

When You Use the Drone/UAS Information Platform System for the First time

Overview of the Drone/UAS Information Platform System

To fly an unmanned aircraft such as a drone and radio-controlled aircraft in a flight-prohibited area, in the nighttime, beyond visual line of sight, or by any other such means, it is necessary to submit an application to the specified counter in advance for permission or approval of the Minister of Land, Infrastructure, Transport and Tourism.

In the Drone/UAS Information Platform System, you can create such applications on the browser (Note 1) and submit them online.

Note 1: Some materials to be submitted require the attachment of electronic files such as PDF files.

Merits of the online application

The following shows the merits of online submission of an application:

- In principle, you can submit an application 24 hours a day, every day;
- The application you filled is checked automatically so you can easily create an application even if it is the first time to make an application;
- You can easily create an application reusing an application permitted or approved in the past.

!Caution

Though you can make an application at any time, the sent application is reviewed by each institution in charge only during the business hours of the relevant institution from Monday to Friday (excluding public holidays and year-end and new-year holidays). Applications received after the end of the business hours are reviewed on or after the next working day of the institution.

Note that the service may be suspended for maintenance, etc. even during the available time.

Types of procedures of application, etc. available in the Drone/UAS Information Platform System

The types of procedures of application, etc. currently available in the Drone/UAS Information Platform System are as follows.

- Application for permission and approval for a flight of an unmanned aircraft
- Reporting of flight results of an unmanned aircrafts
- Provision of information of accidents, etc. caused by an unmanned aircraft

Operating environment

The following shows the environment necessary to use the Drone/UAS Information Platform System.

○PC

OS	Windows10
Browser	Internet Explorer 11.0
CPU	2.50Ghz or higher
Memory	2.00GB or more

○Smartphone/Tablet

- For Android

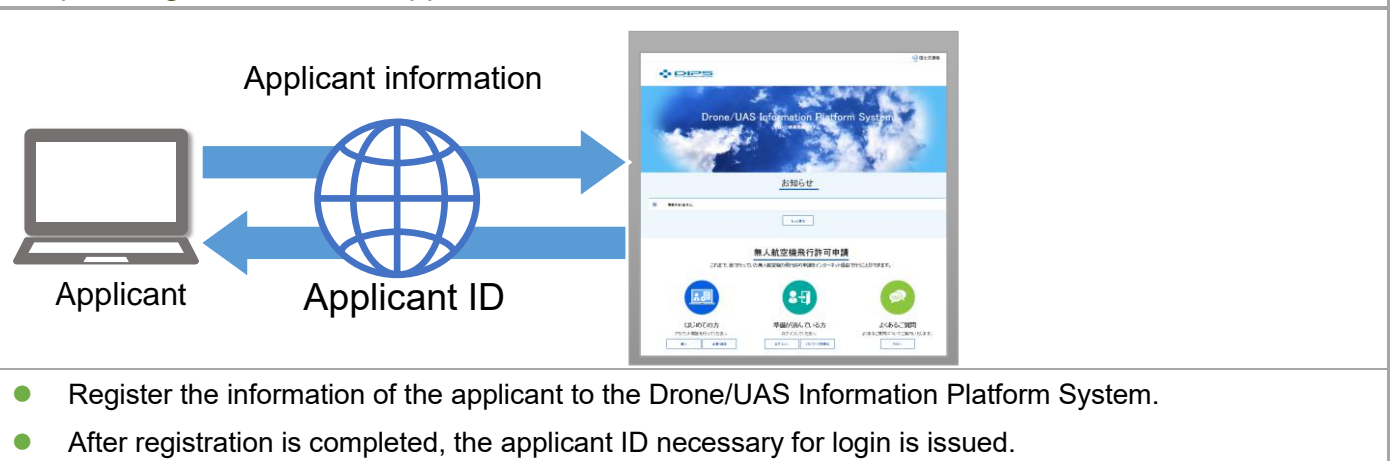
OS	Android 10.0
Browser	Google Chrome 88

- For iOS and iPadOS

OS	iOS 14.3 / iPadOS 14.3
Browser	Safari 14.0.2

The flow of an application for permission and approval for a flight of an unmanned aircraft

