Continuing an Application and Reapplying (Continuing Notification and Re-notification)

Table of Contents

01. Flow of Continuing an Application and Reapplying (Continuing Notification and Re-notification)

The following shows the flow when continuing an application and reapplying (continuing and re-notification) using this system.

Confirm each master control information.

Check whether there are any changes to the aircraft information, pilot information, passenger information (for Article 81 of the Civil Aeronautics Act), and take-off and landing area information (for Article 79 of the Civil Aeronautics Act) from the previous application.

For changes to the aircraft, pilot, passenger, and take-off and landing area information, always add and/or 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). In particular, for the information of the take-off and landing area, implement the procedures to revise the latest information on the time zone for take-off and landing and the existence of nighttime.)

* When taking off and landing in a place that has not been approved in the past, it is not a continuing application or re-application; Make a new application.
* If you have deleted the aircraft information, pilot information, or take-off and landing location information selected in a previous application, please select an additional check in the dialog box.

Start Continuing an Application and Reapplying (Continuing Notification and Re-notification)

Select Continuing an Application and Reapplying (Continuing Notification and Re-notification)

Select the "Continuing an Application and Reapplying (Continuing Notification and Re-notification)" button in the main menu.

Select the Application (Notification) to Continue an Application and Reapply (Continuing Notification and Re-notification)

Select the application (notification) as the source for the continuing an application and reapplication (continuing an application and re-notification) from the list of application information and select the item to change.

Revising the Application (Notification) Information

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

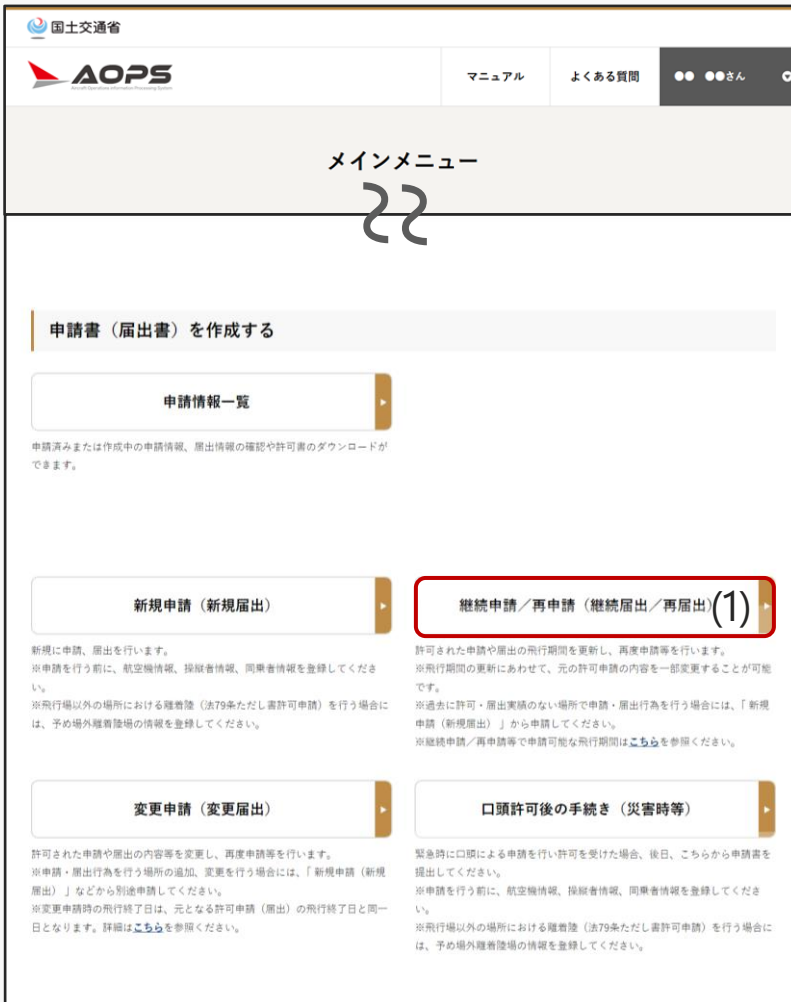**Confirm the Application (Notification) Information**

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

Complete Continuing an Application and Reapplying (Continuing Notification and Re-notification)

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

Aircraft-Operation-Information-Processing System   Operation Manual

02. Continuing an Application and Reapplying (Continuing Notification and Re-notification)
  [Select Continuing an Application and Reapplying (Continuing Notification and Re-notification)]

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

(1) Press the 継続申請／再申請（継続届出／再届出） in the heading of [Create an Application Form (Notification Form)], on the [Main Menu] screen.

Open the [Application Information List] screen.

Aircraft-Operation-Information-Processing System   Operation Manual

03. Continuing an Application and Reapplying (Continuing Notification and Re-notification)
     [Select Application (Notification) for Continuing an Application and Reapplying (Continuing
     Notification and Re-notification)] 1/4

Select the application (notification) as the source for the continuing an application and reapplying (continuing an application and re-notification) from the [Application Information List].

