Changes to Applications (Notifications)

Table of Contents

01. Flow of Changes to Applications (Notifications)

The following shows the flow when making changes to application (notification) using this system.

Start the procedures for the new application (notification).

Confirm each master control information.

For changes to the aircraft, pilot, passenger (for Article 81 in the Civil Aeronautics Act), and take-off and landing area information (for Article 79 in the Civil Aeronautics Act), always change the registration from the master control information before starting the procedure. (It is not possible to add or revise this information on the information entry screen for each application (notification).)

* If you have deleted the information of take-off and landing area selected in the application in the past, you cannot apply for change.

* If you deleted the aircraft information and pilot information selected in the previous application, please select additional check boxes in the dialog box.

Select Changes to Application (Notification)

Select the "Changes to Application (Change Notification)" button in the Main Menu.

Select the Application (Notification) to Implement Change Procedures

Select the application (notification) to implement changes to the application (changes to application) from the application information list and select the item to change.

Revise the Application (Notification) Information

Revise the application information on the entry screen for each application (notification) information.

Confirm the Application (Notification) Information

Confirm the information that you entered, and submit the application and the like.

Changes to Applications (Notifications) are complete

The application date/notification date is the date when the "OK" button is pressed in the application submission confirmation dialog.

02. Changes to Applications [Select Change Application (Notification)]

* For changes to the aircraft information, pilot information, passenger information (for Article 81 in the Civil Aeronautics Act), and take-off and landing area information (for Article 79 in the Civil Aeronautics Act), always change the registration from the master control information before starting the procedure.

(1) In the [Main Menu] screen, press the [変更申請（変更届出）] in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

Select the application (notification) to implement change procedures from the [Application Information List].

The application (notification) that can be "Change Application (Change Notification)" is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(1) When searching application information,
input the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like, and press the ⬛検索⬛.The corresponding application information will be displayed.

(2) To confirm the details of the application (notification) to implement change procedures, press the ⬛詳細⬛ .

(3) Press the ⬛変更申請 変更届出⬛ for the application (notification) to implement change procedures from the [Application Information List].

A dialog box for selecting items to change is displayed.

A dialog box for selecting items to change is displayed.

元の許可申請（届出）の内容から変更する事項を選択してください。

※申請・届出行為を行う場所の追加、変更を行う場合には、メインメニューの「新規申請（新規届出）」
などから別途申請してください。

☑ 国籍/登録記号（型式の追加、変更を除く）、操縦士、同乗者の追加、変更

☐ 上記以外の変更

次へ

Select the items to change.
With reference to the following table, select the 次へ after selecting the items to be changed (multiple selections are possible).

▼

The screen for selecting the application procedure is opened.

* Changes to the flight period (end date) in the change application (notification) are not possible.
* Changes to applications (notifications) when applying and notifying at different locations are not possible.
* If the attached file size of the selected application (notification) is large, it may take some time for the next screen to be displayed. Please wait for it to be displayed.

Name of Items to Change	Item That Can Be Changed By Selecting
Add and/or change the nationality/registration symbol (excluding model additions, and changes), the pilot and passengers	Pilot information, aircraft information, and passenger information (when selecting Article 81 of the Civil Aeronautics Act) * When adding different types of aircraft, either select "Changes Other Than the Above" or make a new application. * In the case of Article 81 in the Civil Aeronautics Act only, if only the items on the left are selected, implement the procedure to change notification. * If the take-off and landing area information selected in the original application is deleted and the number of locations becomes 0, please submit a new application (new notification).
Changes Other Than the Above	Items other than the above, excluding items related to the addition or changes of the place where the act is conducted. * Excluding only in the case of a notification in Article 89 in the Civil Aeronautics Act, implement the procedure to change the application. * If you have deleted the take-off and landing area information, pilot information, and aircraft information selected in the original application and received 0 results, please select "Add and/or change the nationality/registration symbol (excluding model additions, and changes), the pilot and passengers" or submit a new application (new notification).

