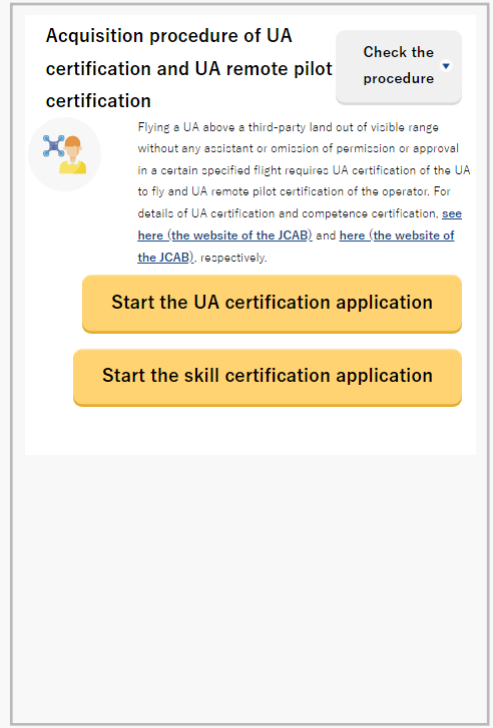
UA registration procedure



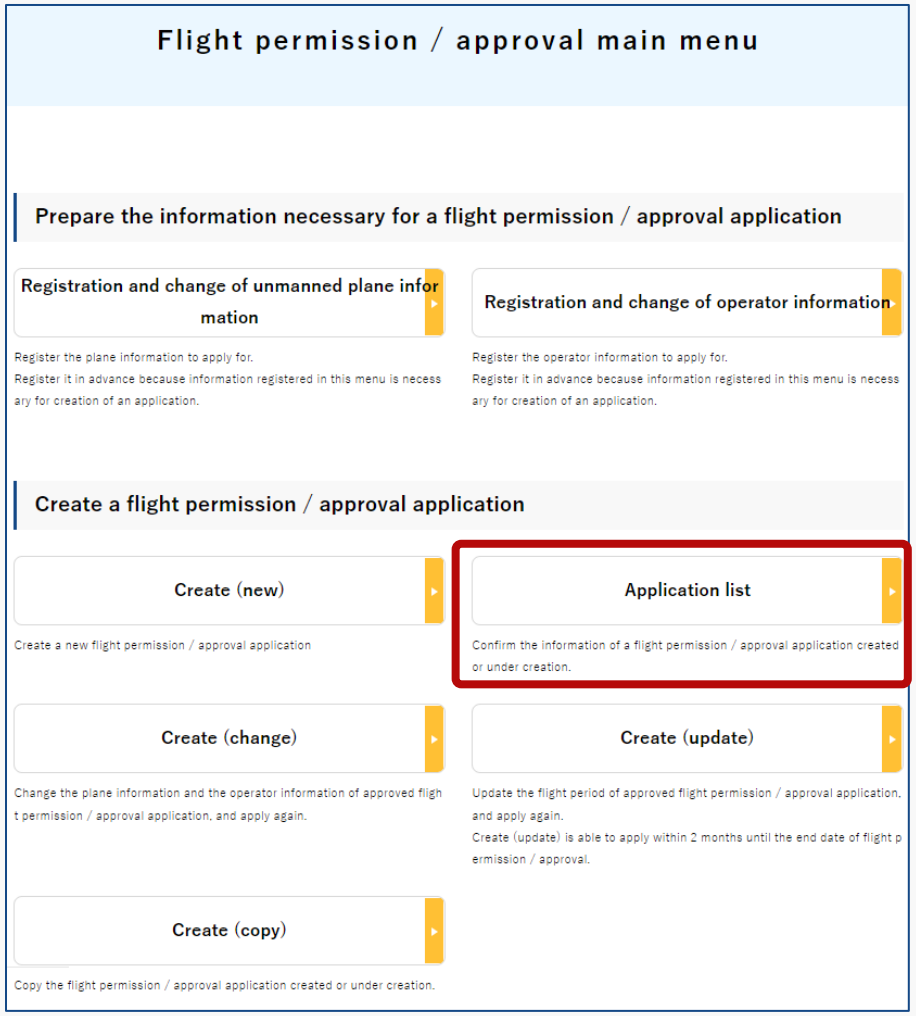
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

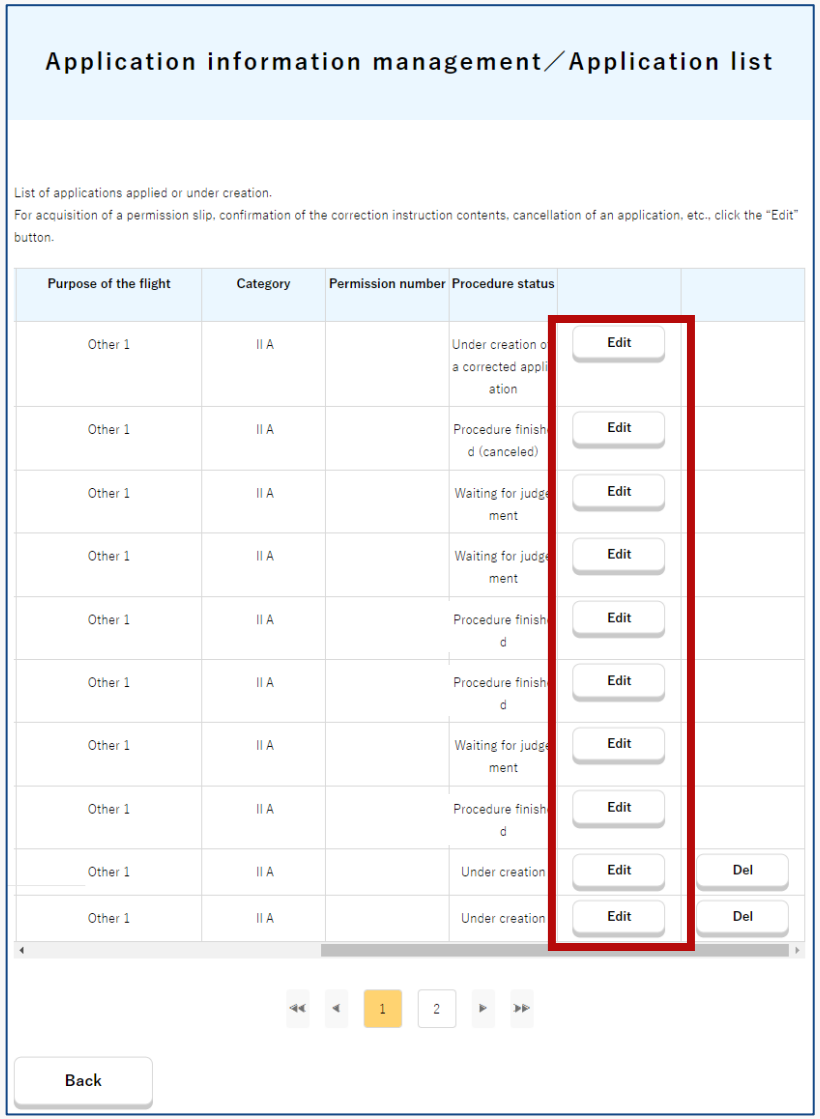


05. Step 2: Proceed to list of applications



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

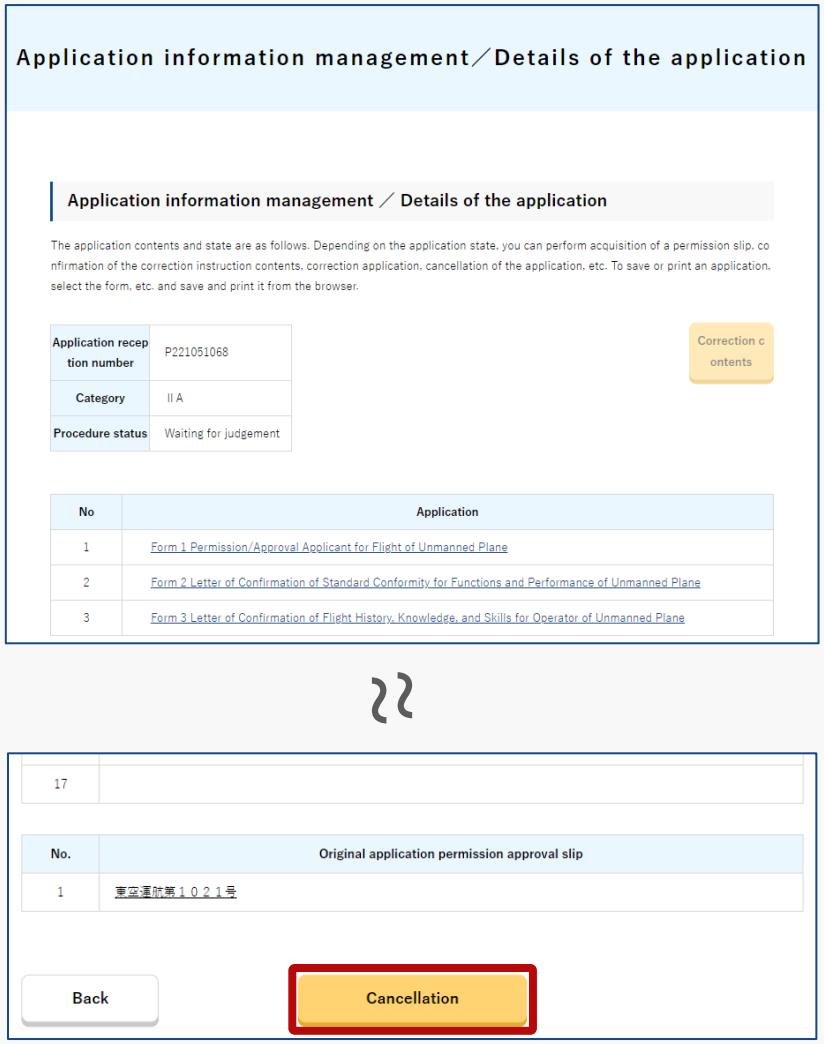
06. Step 3: Select the application to cancel



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 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”, “Under review” or “Under creation of a corrected application”

The applications with the status as ''Under creation'', ‘’Permit Issuance'' or ''Procedure finished'' cannot be cancelled.

<Applicant>

09. Method to download the Permission Slip

MLIT Ministry of Land, Infrastructure, Transport and Tourism

Table of Contents

01. Introduction p.09-2

02. Matters that require attention when using the Drone Information Platform System p.09-3

03. Steps to be followed for downloading the Permission Slip for flight permission/approval p.09-4

04. Step 1: Log in to the Drone Information Platform System p.09-5

05. Step 2: Proceed to list of applications p.09-8

06. Step 3: Proceed to the Application information management/Details of the application screen p.09-9

07. Step 4: Download the Permission Slip p.09-10

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

2022/10/21 (金) 5:42
information@dipstst1.link
【DIPS】審査終了通知
宛先 [redacted]

以下の申請について、審査が終了しました。

申請受付番号 [redacted]

電子許可書の発行を希望された場合は、申請書詳細画面より電子許可書をダウンロードしてください。
（申請書詳細画面は申請一覧より、該当の申請を選択する事で表示されます）

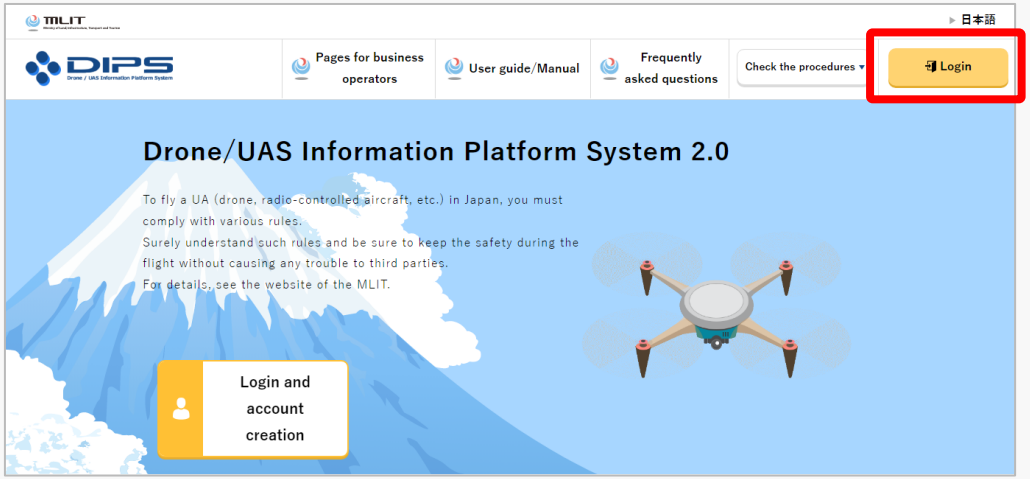
紙の許可書の発行を希望された場合は、許可書の発送を行いますので、返送用封筒を送付していない方は申請書の提出先まで返信用封筒を郵送してください。
返信用封筒には宛先及び申請受付番号を記載し、基本料金相当の切手を貼付してください。
また、申請書詳細画面で許可書の写し（PDF ファイル）をダウンロードすることができます。

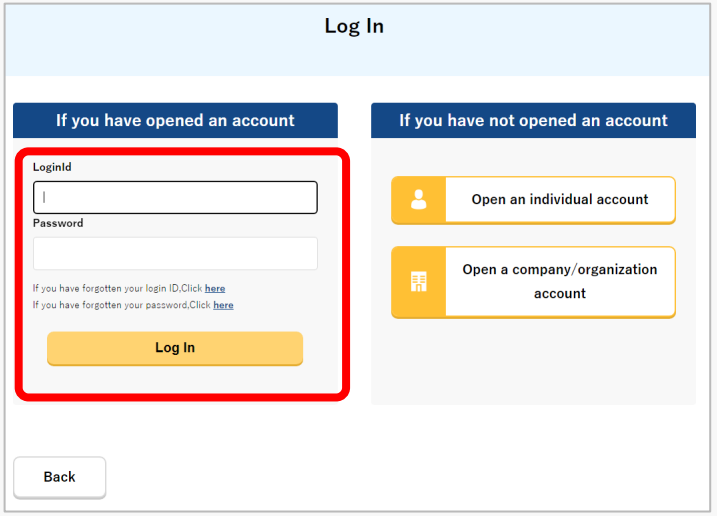
提出先の住所については、以下の URL を参照して下さい。
https://urldefense.com/v3/__https://www.uafp.dips.mlit.go.jp/contents/req-exam/contact_list_permit.pdf__;!!GCTRfqYYOYGmgK_z!5ZqWN3kZpO3TWDMf9vKfSEVANZ0UkS2cbF9GyBQTwesDY_JoH4UVxexlQCoMLBg6JgcUDoCsYx3BO8ZcZ91pFlOBV1pJhbyQlCXi$

このメールは送信専用メールアドレスから配信されており、返信できません。
ご了承下さい。

ドローン情報基盤システム
(Drone/UAS Information Platform System)
URL：https://urldefense.com/v3/__https://www.uafp.dips.mlit.go.jp/req-exam/c01/displayviewsc_c01_02__;!!GCTRfqYYOYGmgK_z!5ZqWN3kZpO3TWDMf9vKfSEVANZ0UkS2cbF9GyBQTwesDY_JoH4UVxexlQCoMLBg6JgcUDoCsYx3BO8ZcZ91pFlOBV1pJhY6A7Qcx$

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/)

Click the “Login” button.