The applications (notifications) that can be "continuing an application and reapplying (continuing an application and re-notification)" is displayed.
Also, if there are more than 21, 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) When confirming the details of the application (notification) of the "Continuing an Application and Reapplying" source, press the 詳細 .

(3) Press the 継続・再申請 継続・再届出 for the application (notification) that is the source of the "Continuing an Application and Reapplying" from the [Application Information List].

A dialog box is displayed to select items to change from the details of the original application (notification).

* When consolidating multiple applications that obtained past permission, select the original application (notification) and manually add the application details to be consolidated, then implement the procedures. Also, list the past permission number, and the like of the application to be consolidated in "Other Reference Items."

Aircraft-Operation-Information-Processing System   Operation Manual

03. Continuing an Application and Reapplying (Continuing Notification and Re-notification)
   [Select Application (Notification) for Continuing an Application and Reapplying (Continuing
   Notification and Re-notification)] 2/4

A dialog box is displayed to select items to change from the details of the original application (notification).

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。
※過去に許可・届出実績のない場所で申請・届出行為を行う場合には、メインメニューの「新規申請（新規届出）」から申請してください。

☑ 飛行期間の更新

☐ 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 from the details of the application (notification) of the "Continuing an Application and Reapplying" source.
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.

* When applying and notifying in a place that has not been approved or had records notified in the past, apply from [New Application (New Notification)] in the main menu.

* 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.

Items to Change	Items That Can Be Changed By Selecting
Flight Period Updates	Flight Period * In addition, it is possible to make corrections within a range in which the basic information of the application details are not changed, such as minor corrections due to changes in the flight period and changes to the applicant information or the like. * If you want to change the details to include nighttime, also select "Changes Other Than the Above".
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 (new notification). * If you deleted the take-off and landing area information you selected in the original application, and the number of locations has been reduced to 0, please select "Other changes" or submit a new application (new notification).
Changes Other Than the Above	Select here to change items other than the above, or to consolidate multiple applications with past permission. * When applying and notifying in a place that has not past permission or had records notified in the past, implement [New Application (New Notification)]. * If the pilot information and aircraft information selected in the original application are deleted and the number of entries becomes 0, 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).

Aircraft-Operation-Information-Processing System　Operation Manual

03. Continuing an Application and Reapplying (Continuing Notification and Re-notification)
　　[Select Application (Notification) for Continuing an Application and Reapplying (Continuing
　　Notification and Re-notification)] 3/4

A dialog box is displayed to select items to change from the details of the original application (notification). (Continued)

継続・再申請（届出）を行おうとする元申請から、操縦者情報、同乗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。

同乗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。

☑ 飛行期間の更新

☐ 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 continuing and re-applying (continuing and re-notification) are different, an error dialog is displayed.
* The content displayed in the error dialog are different 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 and passenger information master have been changed from the original application

(4) When continuing the procedure for continuing and re-applying (continuing and re-notifying), refer to the table on the left and, if necessary, for the items in the table that are in the "error dialog display," check the "matters to be changed" that will be an accepted application, and then 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 continuing and re-applying (continuing and re-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.

Application type \ Items to Change	Continuing and Reapplying		
	Flight Period Updates	Addition or Change of Nationality/Registration Mark (Except Addition or Change of Model), Pilot, or Passenger	Changes Other Than the Above
Take-off and Landing Area Information Master (Name, address, type, time zone for take-off and landing, lighting facilities)	Error Dialog Display	Error Dialog Display	Application Approved
Pilot Information Master	Error Dialog Display	Application Approved	Error Dialog Display
Aircraft Information Master (Nationality/Registration Symbol)	Error Dialog Display	Application Approved	Application Approved
Aircraft Information Master (Models not included in the original application)	Error Dialog Display	Error Dialog Display	Application Approved
Passenger Information Master	Error Dialog Display	Application Approved	Error Dialog Display

(4)

Aircraft-Operation-Information-Processing System   Operation Manual

03. Continuing an Application and Reapplying (Continuing Notification and Re-notification)
  [Select Application (Notification) for Continuing an Application and Reapplying (Continuing Notification and Re-notification)] 4/4

A dialog box is displayed to select items to change from the details of the original application (notification). (Continued)

継続・再申請（届出）を行おうとする元申請から、操縦者情報、航空機情報（型式）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。

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。

☑ 飛行期間の更新

☐ 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 continuing and re-applying (continuing and re-notification) are different, an error dialog is displayed.
* The content displayed in the error dialog are different 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 and aircraft information master (the model not included in the original application) have been changed from the original application

(5) When continuing the procedure for continuing and re-applying (continuing and re-notifying), refer to the table on the left and, if necessary, for the items in the table that are in the "error dialog display," check the "matters to be changed" that will be an accepted application, and then 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" and "Changes Other Than the Above.")
* When an error dialog is displayed, you cannot proceed with the procedure for continuing and re-applying (continuing and re-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.