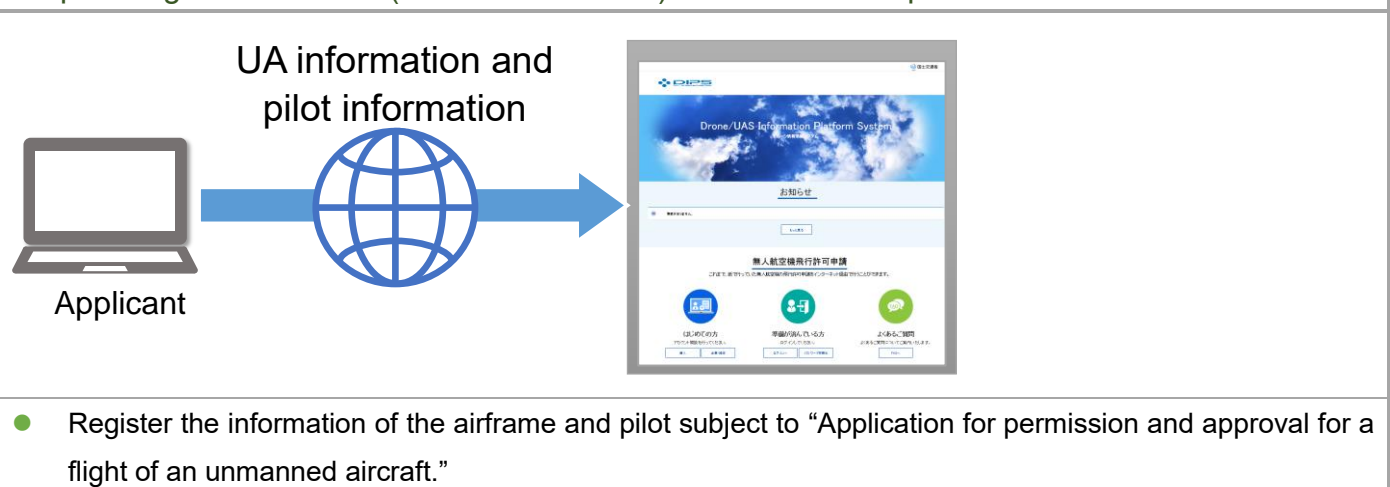
Step 1: Registration of the applicant information



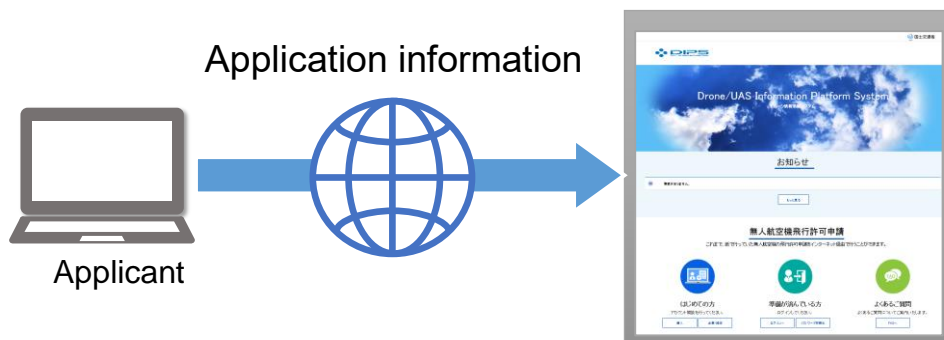
!Caution

Keep the applicant ID and password under tight control to prevent loss and leakage.

Step 2: Registration of UA (unmanned aircraft) information and pilot information



Step 3: Creation and submission of an application



- Enter the necessary information for “Application for permission and approval for a flight of an unmanned aircraft” such as the reason for the application and the details of the flight, confirm that there is no error in the contents of the application, and submit (send) the application.
- After the application is submitted, the contents of the application are reviewed by the Regional Civil Aviation Bureau, the airport office, etc. to which the application is submitted.
- If there is any defect in the contents of the application, an e-mail indicating that a correction instruction is registered will be sent. Confirm the contents of the correction instruction in the Drone/UAS Information Platform System, and correct and resubmit the submitted application.

!Caution

As with an application at the counter, you have to submit an application without any defect, etc. by 10 working days of the relevant institution prior to the planned flight date. Even in the case of an electronic application, confirmation of the contents at the submission destination, resubmission due to a correction instruction, etc. takes time, so submit an application well in advance prior to the planned flight date.