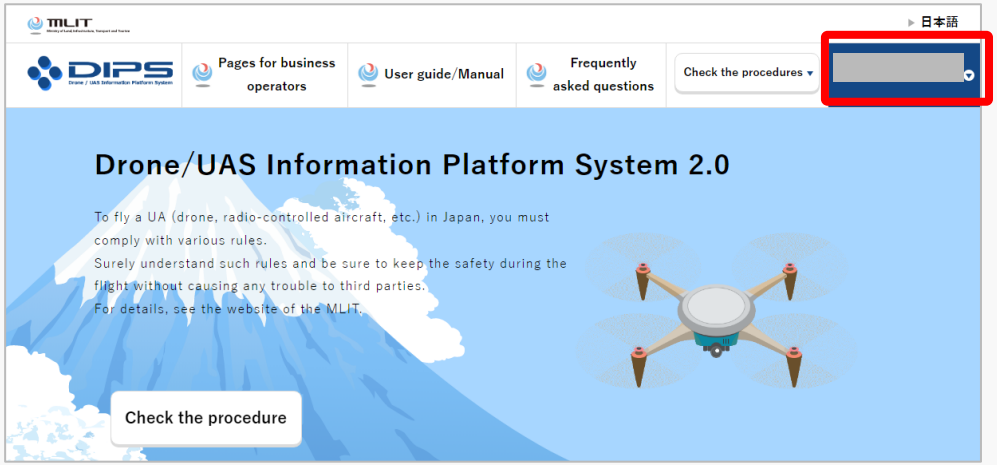
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

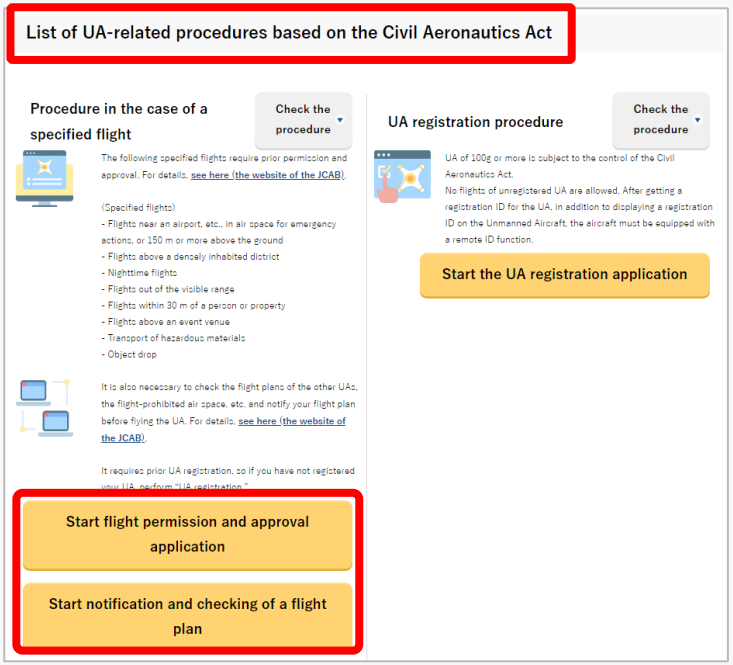
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

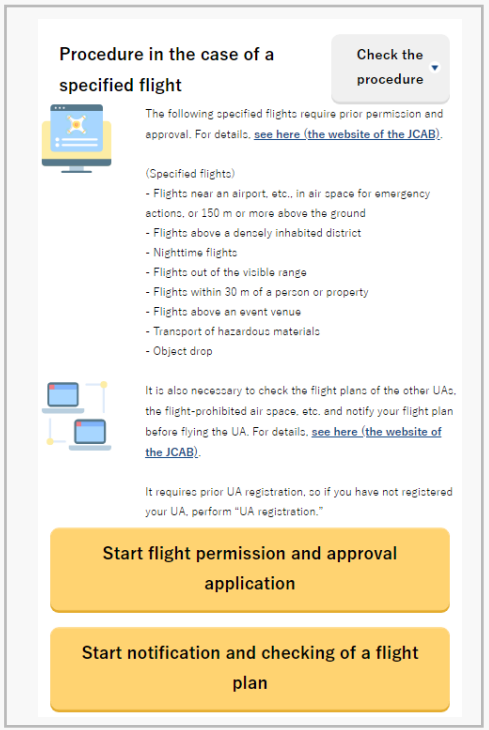
Please see the next page for buttons for various procedures.

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

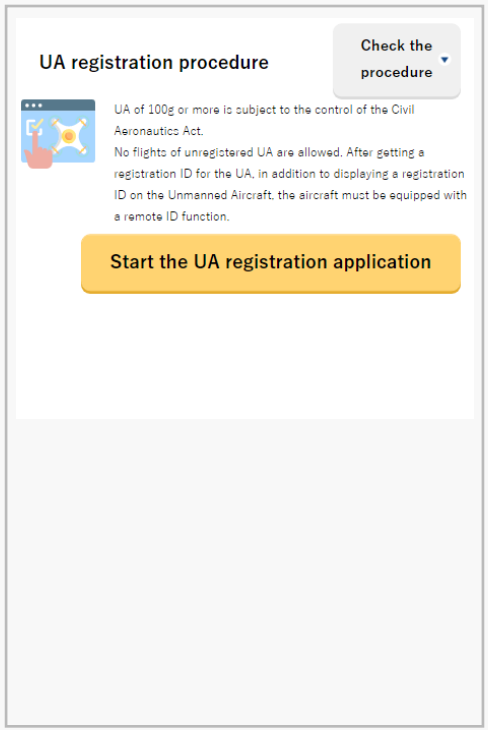
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

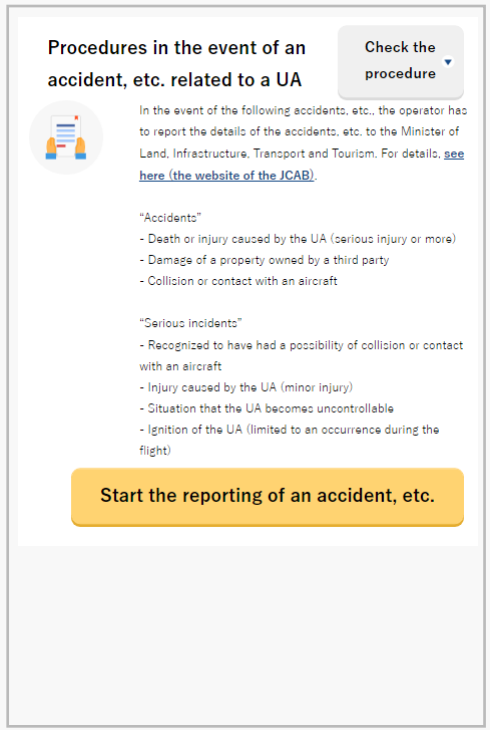
Procedure in the case of a specified flight



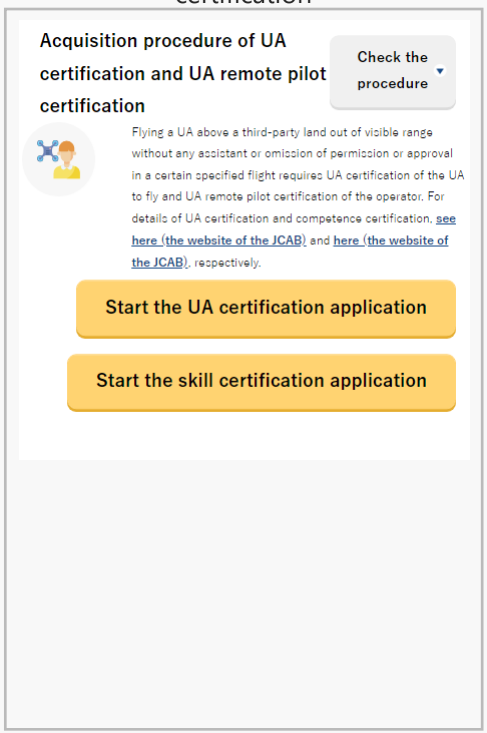
UA registration procedure



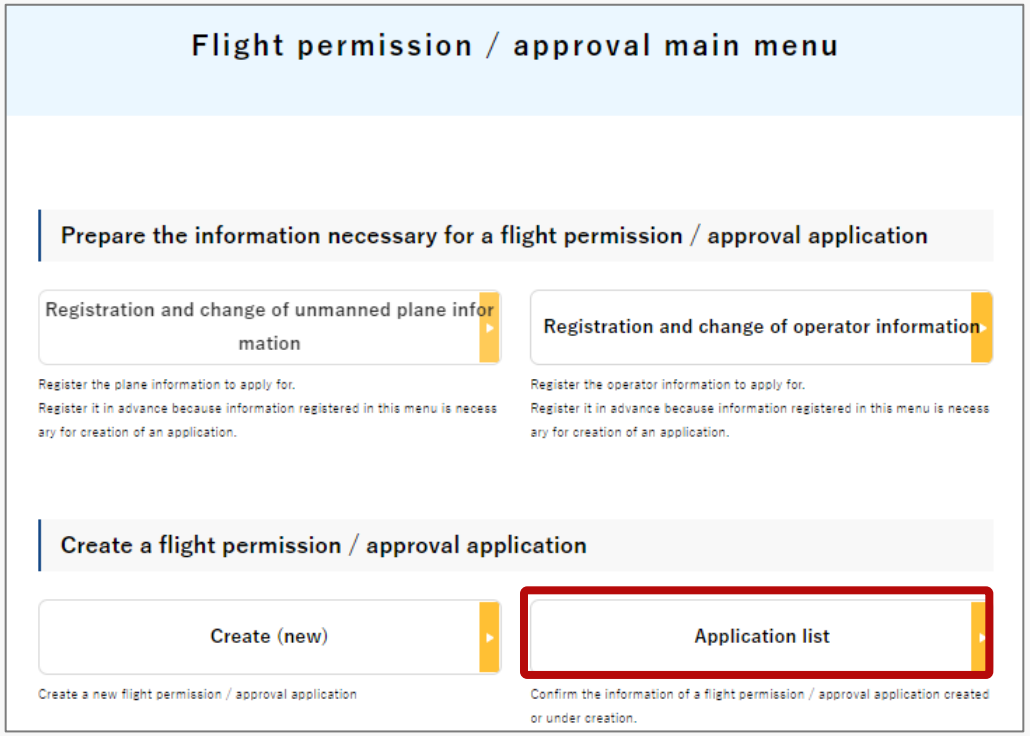
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification

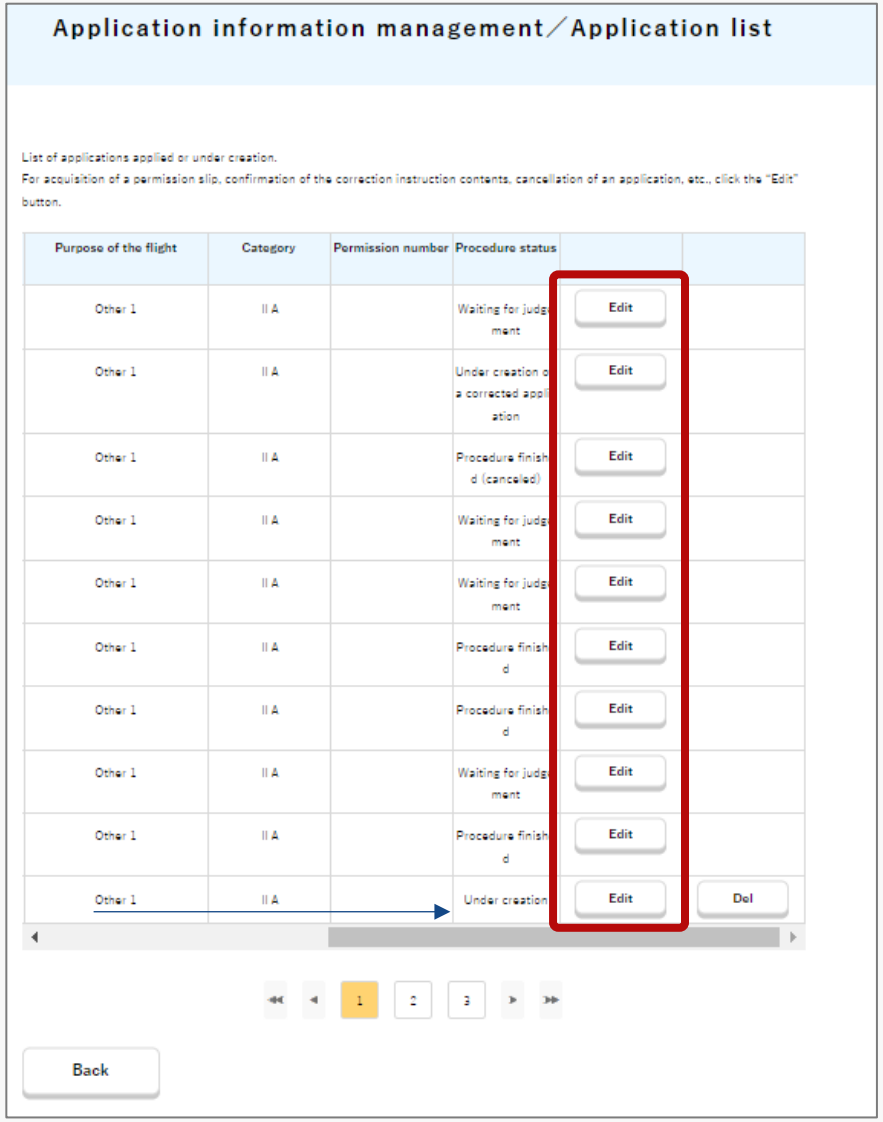


05. Step 2: Proceed to list of applications



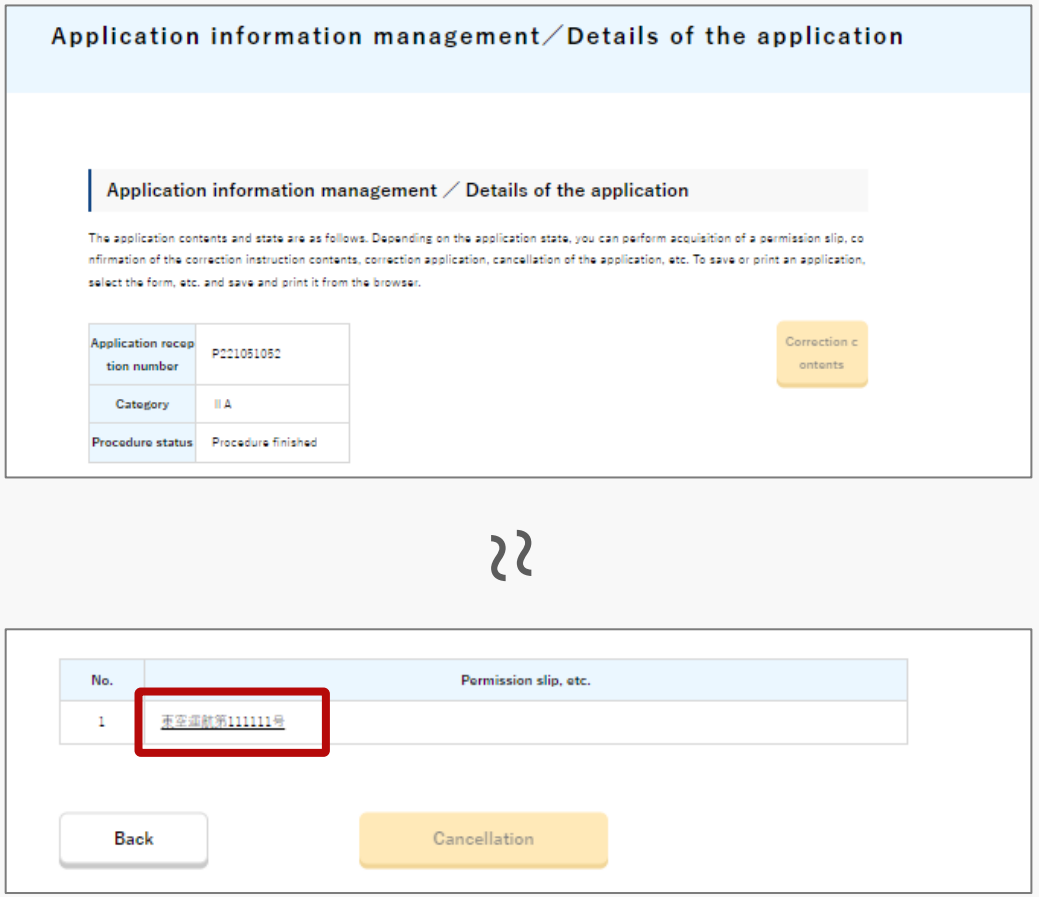
On the Flight Permission/Approval Main Menu page, press the “Application list” button.

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.

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



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	○○○.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	○○○.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 "○○○.xml" (Sample)

No.3 "○○○.pdf" (Sample)

<Applicant>

10. How to edit plane and operator information

Table of Contents

01. Introduction ・・・・・・・・・ p.10-2

02. Matters that require attention when using the Drone Information Platform System ・・・・・・・・・ p.10-3

03. Flight permission/approval: Steps to edit operator and plane information ・・・・・・・・・ p.10-4

04. Step 1: Log in to the Drone Information Platform System ・・・・・・・・・ p.10-5

05. Step 2: Proceed to change the registered information ・・・・・・・・・ p.10-8

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

- 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 inform n
Edit the items you want to change and then register.

Editing is completed

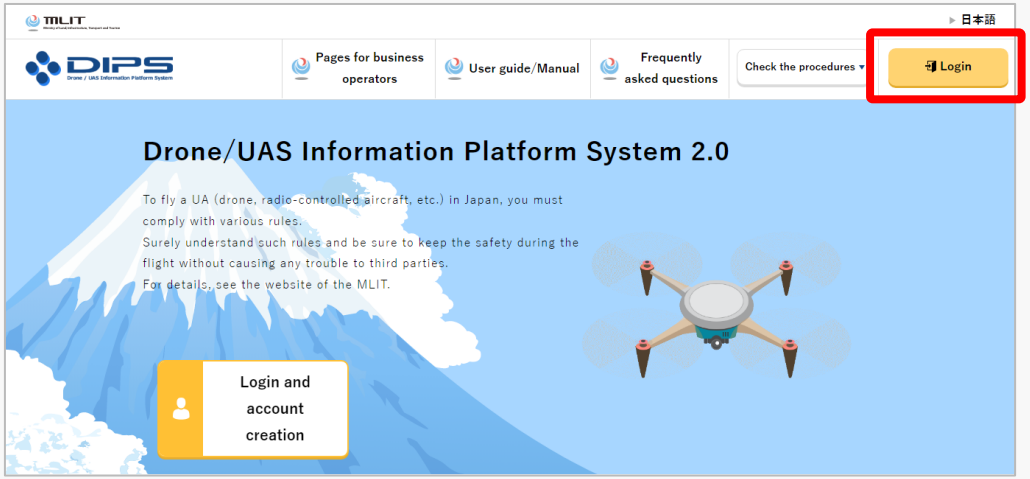
Step2 onwards is the same as new application

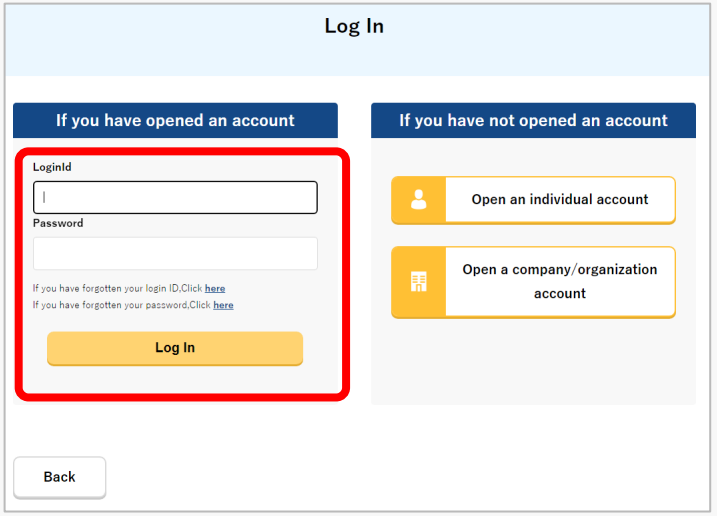
Plane information and operator information registered in this system can be edited at any time after registration.