A dialog box for selecting items to change is displayed. (Continued)

変更申請（届出）を行おうとする元申請から、航空機情報（型式）が変更されています。
航空機情報の変更内容を維持して手続きを継続する場合は「上記以外の変更」をチェックのうえ、「次へ」ボタンを押下してください。

手続きを中止する場合は「キャンセル」ボタンを押下してください。

※一度チェックした項目について、後からチェックを解除することはできません。

☑ 国籍/登録記号（型式の追加、変更を除く）、操縦者、同乗者の追加、変更

☐ 上記以外の変更

[次へ]   [キャンセル]

If the master control information of the selected original application and master control information when implementing change application (notification) are different, an error dialog is displayed.
  * The content displayed in the error dialog varies according to the combination selected in "Application Type" and matters to be changed.

  In the conceptual view of the screen on the left, is an example of the screen display when selected as shown below.
    ■ When the aircraft information master (models not included in the original application) has been changed from the original application

(4) To continue with the procedure for a change application (notification), refer to the table on the left. For the "Error Dialog Display" item in the table, select the "Matters to be Changed" that can be applied for as necessary and press the "Next" button.
(For the example on the left, it is necessary to select "Changes Other Than the Above.")

Items to Change / Application type	Changes to Applications	
	Addition or change of nationality/registration mark (except addition or change of model), pilot, or passenger	Changes Other Than the Above
Takeoff and Landing Area Information Master (Name, Address, Type)	Error Dialog Display (Application Not Approved)	Error Dialog Display (Application Not Approved)
Takeoff and Landing Area Information Master (Time zone for take-off and landing, lighting facilities)	Error Dialog Display	Application Approved
Pilot Information Master	Application Approved	Error Dialog Display
Aircraft Information Master (Models not included in the original application)	Error Dialog Display	Application Approved
Passenger Information Master	Application Approved	Error Dialog Display

(4)

* When an error dialog is displayed, you cannot proceed with the procedure for change application (notification).

* Master control information cannot be changed during the application process.
If you want to change the master control information during the application, temporarily save it then change the master information. When editing a temporarily saved application, the latest master information is applied.

A dialog box for selecting items to change is displayed. (Continued)

変更申請（届出）を行おうとする元申請から、操縦者情報が変更されています。
操縦者情報の変更内容を維持して手続きを継続する場合は「国籍/登録記号（型式の追加、変更を除く）、操縦者、同乗者の追加、変更」をチェックのうえ、「次へ」ボタンを押下してください。

手続きを中止する場合は「キャンセル」ボタンを押下してください。

※一度チェックした項目について、後からチェックを解除することはできません。

☐ 国籍/登録記号（型式の追加、変更を除く）、操縦者、同乗者の追加、変更

☑ 上記以外の変更

次へ　　　キャンセル

	Items to Change	Changes to Applications	
Application type		Addition or change of nationality/registration mark (except addition or change of model), pilot, or passenger	Changes Other Than the Above
Takeoff and Landing Area Information Master (Name, Address, Type)		Error Dialog Display (Application Not Approved)	Error Dialog Display (Application Not Approved)
Takeoff and Landing Area Information Master (Time zone for take-off and landing, lighting facilities)		Error Dialog Display	Application Approved
Pilot Information Master		Application Approved	Error Dialog Display
Aircraft Information Master (Models not included in the original application)		Error Dialog Display	Application Approved
Passenger Information Master		Application Approved	Error Dialog Display

If the master control information of the selected original application and master control information when implementing change application (notification) are different, an error dialog is displayed.
  * The content displayed in the error dialog varies according to the combination selected in "Application Type" and matters to be changed.

  In the conceptual view of the screen on the left, is an example of the screen display when selected as shown below.
    ■ When the pilot information master has been changed from the original application

(5) To continue with the procedure for a change application (notification), refer to the table on the left. For the "Error Dialog Display" item in the table, select the "Matters to be Changed" that can be applied for as necessary and press the "Next" button.
    (For the example on the left, it is necessary to select "Addition or change of nationality/registration mark (except addition or change of model), pilot, or passenger.")

  * When an error dialog is displayed, you cannot proceed with the procedure for change application (notification).

  * Master control information cannot be changed during the application process.
    If you want to change the master control information during the application, temporarily save it then change the master information. When editing a temporarily saved application, the latest master information is applied.

