
Request for procedures except
for registration to an agent

Request for procedures except for registration to an agent

Start the request for procedures other than registration to an agent



Open the list of owned UAs

Open the menu of other procedures, and press the "Request for another procedure than registration to an agent" button.



Select the UA

Select the UA for which you will request an agent to perform the procedure among the owned UAs.



Issue a password for the request of the procedure

The password necessary for the agent to get authorities to perform the procedure is issued.



Confirm the password for agent setting

Open the e-mail and confirm that the destination is correct.



The request for procedures other than registration to an agent is completed

Notify the agent of the notified password and the necessary information.

Requesting an agent to perform a procedure for other than registration of a UA.

Only the owner can perform this procedure.

When the procedure is completed, a password is notified to an applicant.

A procedure by an agent requires the above-mentioned password as well as an ID, a power of attorney, information on the owner of the UA, information on the UA, information on the user of the UA, etc. depending on the procedure contents.

Notify this information when requesting an agent to make an application.

Items necessary for the request for procedures except for registration to an agent

The items necessary for the procedure depend on whether the applicant is an individual or a corporation, the procedure contents, and the identity confirmation method.

Confirm them and proceed to the procedure.

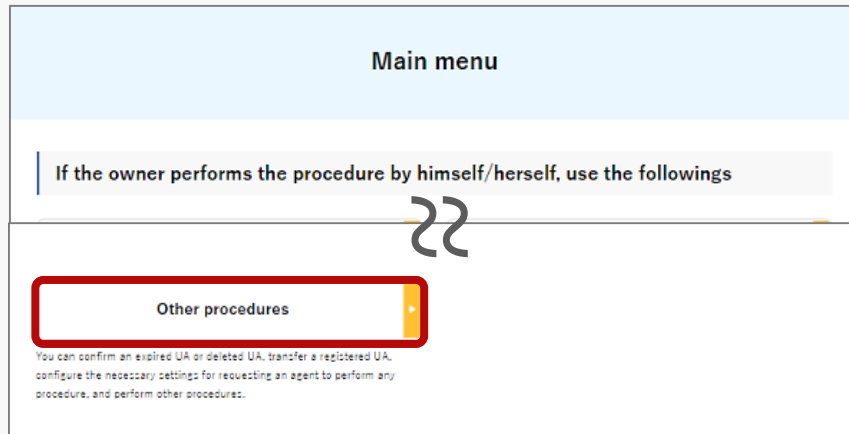
	Individual	Corporation
Necessary items	<ul style="list-style-type: none">DIPS2.0 account	

Notes on the request for procedures except for registration to an agent

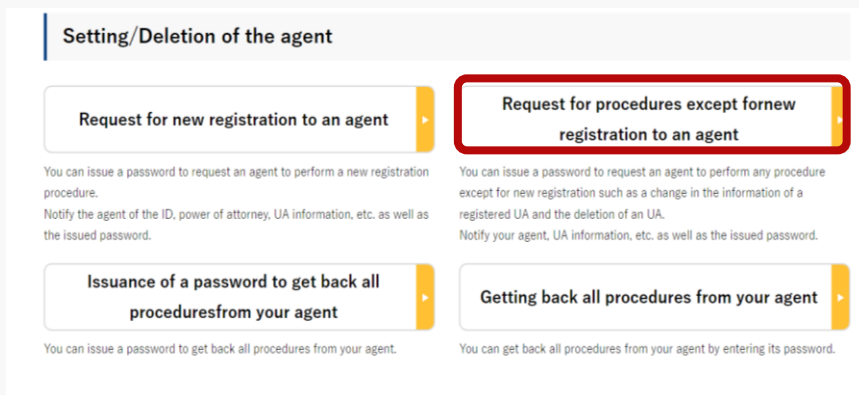
- A request for a procedure to an agent requires a power of attorney. Create one and give it to the agent.
- To request an agent to perform a procedure which requires identity verification, the only available identity verification method is mailing an ID. For details, see the [manual of identity verification methods](#).
- When an agent performs a procedure, be prepared to be able to contact the agent immediately. At the end of the procedure, an e-mail for owner confirmation is sent to the e-mail address of the owner and the owner has to confirm the arrival of the e-mail.
- While requesting an agent to perform the procedure, the information of the UA applicable to the request cannot be viewed.
- If you request an agent to perform the procedure, all authorities for the procedures of the UA will be transferred to the agent. Therefore, make a request to a reliable person.
- A request to an agent is not canceled unless it is canceled by the owner of the UA.