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.

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/)

Click the “Login” button.

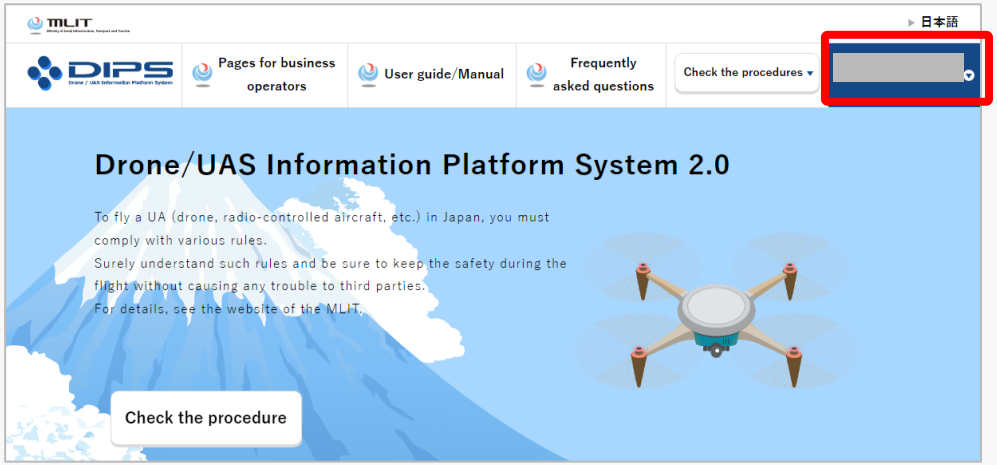
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

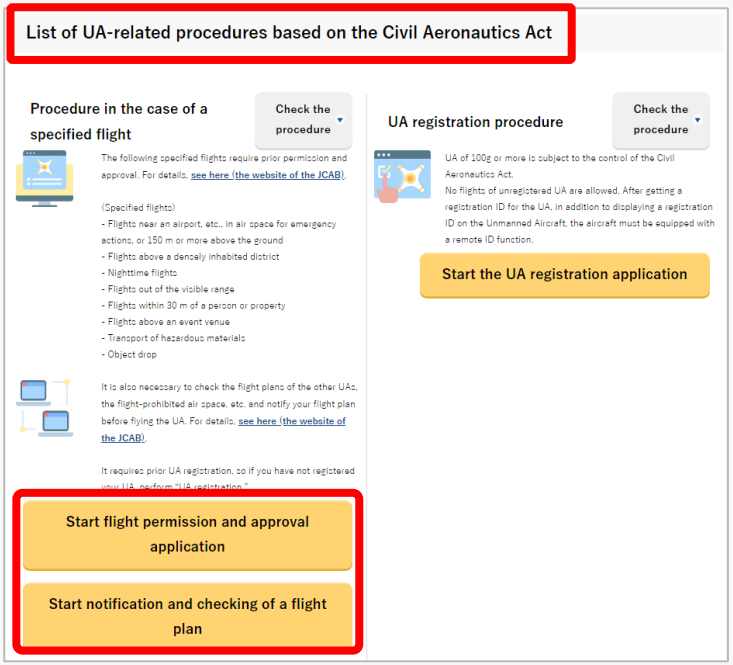
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

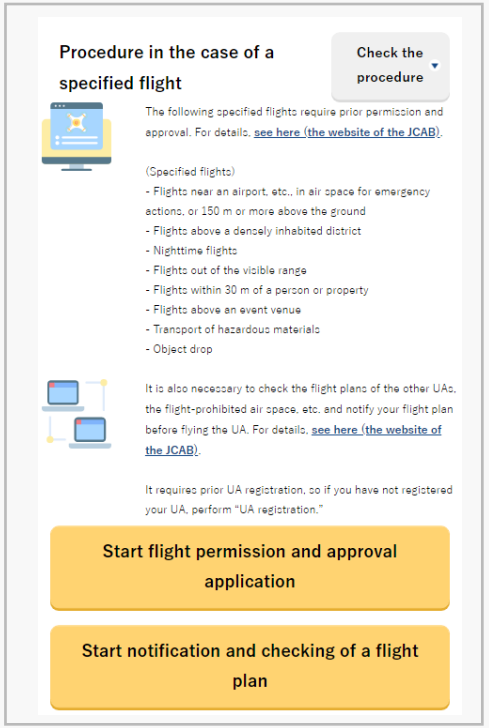
Please see the next page for buttons for various procedures.

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

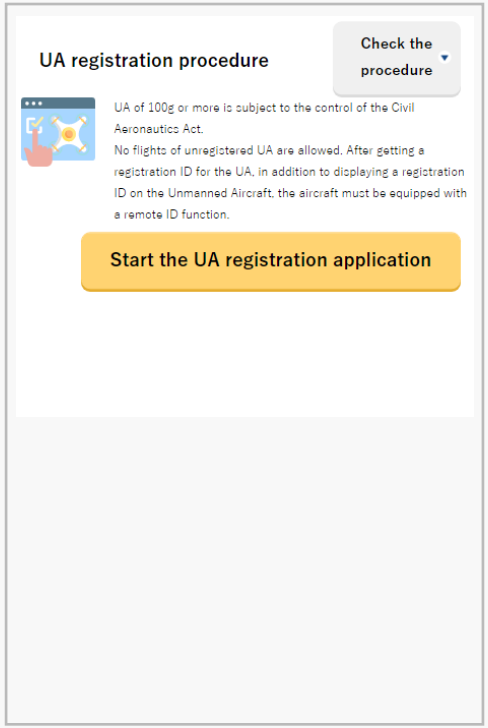
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

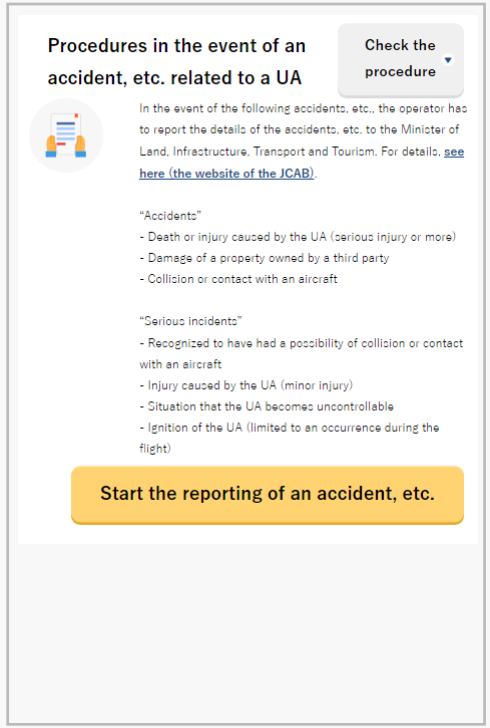
Procedure in the case of a specified flight



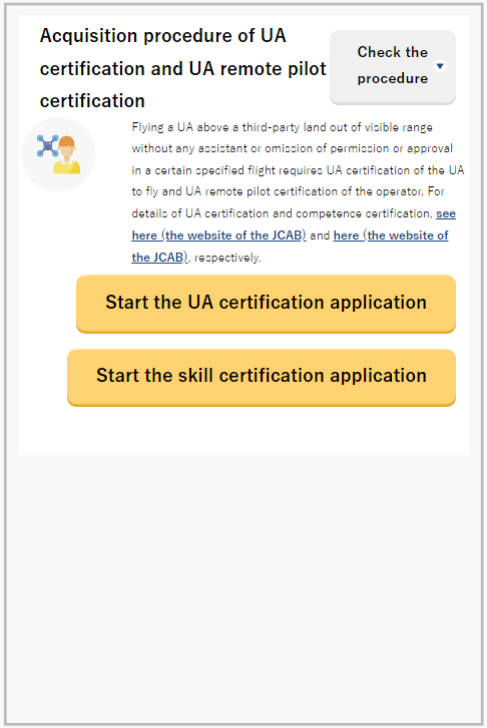
UA registration procedure



Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UA certification and UA remote pilot certification



05. Step 2: Proceed to change the registered information

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.

<Applicant>
11. Process for new applications for level 3.5, etc.

MLIT Ministry of Land, Infrastructure, Transport and Tourism

Table of Contents

01.	Introduction	p.11-2
02.	Matters that require attention when using the Drone Information Platform System	p.11-3
03.	Items required for new application for flight permission/approval	p.11-4
04.	Steps for new application for flight permission/approval	p.11-5
05.	Step 1 : Log in to the Drone Information Platform System	p.01-6
06.	Step 2 : Register unmanned plane information	p.01-9
07.	Step 3 : Register operator information	p.01-20
08.	Step 4 : Proceed to new application	p.01-31
09.	Step 5 : Carry out simple category judgment	p.01-32
10.	Step 6 : Enter the flight overview and flight details	p.11-7
11.	Step 7 : Select the plane and the operator	p.11-13
12.	Step 8 : Enter other details, etc.	p.11-20
13.	Step 9 : Confirm the application contents	p.11-23
14.	Step 10 : Submit application form	p.11-24

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	*Even if you have already registered, the following is required for self-made planes, etc. • 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	*The following too are required for new registration of a test flight notification reported plane • 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	• Full name • Furigana • Contact number • Email address	• Address • Information on the compliance of the operator with the standards • Flight record so far
	* When creating a new operator (without skill certification), registration organization skill certification information provided on of website is optional.	

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

Various information	Item
Information on Applicant	• Emergency contact (name/phone number)
Other details	• 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.

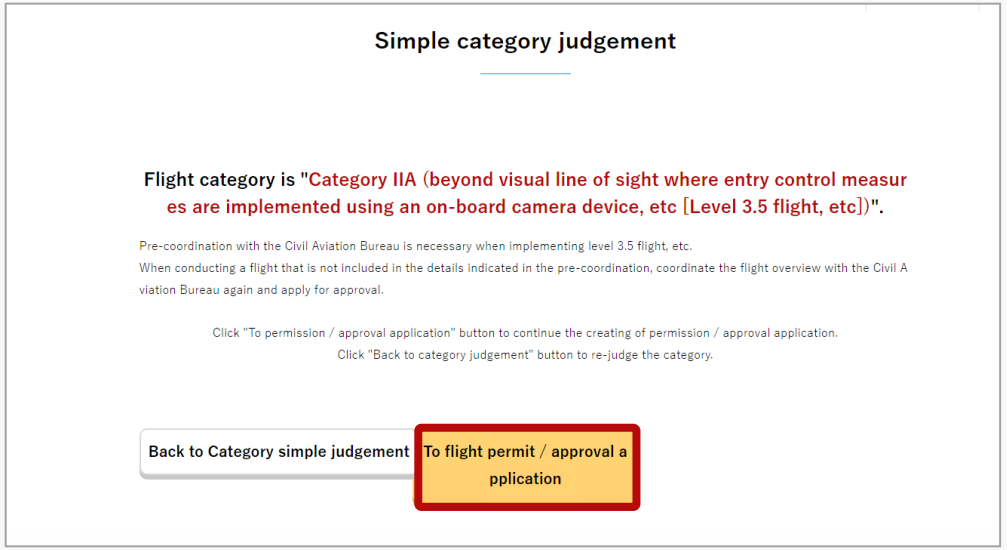
New application completed

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.

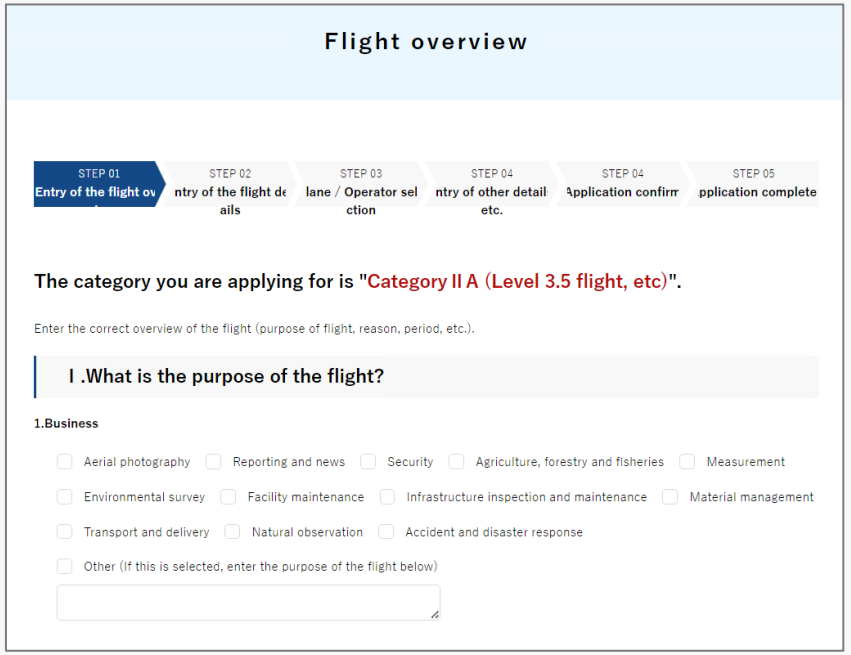
09. Step 5: Carry out simple category judgment

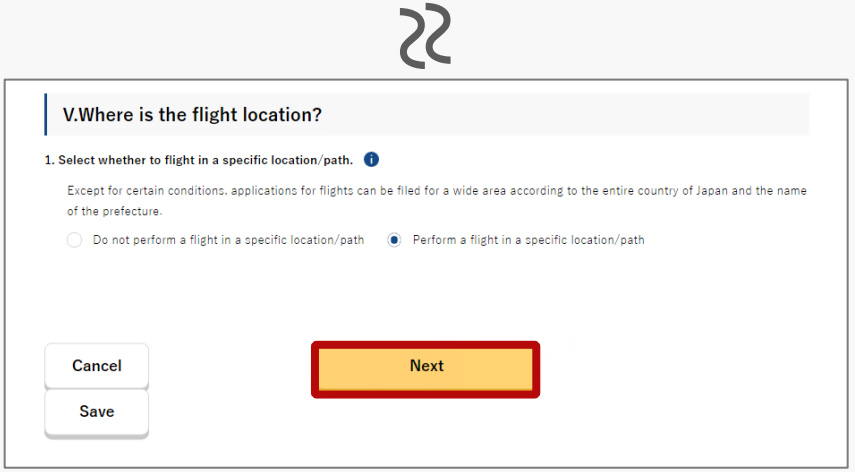


This section describes the application when a decision result of 'Category IIA (beyond visual line of sight where entry control measures are implemented using an on-board camera device, etc [Level 3.5 flight, etc])' is displayed.

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)





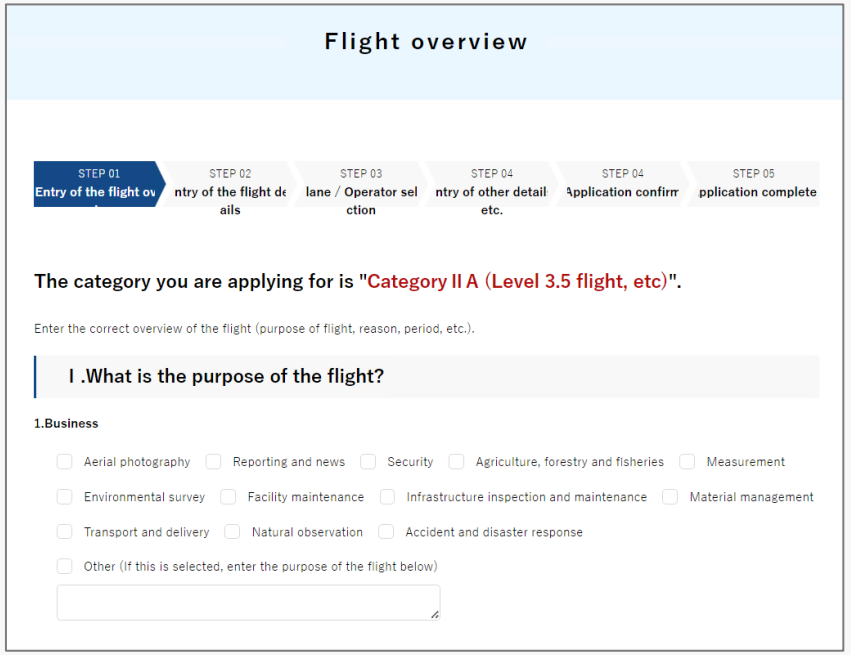
Enter the required information on the flight overview page and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

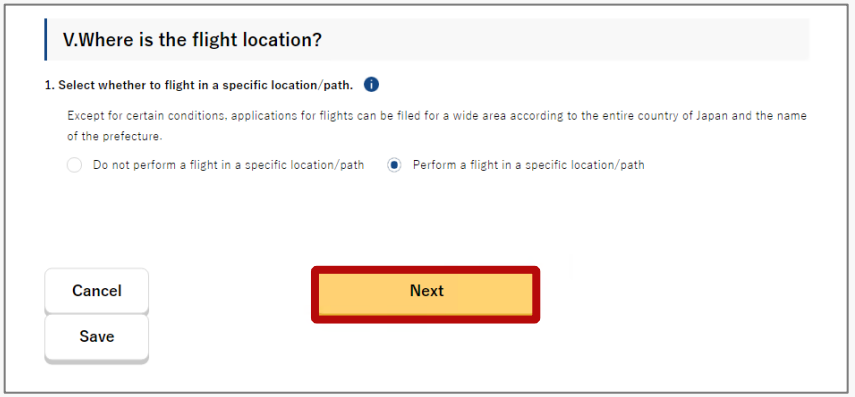
*For the purpose of flight, refer to the table on the next page, “Flight Purpose List.”