A dialog box for selecting items to change is displayed. (Continued)

変更申請を行おうとする元申請の離着陸場所情報のうち、「名称」「住所」「種別」のいずれかが変更されているため、変更申請を行うことはできません。
別途、新規申請から手続きを行ってください。

キャンセル

(6) Of the master control information of the take-off and landing locations of the selected original application and the master control information of the take-off and landing locations when making a change application (notification), it is not possible to make a change application (notification) when either of the "Name", "Address" and "Type" is different.
When implementing the change application (notification), implement separate procedures from a new application.

Items to Change / Application type	Changes to Applications	
	Addition or change of nationality/registration mark (except addition or change of model), pilot, or passenger	Changes Other Than the Above
Takeoff and Landing Area Information Master (Name, Address, Type)	Error Dialog Display (Application Not Approved)	Error Dialog Display (Application Not Approved)
Takeoff and Landing Area Information Master (Time zone for take-off and landing, lighting facilities)	Error Dialog Display	Application Approved
Pilot Information Master	Application Approved	Error Dialog Display
Aircraft Information Master (Models not included in the original application)	Error Dialog Display	Application Approved
Passenger Information Master	Application Approved	Error Dialog Display

(6)

A dialog box for selecting items to change is displayed. (Continued)

元の許可申請（届出）の内容から変更する事項を選択してください。

※申請・届出行為を行う場所の追加、変更を行う場合には、メインメニューの「新規申請（新規届出）」
などから別途申請してください。

☐ 国籍/登録記号（型式の追加、変更を除く）、操縦者、同乗者の追加、変更

☑ 上記以外の変更　　　**(7)**

次へ

(7) If the following changes are made to the master information of the selected original application, you cannot progress to the change procedure unless "Changes Other Than the Above" is selected.
   ・ Take-off and landing information master (time zone for take-off and landing, lighting facilities)
   ・ Aircraft information master (Models not included in the original application)

入力した申請情報の確認

STEP 01 手続き選択 　　STEP 02 基本情報入力 　　STEP 03 申請別情報入力 　　STEP 04 申請情報確認 　　STEP 05 申請提出

申請/届出　　　申請

手続き情報の修正

* If the original application is only an application under Article 81, or Article 81 and 89, when "Changes Other Than the Above" is selected and the change procedure is implemented, it will be "Change Application," not "Change Notification".

* If Article 79 is included in the original application, it will be "Change Application," and for Article 89 only, it will be "Change Notification."

If necessary, revise the application information on the entry screen for each application (notification) information.

Correct the information of the application (notification) to implement the change procedure, as required.

(1) Items that cannot be changed.

(2) In the dialog box for selecting the items to change
  ➤ Changes are allowed if "Changes Other Than the Above" is selected. Of (1), it is possible to implement changes to an extend that the application destination is not changed.
  ➤ Changes are not allowed if "Changes Other Than the Above" is not selected.

* When there are items that require corrections, and you want to save application information temporarily, see this.

If necessary, revise the application information on the entry screen for each application (notification) information. (Continued)

* The sample screen on the left is an example of the screen display when "East Japan (including territorial waters)" is selected where the application and notification actions are to be implemented on the previous page.

(3) Items that cannot be changed.
If you want to change the application destination (notification destination), see the manual "New Application" to make a new application.

(4) After confirming that there are no errors in the details entered, press the 基本情報の入力 .

The [Basic Information Input] screen is displayed.

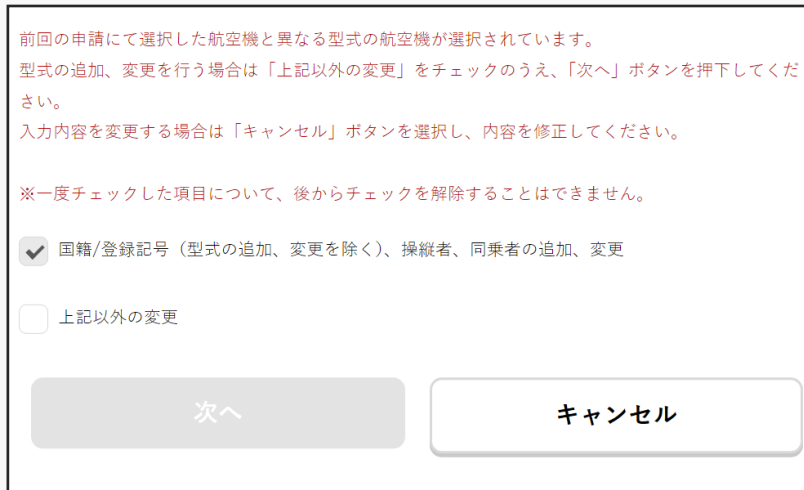If necessary, revise the application information on the entry screen for each application (notification) information. (Continued)