Step 4: Download an electronic permission slip or permission slip (copy)



- After the application is reviewed, a permission slip is created by the Regional Civil Aviation Bureau, the airport office, etc. to which the application is submitted.
- You can specify an electronic or paper-based permission slip when creating an application. When you specify a paper-based one, you can download a copy of the permission slip (PDF file) from the Drone/UAS Information Platform System.
- After receiving an e-mail indicating completion of the review and registration of an electronic permission slip or permission slip (copy), download the file from the Drone/UAS Information Platform System.

Step 5: Mailing of an envelope to return a permission slip

- If you specify the issuance of a paper-based permission slip, receive “an e-mail indicating completion of the review and registration of an electronic permission slip or permission slip (copy)” in Step 4 and then mail a stamped return envelope to the relevant Regional Civil Aviation Bureau, airport office, etc. to receive the permission slip (original). Then, the permission slip (original) will be returned.

*If you specify the issuance of an electronic permission slip, it is not necessary to mail an envelope.

About mailing of a return envelope

Attach stamps corresponding to the base fee to and write the destination on the return envelope. To request “registered mail” or “simplified registered mail” and/or “express mail,” write “registered mail,” etc. in red on the front face of the return envelope and attach stamps corresponding to the basic fee plus the registered mail fee. Also, write the application reception number on the return envelope.

Reception at the counter of the relevant institution

You can also receive a permission slip (original) at the counter. To receive it at a counter, notify the counter of the relevant institution of the date and time of visit.

Advance preparation

Preparation of an e-mail address

An e-mail address is necessary for the issuance of an applicant ID to log in to the Drone/UAS Information Platform System. Prepare an e-mail address with which you can receive e-mails from information@dips.mlit.go.jp.

Acquisition of a certificate for safe communication

Prepare a PC compatible with the operating environment, acquire a certificate for safe communication, and set it in the browser.

What is the certificate for safe communication?

It is required to confirm that the system the applicant is connecting to is the Drone/UAS Information Platform System and to encrypt communication with the Drone/UAS Information Platform System.

Get a certificate for safe communication from the following link and set and confirm it according to the procedure. If you have already installed it, skip this procedure.

<https://www.secomtrust.net/service/ninsyo/sr20evroot/rootsupdexe/>

Preparation of attachments

Most of the documents necessary for an application for permission and approval for a flight of an unmanned aircraft can be created in the Drone/UAS Information Platform System, but separately prepare in advance electronic files of the following documents to be attached.

No	Material name	Attachable file format	Remarks
1	Design drawings or photos of the airframe and control device	jpeg,jpg,png,gif	· Not necessary for flights of unmanned aircraft without modification listed on the website (Note 2).
2	Materials, photos, etc. which prove the conformity to the additional standards for unmanned aircrafts	xls,xlsx,doc,docx, pdf,jpeg,jpg,png,gif	· Materials, photos, etc. are required for each additional standard depending on the purpose of the flight subject to the application and the airframe to be flown.

			For details, see the operating manual.
3	Flight manual	xls,xlsx,doc,docx, pdf,jpeg,jpg,png,gif	· This is not required when you use a standard manual of the Japan Civil Aviation Bureau, a private organization, etc.
4	Skill certificate	xls,xlsx,doc,docx, pdf,jpeg,jpg,png,gif	· This has to be submitted if you have any skill certificate from a certification organization.
5	The instruction manual of the unmanned aircraft	xls,xlsx,doc,docx, pdf,jpeg,jpg,png,gif	· Not necessary for flights of unmanned aircraft without modification listed on the website (Note 2).
6	Other attachments	xls,xlsx,doc,docx, pdf,jpeg,jpg,png,gif	· You can also attach other files as needed.

Note 2: Airframes that the national government confirmed with actual machines to conform to the requirements specified by it to realize stable flights and minimize the harms to people, etc. in an emergency (excluding flights above a third party) as a result of examinations under certain conditions. For the complete list of such airframes, see the website of the Ministry of Land, Infrastructure, Transport, and Tourism. If the airframe you will fly is such an airframe, you can omit some of the materials.

Contact

For the operation method of the Drone/UAS Information Platform System and questions about the flight rules of unmanned airframes, contact the unmanned airframe help desk of the following website.

https://www.mlit.go.jp/koku/koku_tk10_000003.html