*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)





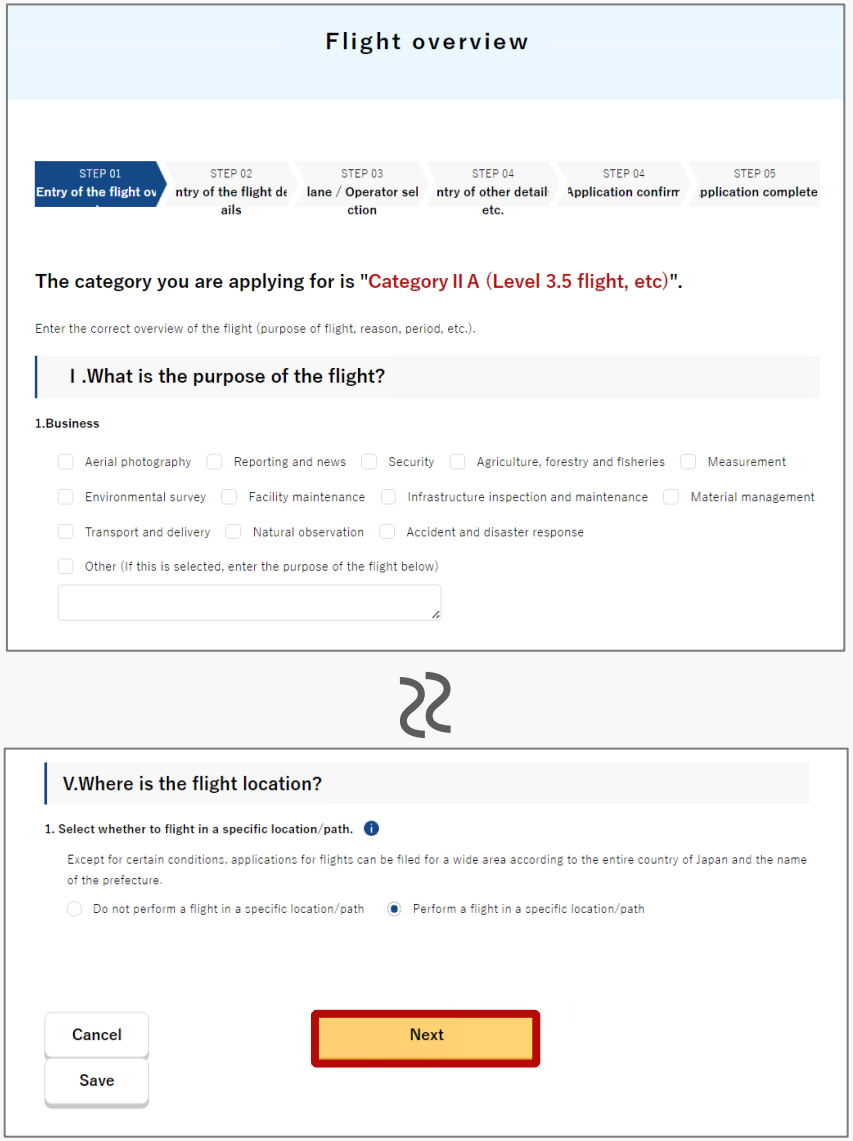
Enter the required information on the flight overview page and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

*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'.

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



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)

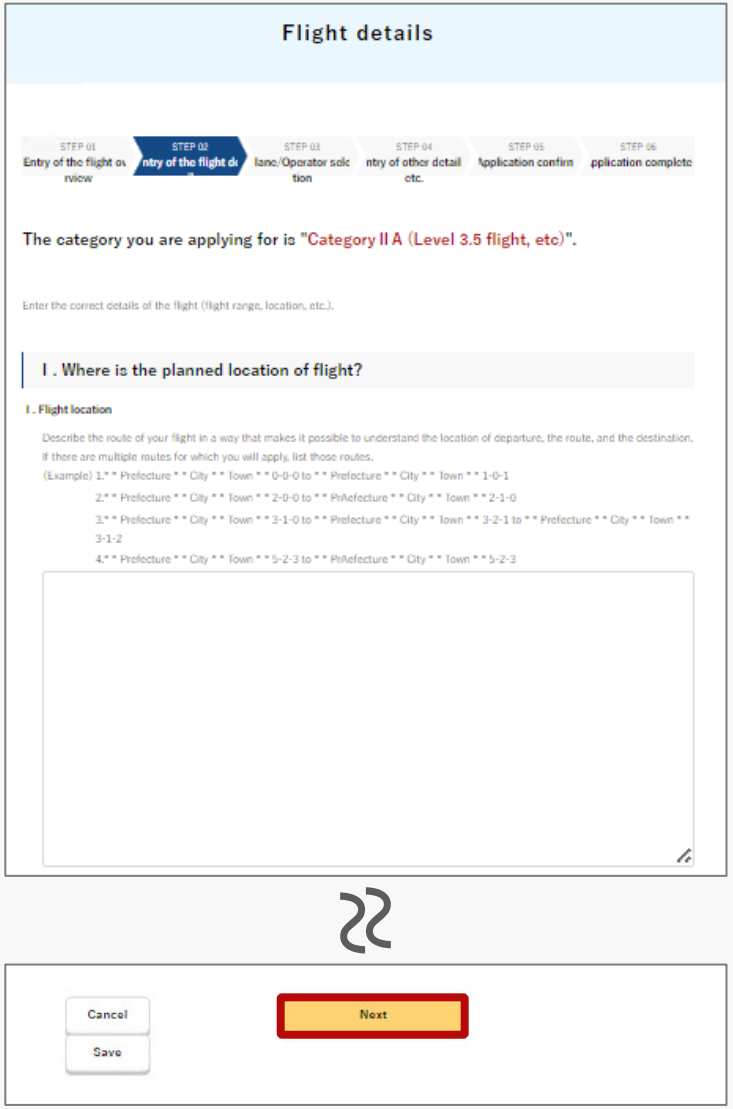
Item number	Category	Airspace
1	Flying in no-fly zones (related to Article 132-85)	Around airport (*)
2		Airspace at the height of 150 m or more above the ground or water surface (*)
3		Densely populated areas or cluster of buildings (*)

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)



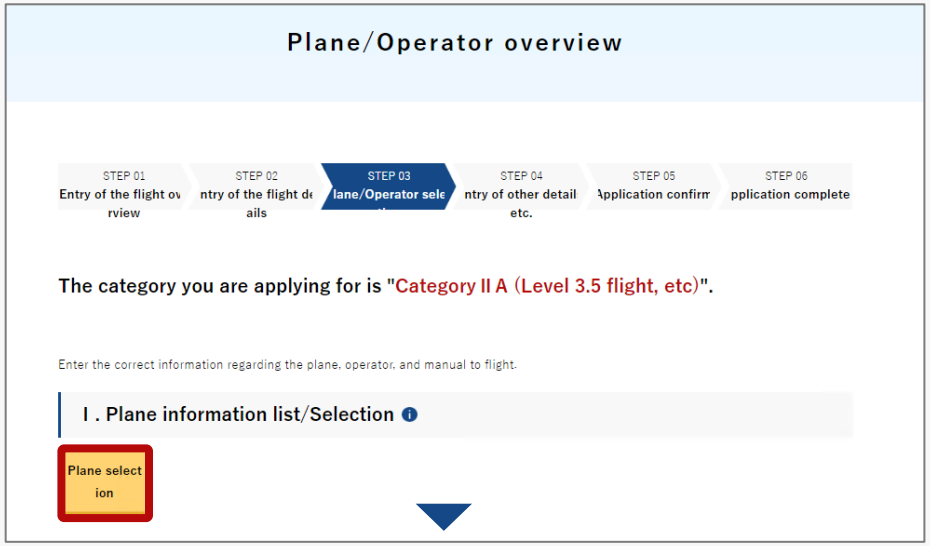
Enter the required information on the flight details page and press the "Next" button.

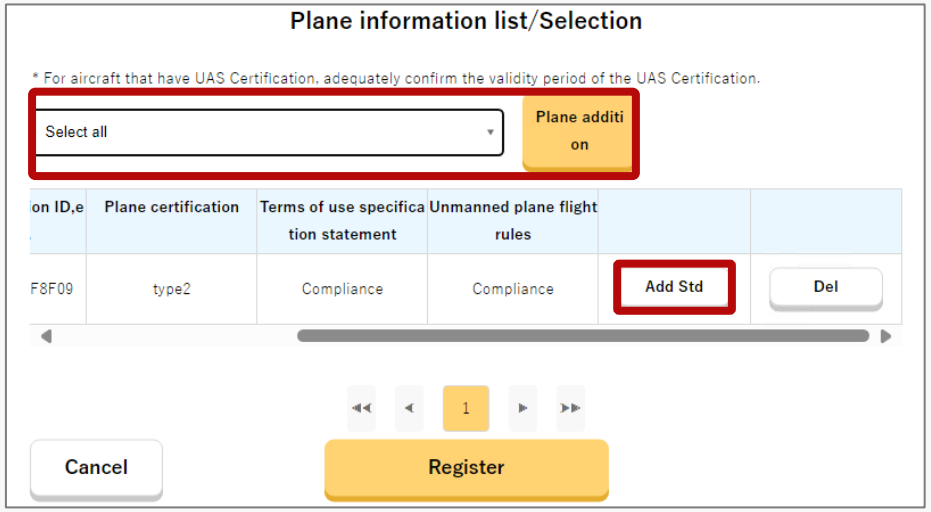
*It is mandatory to fill in the following fields.

I. Where is the assumed flight range?

II. Where is the application destination?

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





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

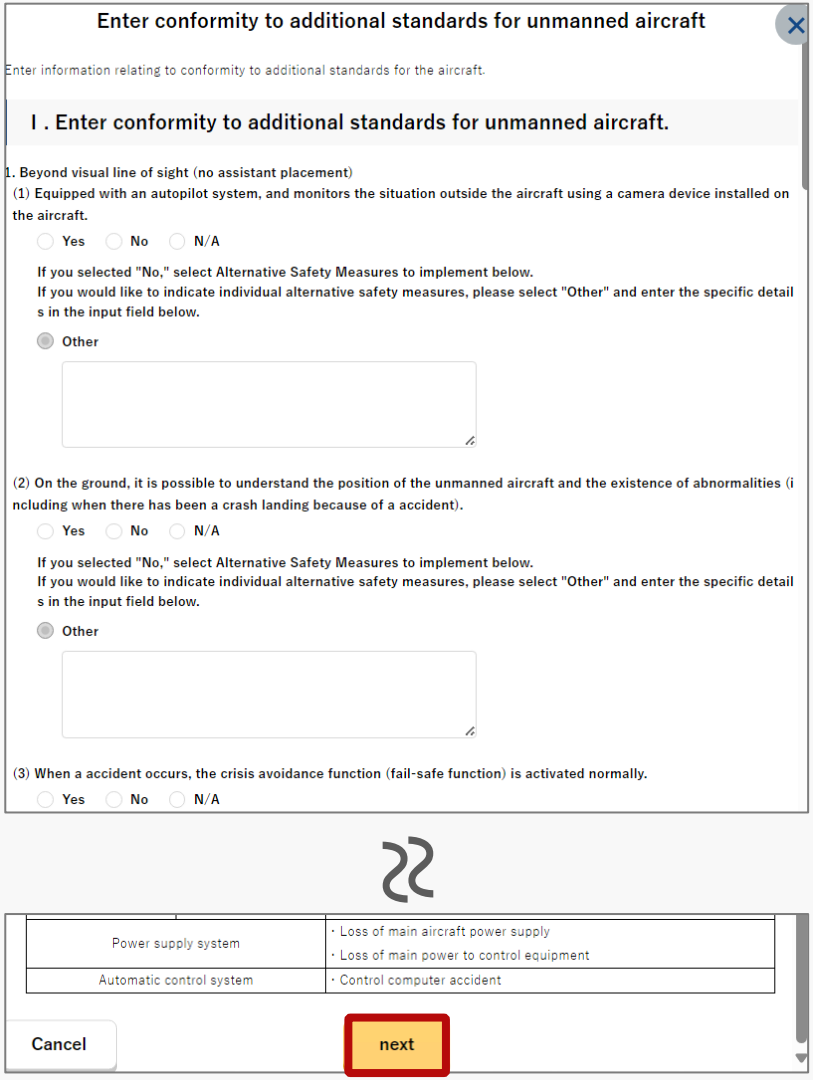
As the plane information entered in "Registration and change of unmanned plane information" on the Flight permission/approval main menu page will be reflected, select the plane required for application, and press the "Plane addition" button.

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.

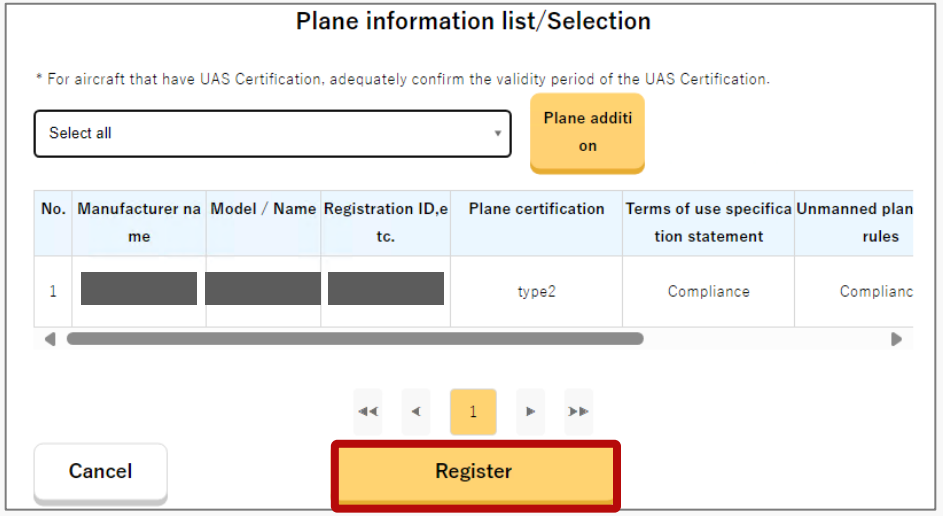
In applications for level 3.5 flight, etc., additional standards must be registered according to the type of flight being applied for, so press the "Add Std" button for each plane. (Scroll right to see the button.)

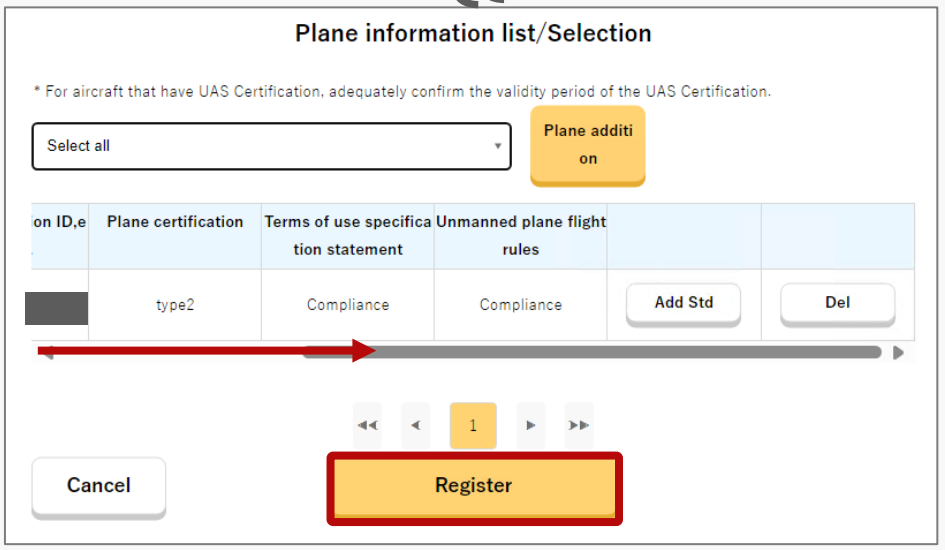
11. Step 7: Select the plane and the operator (2/7)



Enter the required information on the ‘Enter conformity to additional standards for unmanned aircraft’ page and press the “next” button.