Request for procedures except for registration to an agent

[Open the list of owned UAs]



On the main menu, press the “Other procedures” button in the heading of “If the owner performs the procedure by himself/herself, use the followings.”



The menu of other procedures opens. Press the “Request for procedures except for registration to an agent” button in the heading of “Setting/Deletion of the agent.”

A list of the owned UAs registered is displayed. Registration ID, UA manufacturer name and UA model allows you to perform a partial match search.

Request for procedures except for registration to an agent

[Select the UA]

Issuance of a password to request for any procedures except for new registration to an agent

Select the UA subject which your agent will handle and press the "Next" button.

You can NOT request your agent for new registration.

Go back and enter "Request for new registration to an agent."

Registration ID ⓘ

UA manufacturer name ⓘ

UA model ⓘ

Search

	Registration ID	UA manufacturer name	UA model	Name of the user	Application permission	End date of the effective period	
<input checked="" type="radio"/>	AAA00001	(EN)DJI	(EN)PHANTOM 1	サンプル	-	2023/01/01	Details
<input type="radio"/>	AAA00002	AAAcse1	A01	サンプル	-	2023/01/01	Details

1

Back

Next

Select the UA for which you will request an agent to perform the procedure among the owned UAs registered.

To confirm the detailed information of the owned UA, press the "Details" button to open the details page.

After selecting the UA, press the "Next" button.

The confirmation page opens.

Request for procedures except for registration to an agent

[Issue a password for the request of the procedure]

Confirmation of the UA which your agent will handle

STEP 01 Confirmation STEP 02 Finalization

After your confirmation of the UA which your agent will handle, press the "Issue a password" button.

Registration ID	UA manufacturer name	UA model	Name of the user	Application permission holder	End date of the effective period
AAA00001	(EN/DJI)	(EN/PHANTOM 1	サンプル	○	2023/1/1

Back Issue a password

Confirm the UA for which you will request an agent to perform a procedure. If there is no error, press the "Issue a password" button.

Completion of the procedure

STEP 01 Confirmation STEP 02 Finalization

The password notification e-mail was just sent.

Be sure to notify your login ID, your name and the password in the notification e-mail to your agent.

Confirmation of the application status
You can confirm the application status with "Confirmation of the application status" on the main menu screen. Please use it if necessary.

To the menu screen

The page of procedure completion opens and then the password for the agent to get the authorities to perform the procedure is issued to the e-mail address of the owner.

Notify the agent of the password as well as an ID, a power of attorney, information on the owner of the UA, information on the UA, information on the user of the UA, etc. depending on the procedure contents.

Request for procedures except for registration to an agent

[Confirm the password for agent setting]

【ドローン登録システム】各種手続き確認のお知らせ [DIPS-REG] Announcement of confirmation of the procedures

Dear DIPS-REG user,

Thank you for using the Drone/UAS Information Platform System - Registration(DIPS-REG).

The password for agent setting was issued.
Please notify the agent of the following password for agent setting, your login ID, and your name of the DIPS-REG.
*Carefully handle it because it is a password to set an agent.

The agent can start a procedure to change the owner or other procedures by entering the password for agent setting, your login ID, and your name of the DIPS-REG in the DIPS-REG.

The agent setting procedure shall be completed within three months from today.
After three months, the password for agent setting is disabled and you cannot make an application.

To cancel an agent setting procedure, access the following URL.

■Application reception number

■Password for agent setting

■Top page
[https://www.dips-reg.mlit.go.jp/*****](https://www.dips-reg.mlit.go.jp/)

■Frequently asked questions/Contact
[https://www.dips-reg.mlit.go.jp/*****](https://www.dips-reg.mlit.go.jp/)

Department in charge of the UA registration system, Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism

Open the e-mail and confirm that the destination is correct. If there is no problem, notify the agent of the notified password and the necessary information including the ID, the power of attorney, and owner/UA/user information.