For the input method for application information in the [Enter Basic Information] screen and the [Enter Information by Application] screen, it is the same as that described in the manual "New Applications [Enter Basic Information] screen and [Enter Information by Application] screen".

* Items that can be changed will vary depending on the details selected in the dialog box to select the items to change.
* Input is restricted to items that cannot be changed. If you are unable to make the necessary corrections, retry the procedure or make a new application to review the selection of "Items to Change".

* In the conceptual view of the screen on the left is an example of the screen display when the applicant is an individual.

04. Changes to Applications (Notifications) [Revise Application (Notification) Information] 4/4

If necessary, revise the application information on the entry screen for each application (notification) information. (Continued)

航空機情報の選択

| STEP 01
手続き選択 | STEP 02
基本情報入力 | STEP 03
申請別情報入力 | STEP 04
申請情報確認 | STEP 05
申請提出 |

戻る   同乗者情報の選択

前回の申請にて選択した航空機と異なる型式の航空機が選択されています。

型式の追加、変更を行う場合は「上記以外の変更」をチェックのうえ、「次へ」ボタンを押下してください。

入力内容を変更する場合は「キャンセル」ボタンを選択し、内容を修正してください。

※一度チェックした項目について、後からチェックを解除することはできません。

☑ 国籍/登録記号（型式の追加、変更を除く）、操縦者、同乗者の追加、変更

☐ 上記以外の変更

次へ   キャンセル

On the [Select Aircraft Information] screen, when selecting a model that is not included in the original application of the change application (notification), you cannot transition to the next screen without selecting "Changes Other Than the Above."

* For items that have been selected once, you cannot clear the selection later.

* It is acceptable to select a different "nationality and registration mark" with a model that is the same as the model included in the original application of the change application (notification).

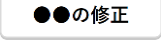Confirm the information that you entered, and submit the application and the like.
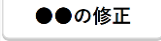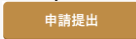

Make a final confirmation of the application (notification) information.

(1) If there is an error in the inputted details, press the [●●の修正]
at the bottom right of each information to revise the information.
* When you press the " [●●の修正] " button for each screen, you will
transition to the appropriate screen. After correcting the information
you entered on each screen, please use the button in the center of the
bottom row to move to this screen.

(2) If you want temporarily to save the application details, press the [一時保存] .
Also, if you want to edit the temporarily saved application again, see this.

(3) If there is no problem with the content you entered,
press the [申請提出] A dialog box is displayed for confirmation before
submission.

05. Changes to Applications (Notifications)
[Confirm the Application (Notification) Information] 2/2

Confirm the information that you entered, and submit the application and the like. (Continued)

申請／届出を行います。
※以下のOKボタンの押下日が「申請日／届出日」となります。

OK　　キャンセル

When you press the [OK], the [Application Date/Notification Date] is automatically added, and the application form is submitted to the application destination.

▼

申請提出完了

| STEP 01 手続き選択 | STEP 02 基本情報入力 | STEP 03 申請別情報入力 | STEP 04 申請情報確認 | STEP 05 申請提出 |

申請／届出の提出を行いました。
ご登録いただいたメールアドレスに、申請／届出の提出確認に関するメールを送付しました。

申請情報の確認
メインメニュー画面の「申請情報一覧」から確認できますので、必要に応じてご利用ください。

メニュー画面へ

An email will be sent to confirm your submission of your application form (notification).

➢ If received successfully, you will receive an email stating that the submission has been completed.

➢ If we fail to receive it, you will receive an error email stating that the system was unable to accept it.

When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

▼

If received normally, check the content, such as the items listed in the application destination.