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





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

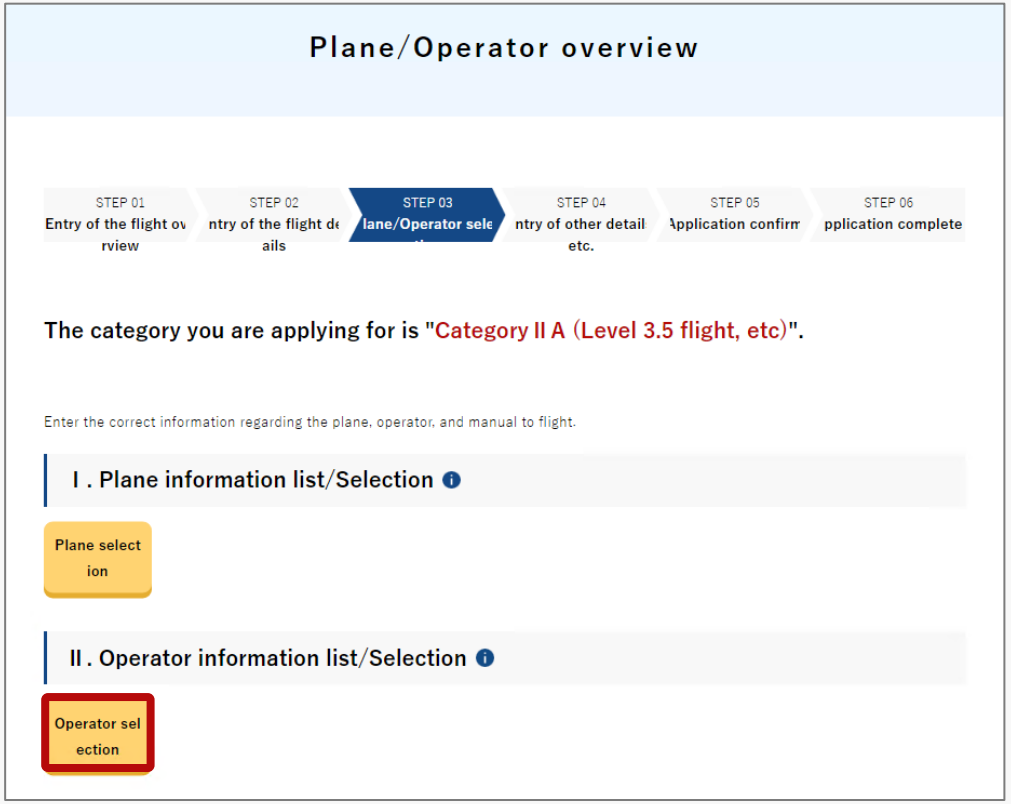
*Check to see if additional standards have been entered for all selected planes.

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.

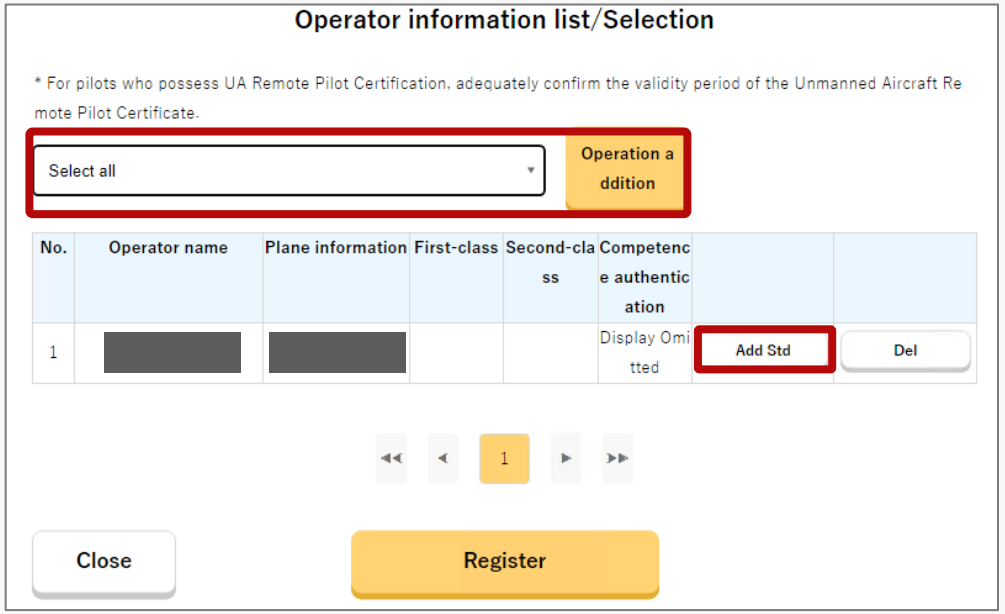
*Items such as "Terms of use specification statement" and "Unmanned plane flight rules" are displayed if the plane you own is a model-certified plane, or if you have obtained individual plane certification.

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



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)



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.

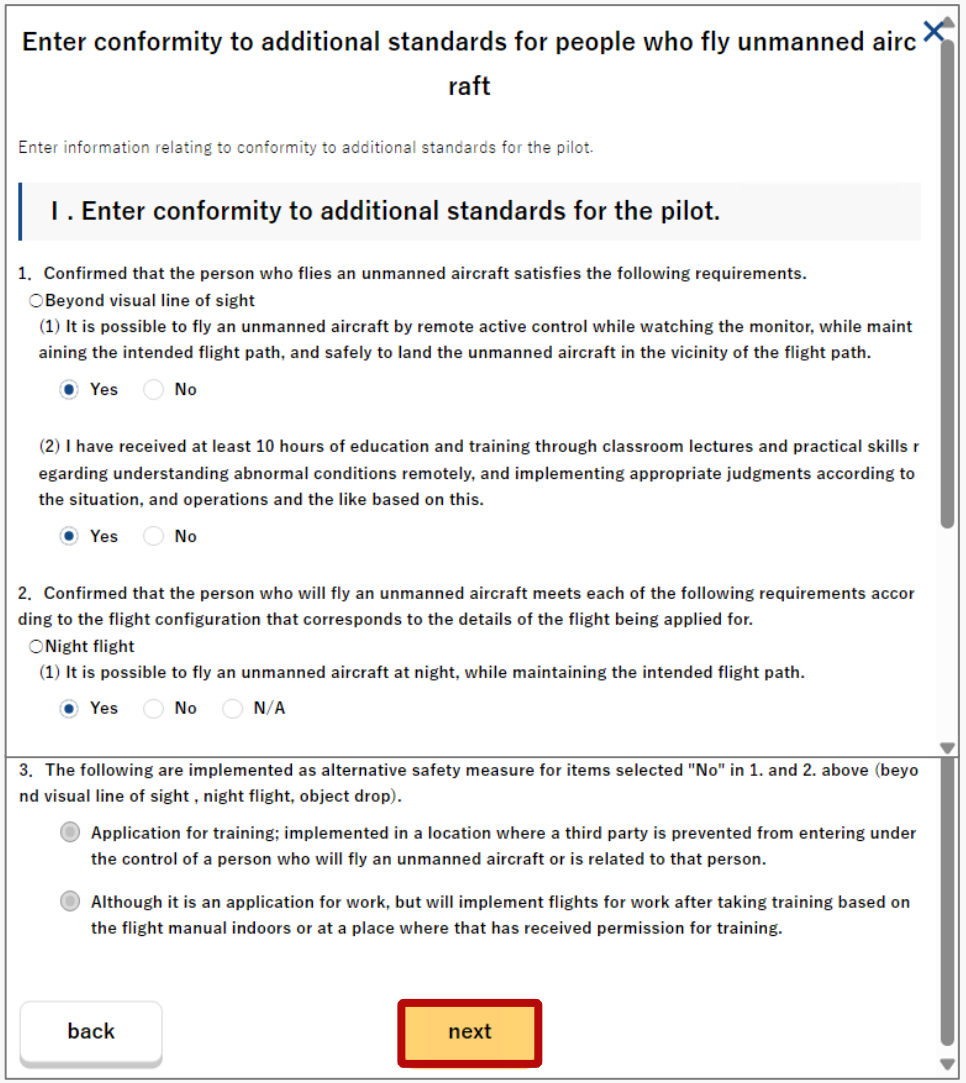
If you change the operator information from the menu screen "Registration and change of operator information" after adding the operator, the changes will not be automatically reflected in the application form.

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.

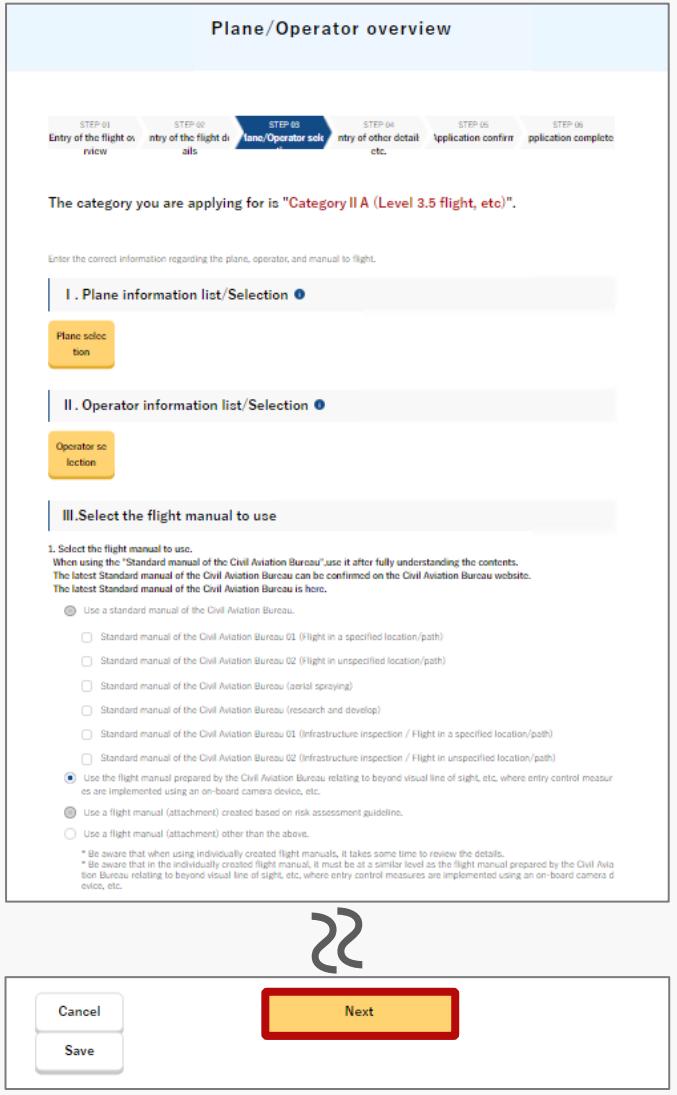
*The "First Class (Operator Skill Certification)", "Second Class (Operator Skill Certification)", and "Skill Certification (Private Skill Certification)" fields are displayed when the selected operator has obtained skill certification, etc.

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



Enter 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)



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

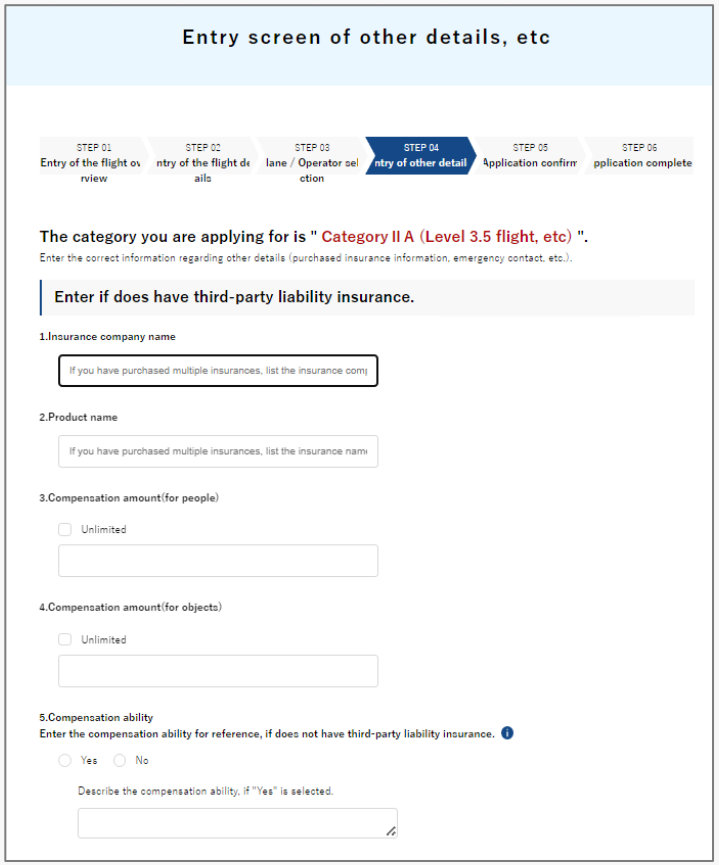
*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

*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)



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.

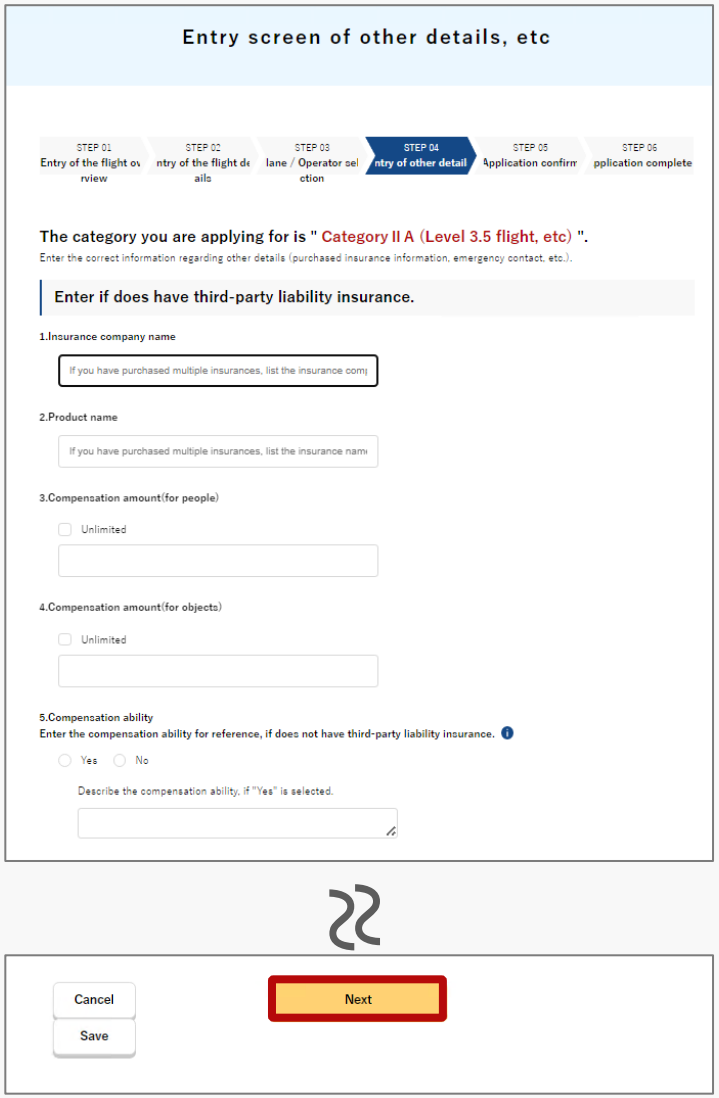
*It is mandatory to fill in the following fields. Fill in the other items as applicable and necessary.

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)



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.

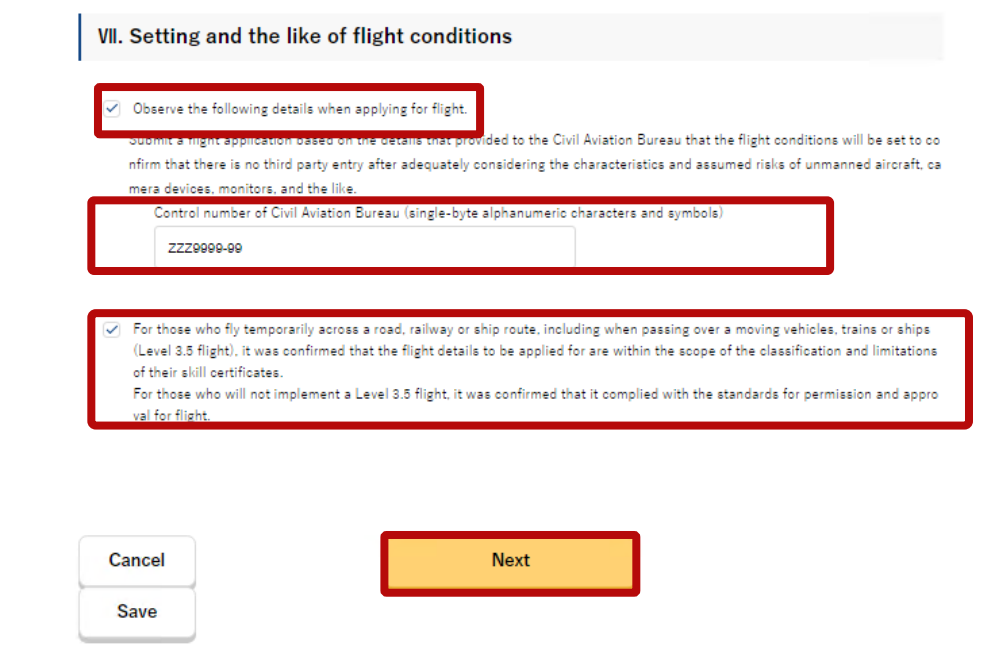
If you have multiple insurance policies, please enter the "Insurance Company Name", "Product Name", "Amount of Coverage (Personal)" and "Amount of Coverage (Property)" as shown below.

- "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: Enter other details, etc (3/3)

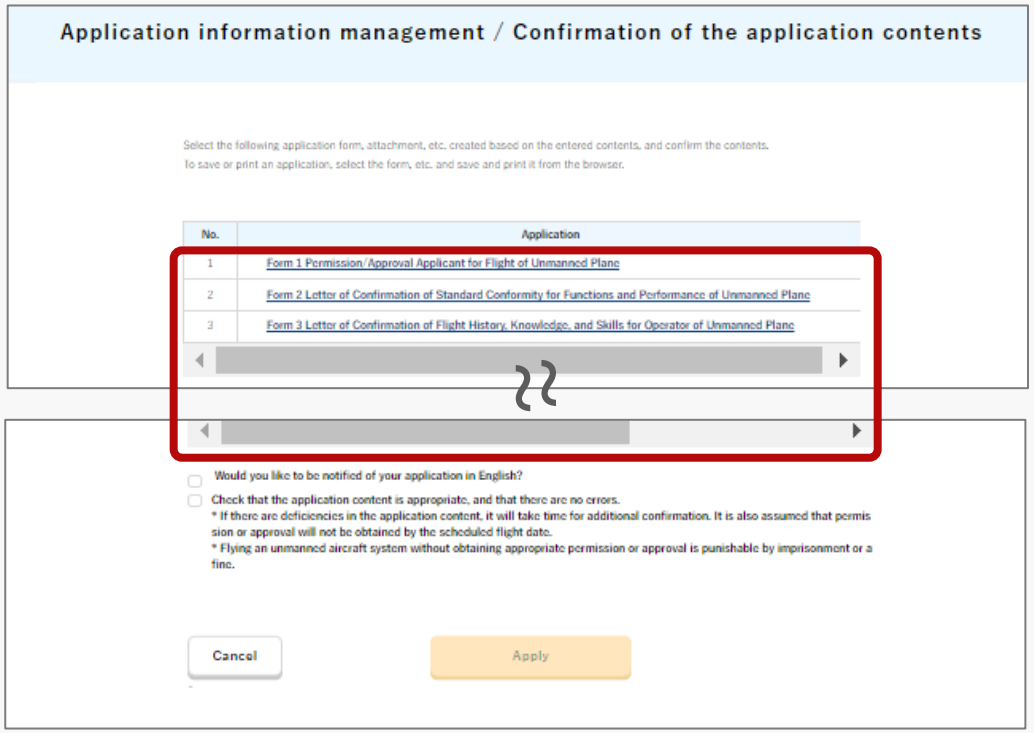


Enter the required information and press the 'Next' button. (Explanation of the relevant screen continues on to the next page.)

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



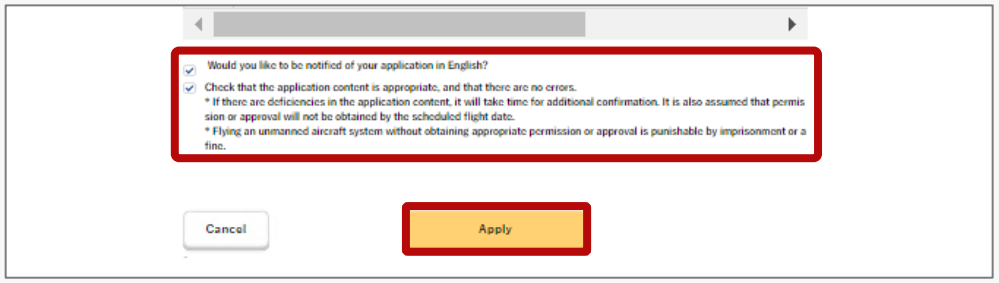
On the 'Application information management/Confirmation of the application contents' page, the application forms, attachments, etc. created based on the information you entered will be displayed, so click on them to confirm their contents.

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

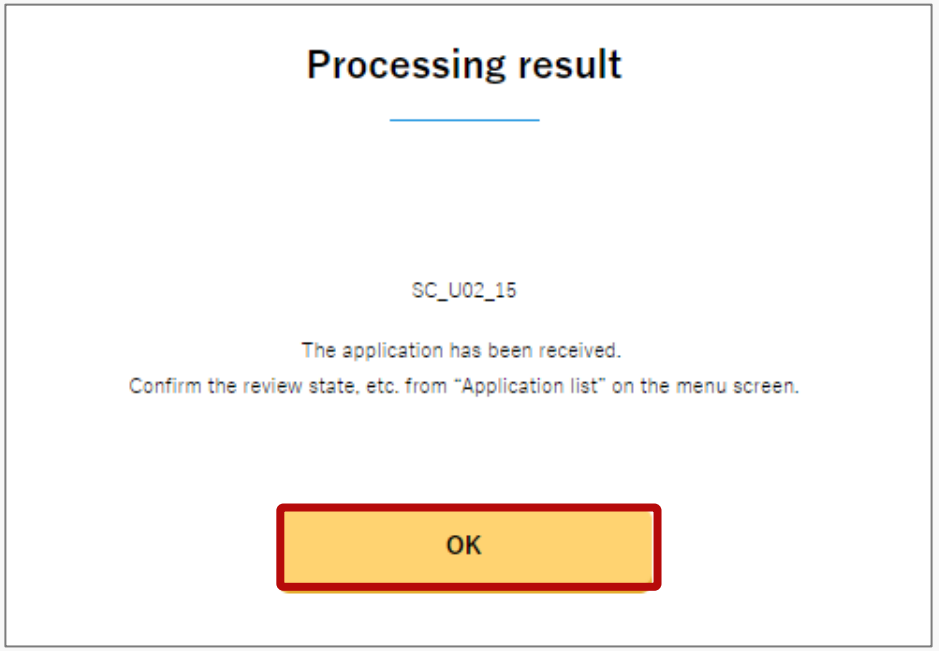
Points to note!

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



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.



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.

Operations Manual for applicant

＜Permission to fly ／ Flight Plan Report＞

12. How to prepare a map when preparing your flight path

MLIT Ministry of Land, Infrastructure, Transport and Tourism

Table of Contents

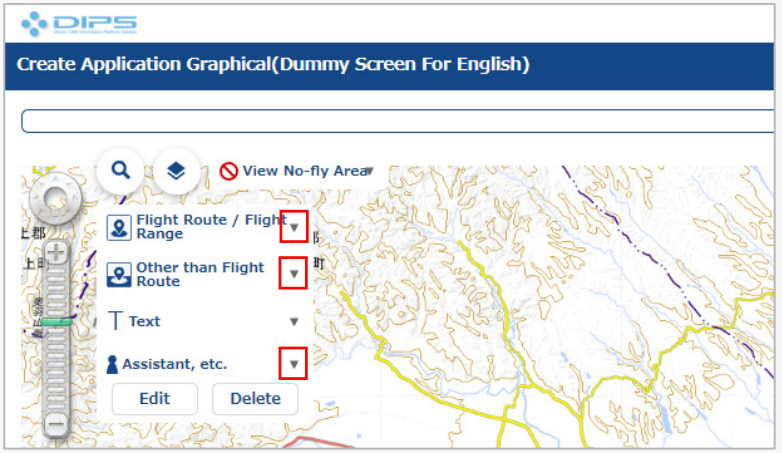
01.Introduction (for Individuals create map data) ・・・・・・・・・・ p.12-2
02.Screen transition from “Flight Permit Approval and Flight Plan Notification Screen” ・・・・・・・・・・ p.12-3
03.Search for a location to create map information ・・・・・・・・・・ p.12-4
04.Draw flight paths and flight ranges on a map (How to draw in polygonal form) ・・・・・・・・・・ p.12-5
05.Draw flight paths and flight ranges on a map (How to draw in a circle) ・・・・・・・・・・ p.12-6
06.Draw flight paths and flight ranges on a map (How to draw with buffer lines) ・・・・・・・・・・ p.12-7
07.How to draw assistants ・・・・・・・・・・ p.12-8
08.How to draw artificial objects such as spectator seats ・・・・・・・・・・ p.12-9
09.How to create text ・・・・・・・・・・ p.12-10
10.How to edit flight path/range (for polygons) ・・・・・・・・・・ p.12-11
11.How to edit flight path/range (for circles) ・・・・・・・・・・ p.12-13
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.

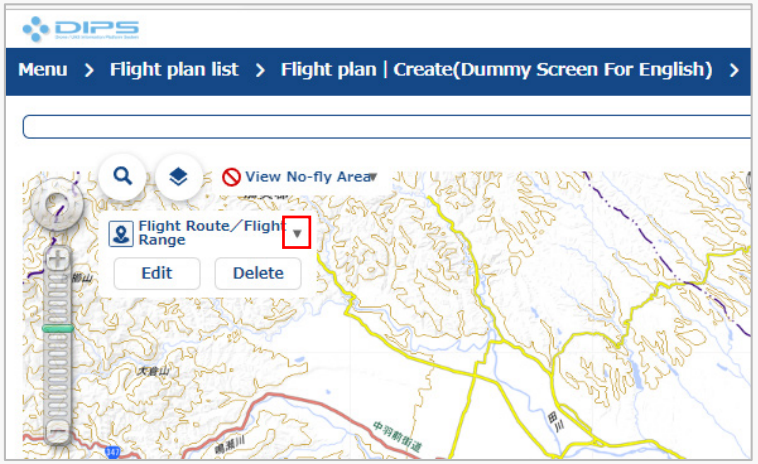
02.Screen transition from “Flight Permit Approval and Flight Plan Notification Screen”

For flight permission application



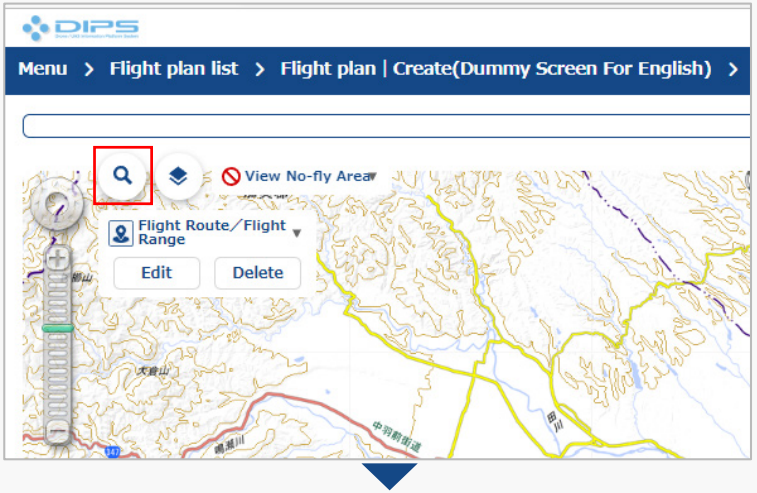
In the “Create Application Graphical "screen, click 「▼」 button of “Flight Route / Flight Range", "Other than Flight Route", "Assistant ,etc. "and create each map information(shape） .

For flight plan report

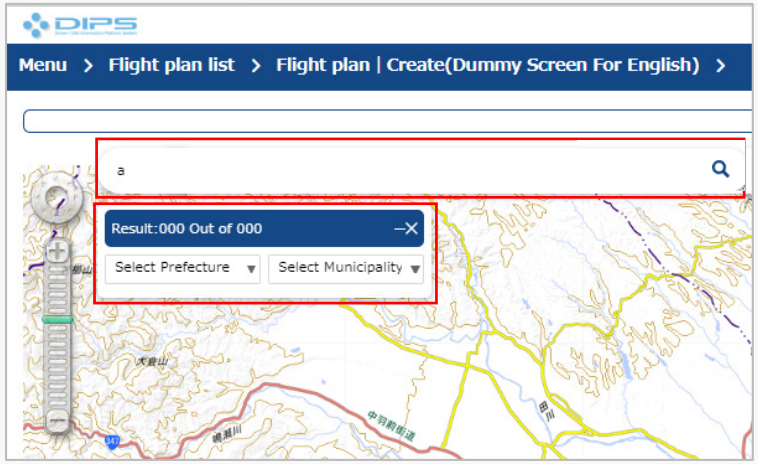


In the “Flight plan report” screen, click 「▼」 button of "Flight Route / Flight Range” and create each map information(shape） .

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.

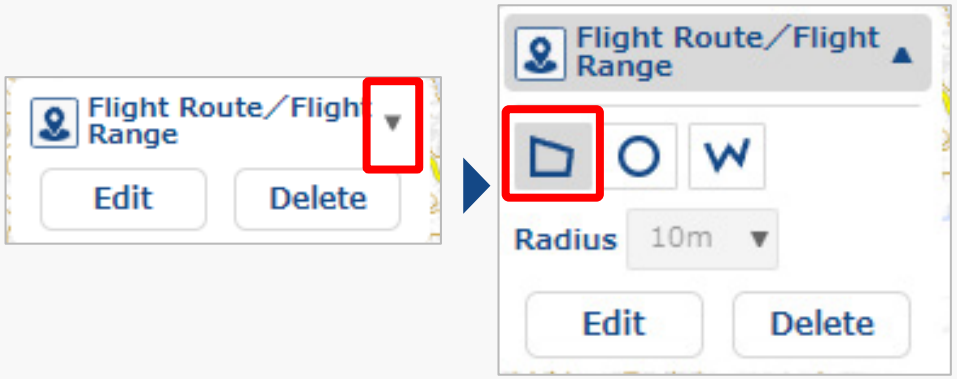
When you select a location, the center of the map moves to the selected position.

Point

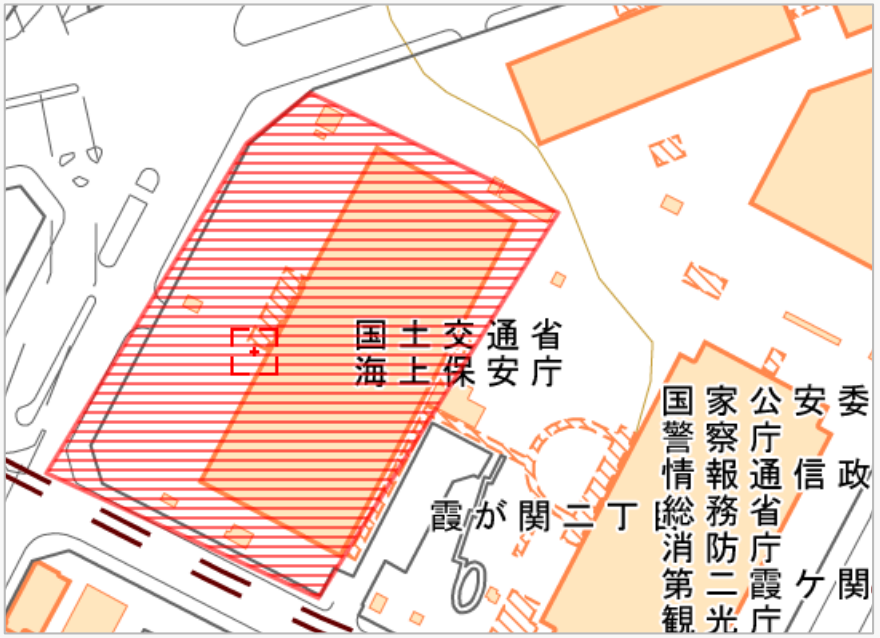
You can also move the map screen by dragging.

04.Draw flight paths and flight ranges on a map （How to draw in polygonal form）

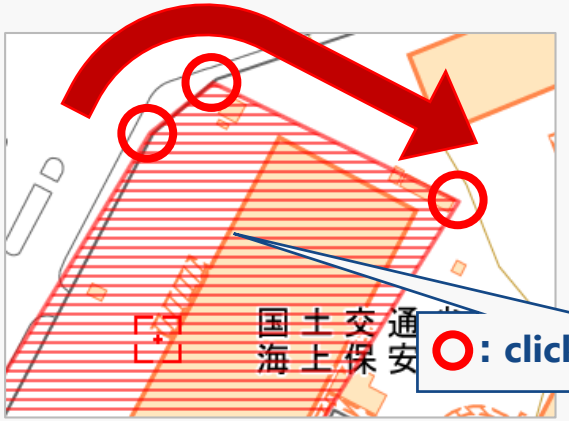
How to draw in polygonal form



Click「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on polygon icon.

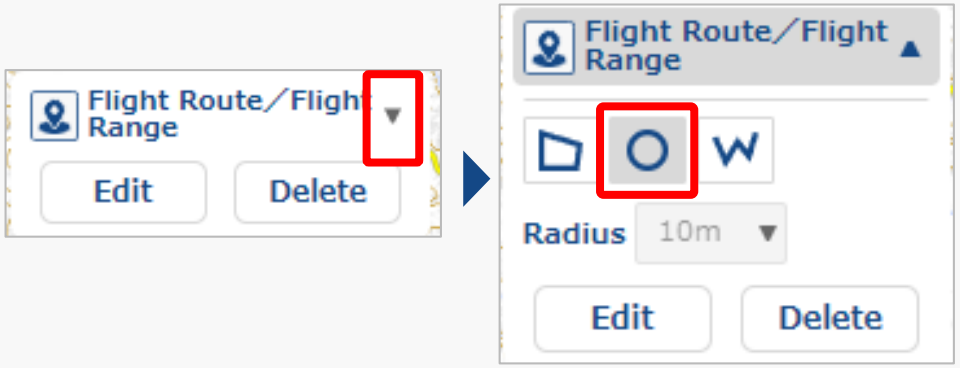


Click on polygon vertexes from the starting point on the map to draw the flight path/range.
Double-click at the end of the vertex to determine the flight path/range.