06. Changes to Applications (Notifications) [Confirm the Submission Complete E-mail]

Check the content of the e-mail related to confirmation of the submission.

➢ When received normally

```
【航空機運航情報処理システム】申請・届出提出のお知らせ

    国土交通省航空局航空機運航情報処理システム <information@aops.mlit.go.jp>
    宛先

─────────────
※このメールは航空機運航情報処理システムをご利用されている方に自動配信しております。
※このメールアドレスへの返信はできません。


            様

航空機運航情報処理システムをご利用いただきありがとうございます。

以下の申請・届出の提出が完了しました。
内容の確認が完了するまでお待ちください。

お心当たりが無い場合は以下の「よくある質問」からお問い合わせください。

■システム受付 No.


■申請・届出される手続名
79 条／81 条／89 条

■手続種別
変更申請  o
Applications

■申請先
国土交通省（本省）
```

➢ When failed to receive

```
【航空機運航情報処理システム】申請・届出受付エラーのお知らせ

    国土交通省航空局航空機運航情報処理システム <information@aops.mlit.go.jp>
    宛先

─────────────
※このメールは航空機運航情報処理システムをご利用されている方に自動配信しております。
※このメールアドレスへの返信はできません。


            様

航空機運航情報処理システムをご利用いただきありがとうございます。

申請・届出を受領しましたが、以下の理由により申請・届出をシステムに登録することができませんでした。
・同じ許可・届出に対して、同時に複数の手続きは行えません。申請中（届出中）の手続きが完了後に、申請・届出の手続きを行ってください。
・複数タブ／複数ブラウザで操作された方は、データが破損した可能性があります。再度、申請・届出の手続きを行ってください。

上記理由に心当たりのない方は、予期せぬエラーが発生した可能性があります。
時間をおいて、再度お試しいただくか、提出先官署までお問合せください。

■お問合せ番号
```
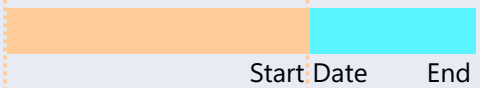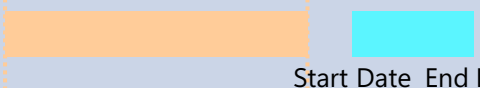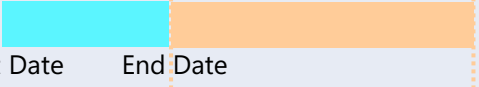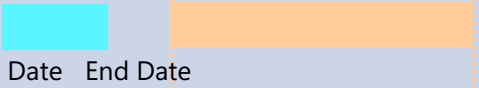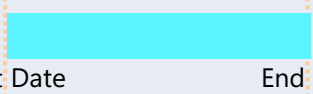
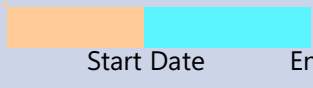There are two main reasons why reception can fail.
1. Duplicate applications for the same permit and notification in the past
2. Operated in multiple tabs and multiple browsers

If the reasons given above do not seem to apply to you, contact us through "FAQ" with the following information.
"Login ID" "date and time of receiving the email" "inquiry number written in the email" "terminal (OS) used" "browser used"

[Reference] Conceptual view of flight period when continuing applications and reapplying (continuous notification and re-notification) and changing applications (notification)

Application Pattern		Conceptual Diagram (Flight Period)	Remarks
Flight Period of the Original Application (Notification) (Application Notice A)		Start Date End Date	
Flight period for which to file a new application (notification) (Application Notice B)	■ Continuous Applications (Continuous Notification)	Start Date End Date	The flight start date of Application Notice B is Continued from the day after Application Notice A
	■ Reapply (Re-notification)	Start Date End Date	The flight start date of Application Notice B is After the Next Day After Application Notice A
		Start Date End Date	The flight period of Application Notification B is Prior to Application A Flight Start Date * Not often envisioned to be a case.
		Start Date End Date	
	■ Change Application (Change Notification)	Start Date End Date	Flight end date cannot be changed * With permission of Application B, Application A is voided. (Excluding Change Notification)
		Start Date End Date	Flight end date cannot be changed * With permission of Application B, Application A is voided after the flight period start date. (Excluding Change Notification)