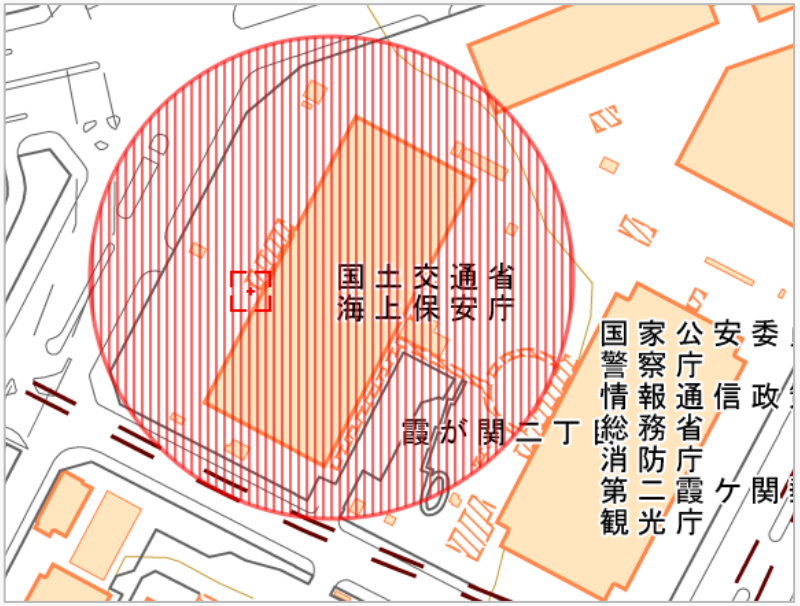


05.Draw flight paths and flight ranges on a map （How to draw in a circle ）

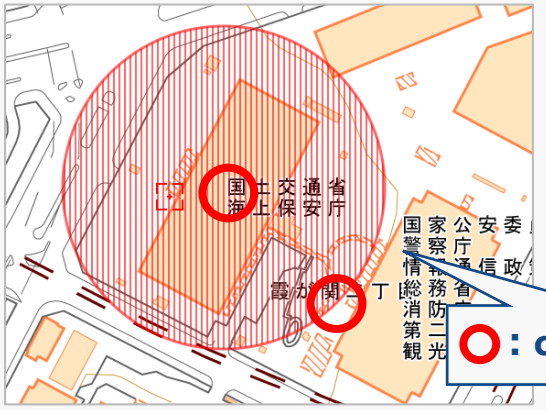
How to draw in a circle



Click「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on circle icon.

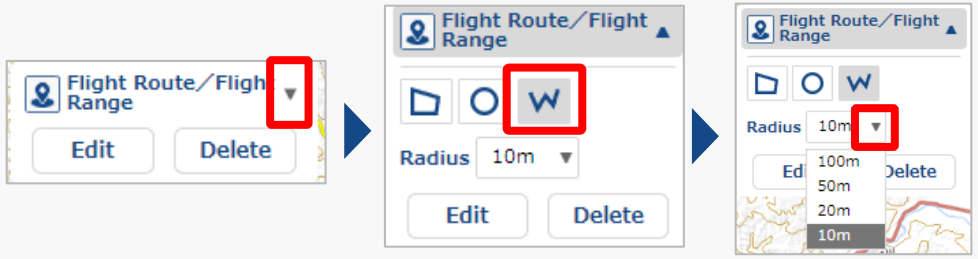


Click on the circle center on the map, drag to widen the area and draw the prohibited area. Click again at the radius you want to create to determine the flight path/range.



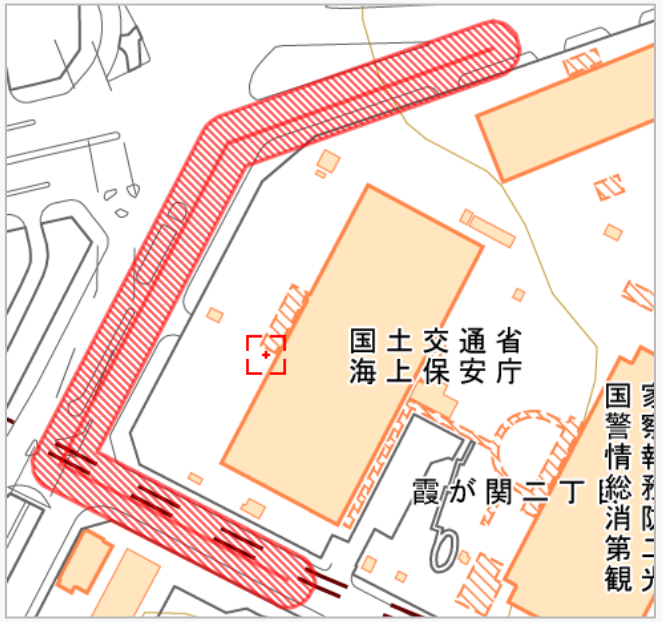
06.Draw flight paths and flight ranges on a map （How to draw with buffer lines）

How to draw with buffer lines

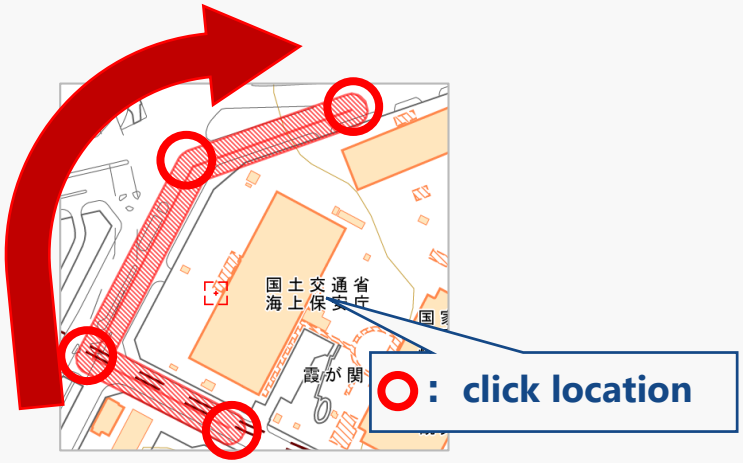


Click「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on buffer lines icon.

Click「▼」 button to the right of “radius” to open the window for the shape to be drawn. Select the radius you want to draw.



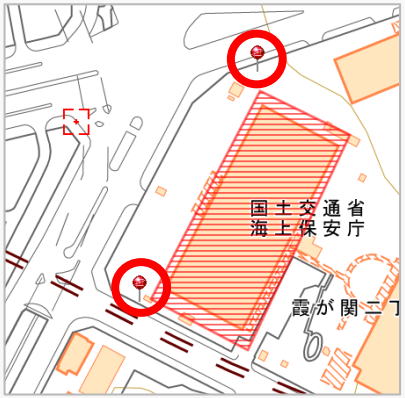
Click on points from the starting point on the map to draw the flight path/range. Double-click at the end point to determine the flight path/range.



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.



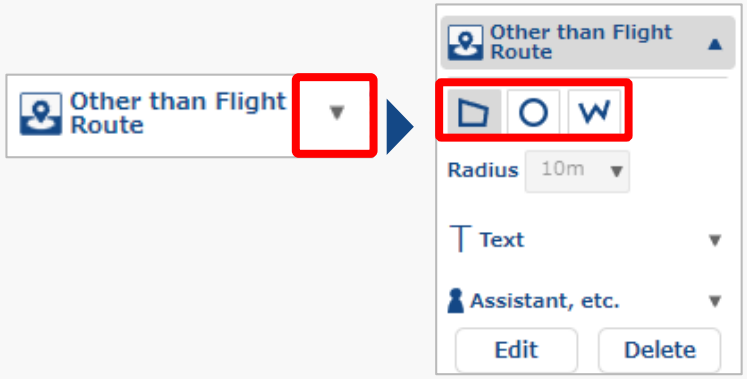
○ : click location

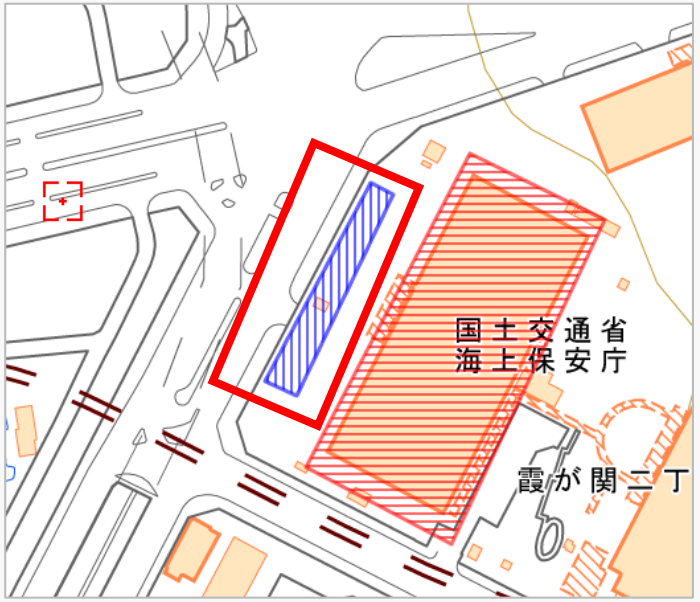
Caution!

- 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

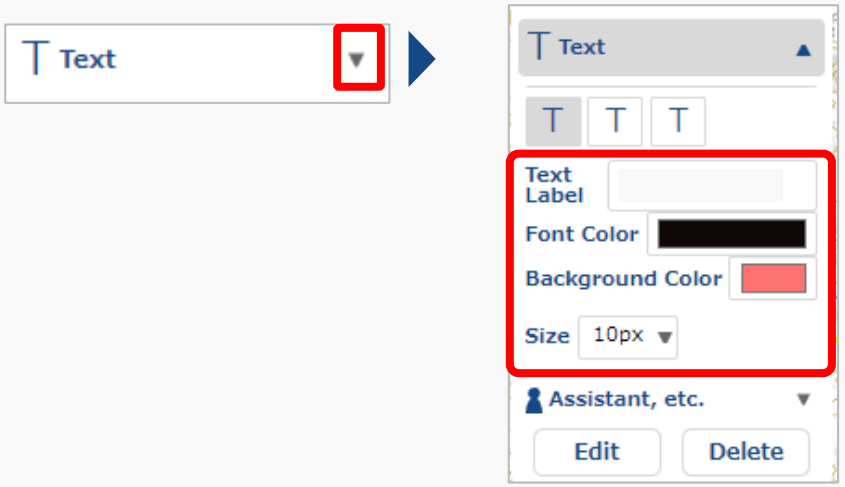
Artificial objects such as spectator seats are drawn within the blue shaded area.

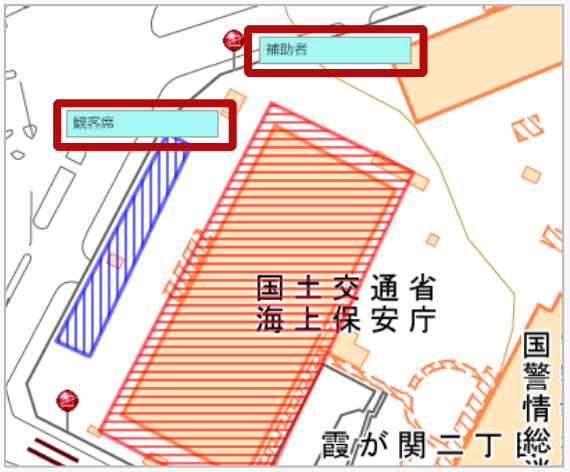
Caution!

- 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.

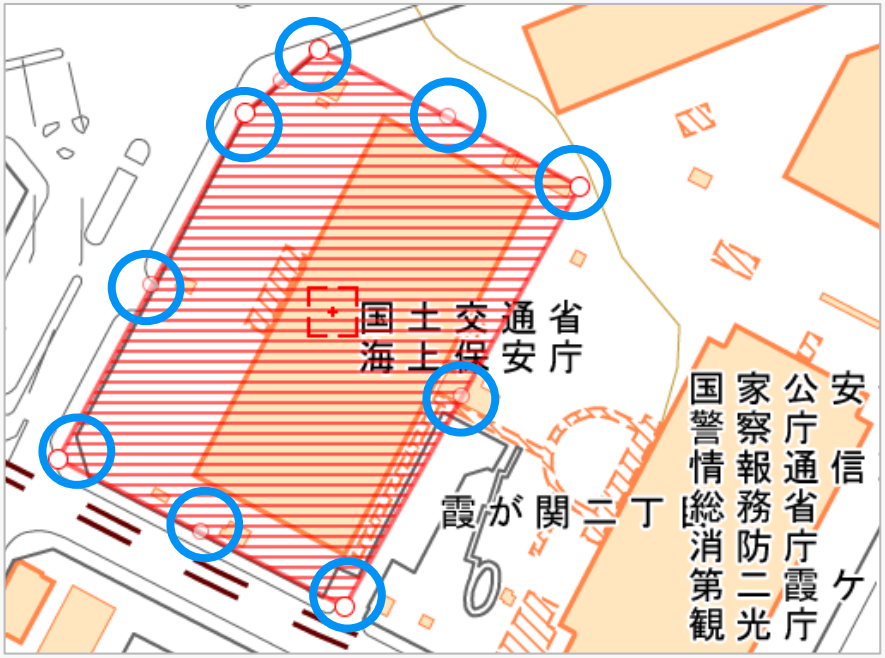
Change text color, background color, and size as needed.

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)

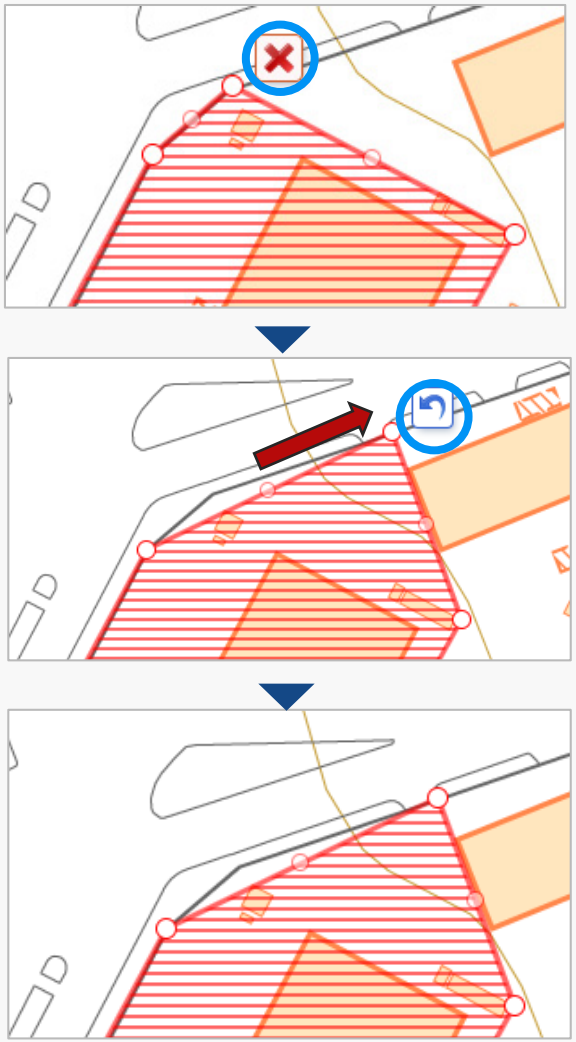
In the "Flight Route / Flight Range" screen, click "Edit“ button to change the status to that shown on the left, and the flight path/range can be edited.



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 「×」.

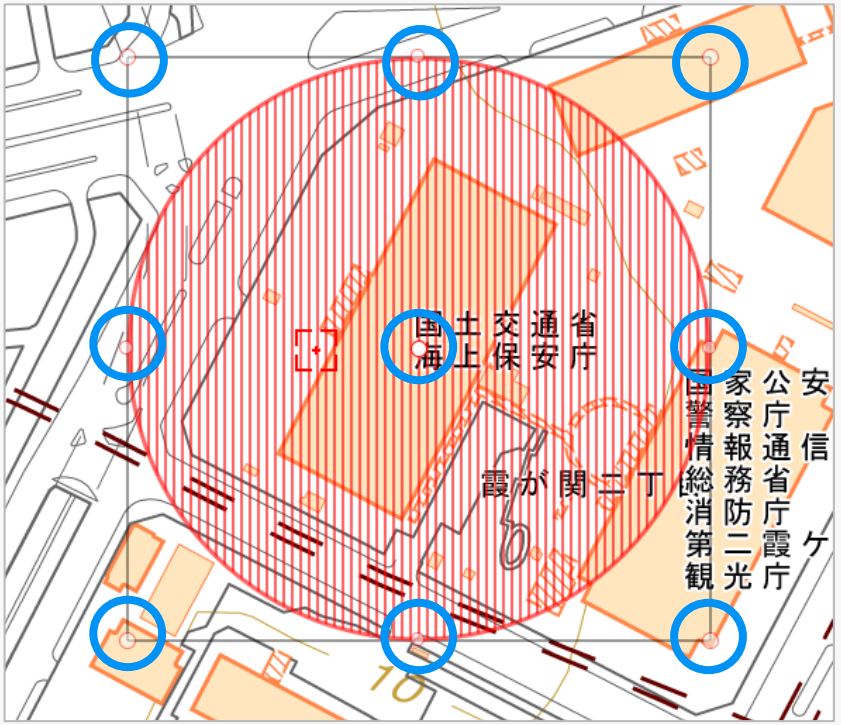
If you want to change the range without deleting, change the range while clicking the red circle. Once you have moved the red circle to the location you want to change, release the click. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state 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.

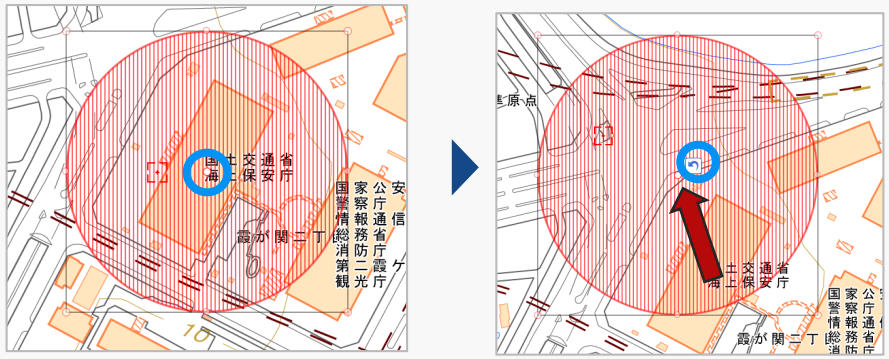


With editing enabled, click on the flight path/range (red shaded line) and a red circle will appear at each point.

11. How to edit flight path/range (for circles)（2/2）

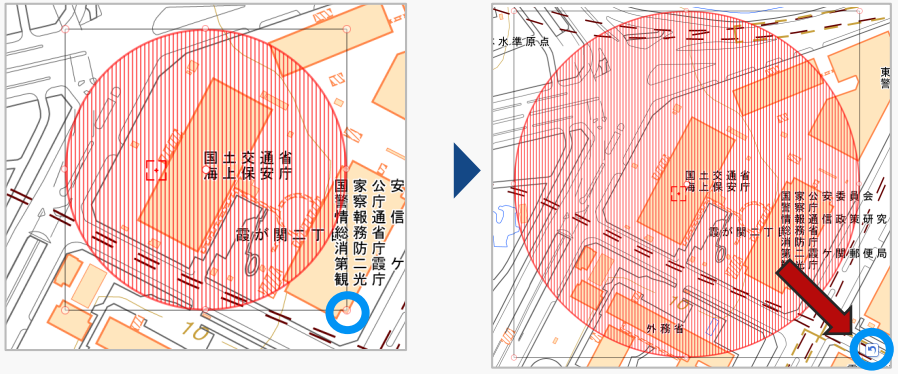
How to edit flight path/range (for circles)

To move it



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.

To be enlarged or reduced



While clicking on the red circle displayed outside the circle, slide it in the direction to be enlarged or reduced.

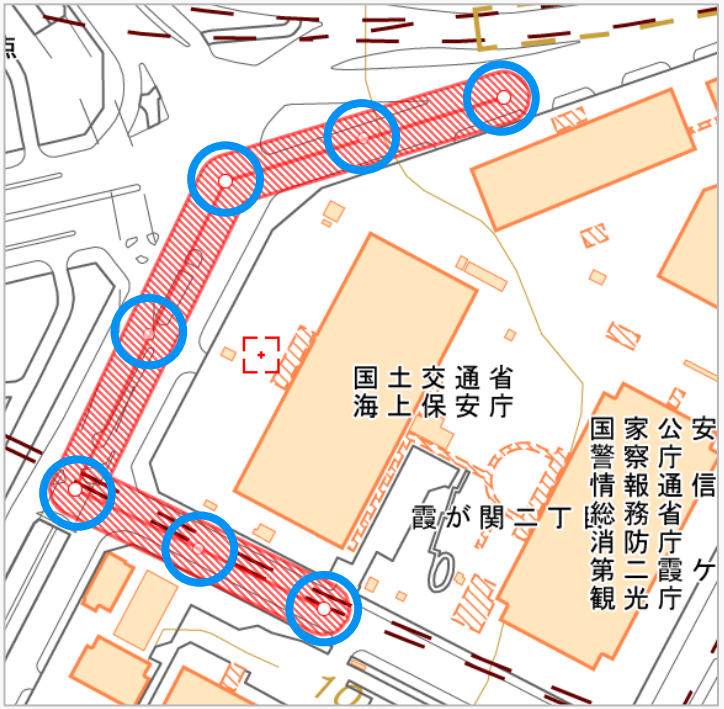
Release the click when you have slid it to the place you want to zoom in or out. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

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)

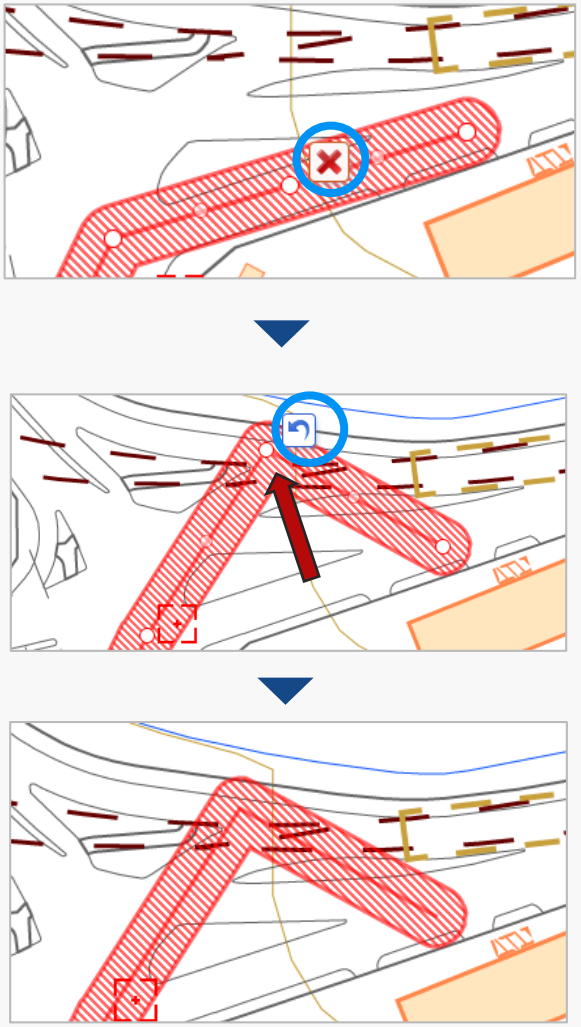
In the "Flight Route / Flight Range" screen, click "Edit" button to change the status to that shown on the left, and the flight path/range can be edited.



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)



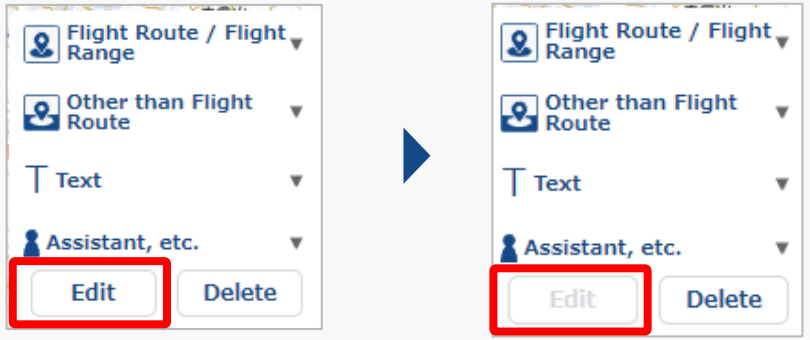
Click on the red circle you want to edit.
To delete the selected point, press 「×」.

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.

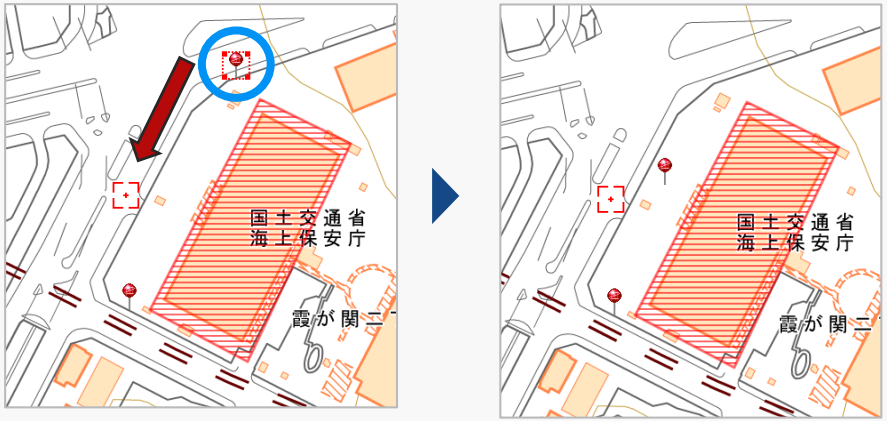
After all points have been deleted or changed, click on the map outside of the flight path/range or a red circle. The "arrow" , 「×」 icons and the red circle will disappear as shown on the left, and the edited flight path/range will be fixed.

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.



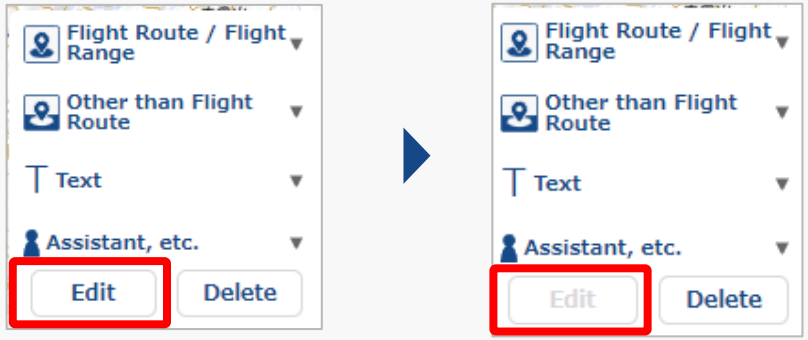
With editing enabled, click on the assistant and a red frame will appear around it. Click and drag to the location where you want to move it.

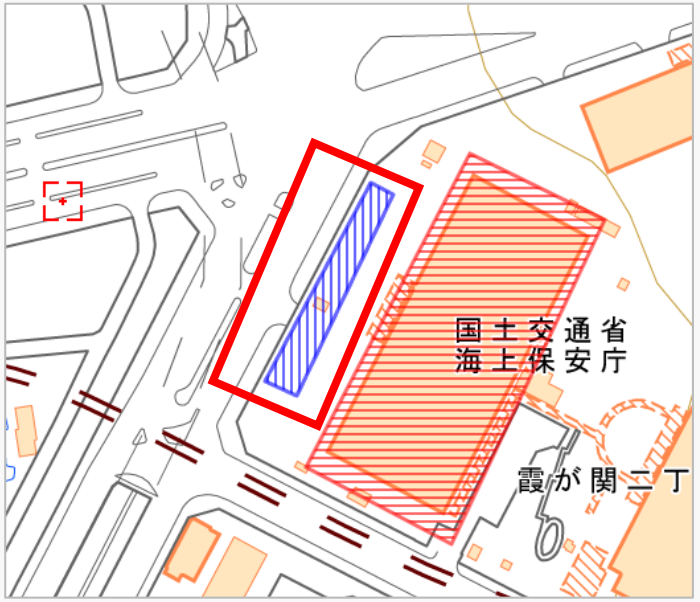
Caution!

- 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.

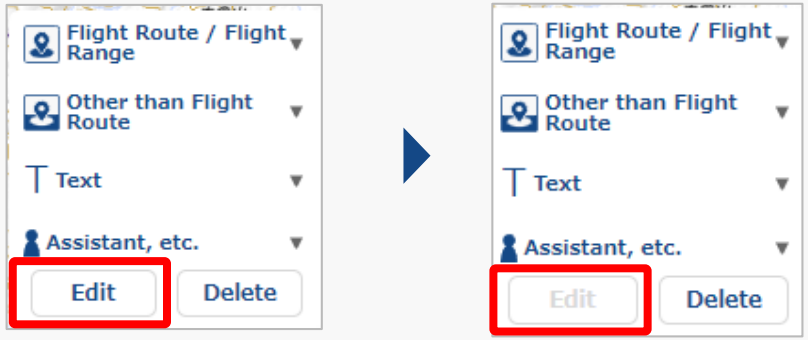
For information on how to draw each shape, see p.12-11～p.12-16.

Caution!

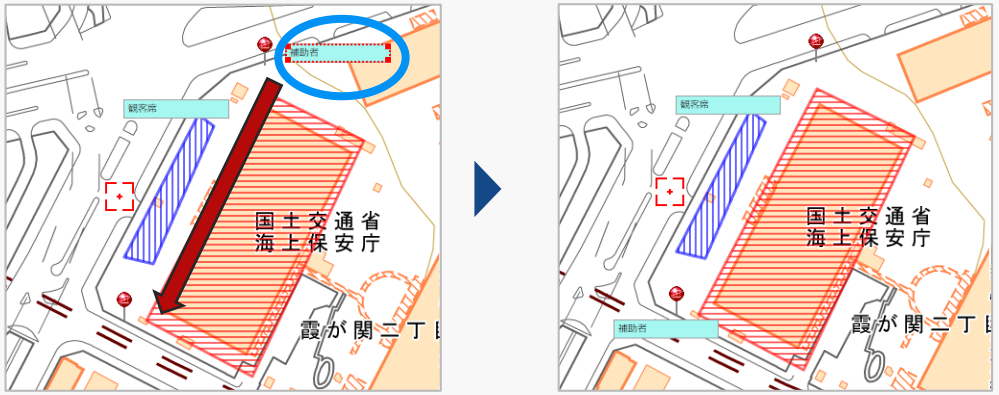
- When flying over an event venues, please draw artificial objects to show the location of spectators, etc., and make it clear that the route does not fly over third parties

15. How to edit text

To edit text



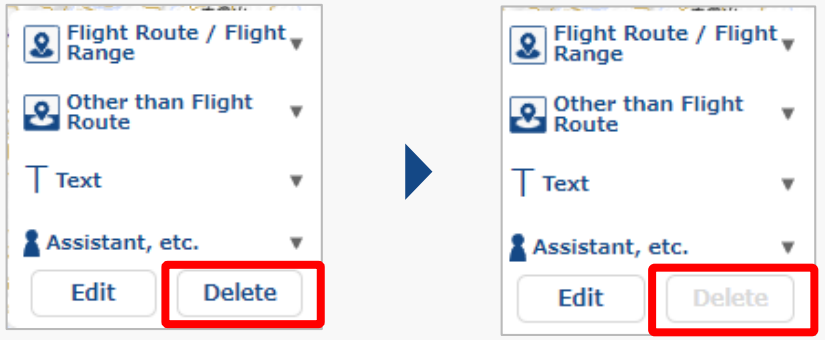
In the screen, click "Edit" button to change the status to that shown on the left, and text can be edited.



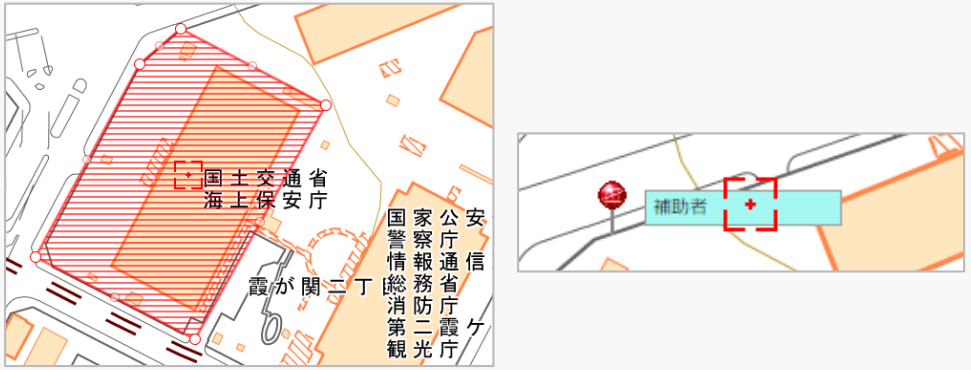
With editing enabled, click on the text and a red frame will appear around it. Click and drag to the location where you want to move it.

16. How to delete a shape or object

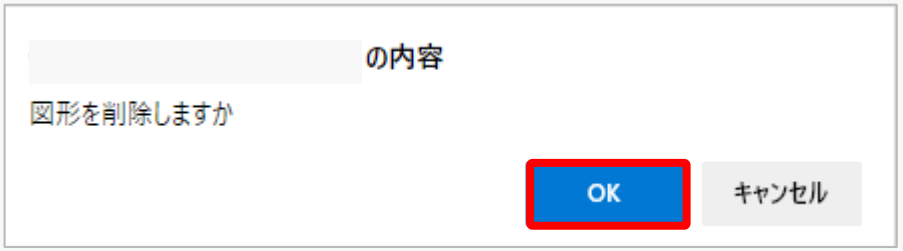
To delete a shape or object



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.