Items to Change / Application type	Continuing and Reapplying		
	Flight Period Updates	Addition or Change of Nationality/Registration Mark (Except Addition or Change of Model), Pilot, or Passenger	Changes Other Than the Above
Take-off and Landing Area Information Master (Name, address, type, time zone for take-off and landing, lighting facilities)	Error Dialog Display	Error Dialog Display	Application Approved
Pilot Information Master	Error Dialog Display	Application Approved	Error Dialog Display
Aircraft Information Master (Nationality/Registration Symbol)	Error Dialog Display	Application Approved	Application Approved
Aircraft Information Master (Models not included in the original application)	Error Dialog Display	Error Dialog Display	Application Approved
Passenger Information Master	Error Dialog Display	Application Approved	Error Dialog Display

(5)

Aircraft-Operation-Information-Processing System   Operation Manual

04. Continuing an Application and Reapplying (Continuing Notification and Re-notification) [Revise Application (Notification) Information] 1/4

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

Correct the information of the application (notification) of the "Continuing an Application and Reapplying" source selected in the [Application Information List] as necessary.

(1) Items that cannot be changed.

(2) In the dialog box to select the items to change

➢ Changes are allowed if "Changes Other Than the Above" is selected.
➢ Changes are not allowed if "Changes Other Than the Above" is not yet selected.

* If corrections are necessary, use the 戻る to return to the [Application Information List] screen.
After pressing the 継続・再申請 継続・再届出 use the dialog box to select the items to change, and select "Changes Other Than the Above."
When temporarily saving the application information, see this.

04. Continuing an Application and Reapplying (Continuing Notification and Re-notification) [Revise Application (Notification) Information] 2/4

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

* The conceptual view of the 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) In the dialog box to select the items to change

➢ Changes are allowed to the degree that the application destination is not changed of 1 if "Changes Other Than the Above" is selected.

➢ Changes are not allowed if "Changes Other Than the Above" is not yet selected.

(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.

Aircraft-Operation-Information-Processing System   Operation Manual

04. Continuing an Application and Reapplying (Continuing Notification and Re-notification) [Revise Application (Notification) Information] 3/4

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

基本情報、飛行計画の概要の入力

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

航空機の飛行日時と申請を行う申請者の情報を入力してください。

申請者情報

氏名 ・・ ・・

フリガナ ・・ ・・

住所　国/地域　日本/Japan　都道府県　東京都

・・ ・・

連絡先　国/地域　日本/Japan　+81　99912345678

メールアドレス　Mail@example.com

緊急に連絡を要する場合の連絡先及び電話番号　● 上記の氏名及び連絡先電話番号と同じ　○ 上記以外

申請者の文書管理番号（任意）

申請書に申請者側の文書番号を付す場合は、こちらに記載願います。

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. Continuing an Application and Reapplying (Continuing Notification and Re-notification) [Revise Application (Notification) Information] 4/4
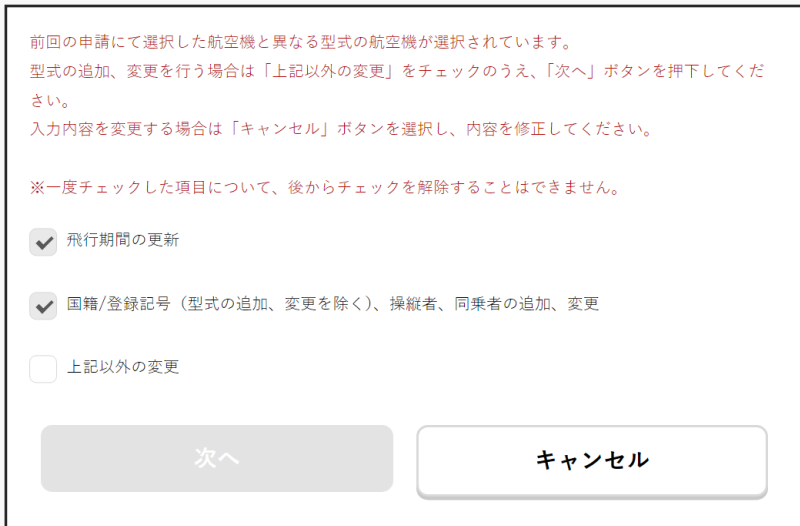
If necessary, revise the application information on the entry screen for each application (notification) information. (Continued)

On the [Select Aircraft Information] screen, when selecting a model that is not included in the original application of the Continuing Application and Reapplication (Continuing and Re-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/Registration Mark" with a model that is the same as the model included in the Continuing an Application and Reapplying (Continuing Notification and Re-notification)

Aircraft-Operation-Information-Processing System   Operation Manual

MLIT
Ministry of Land, Infrastructure, Transport and Tourism

05. Continuing an Application and Reapplying (Continuing Notification and Re-notification) [Confirm the Application (Notification) Information] 1/2

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

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

入力した各情報を確認の上、「申請提出」ボタンを押してください。
入力内容に誤りがある場合は各情報下部にある「修正」ボタンを押下し訂正してください。
入力内容を一時保存したい場合は下部にある「一時保存」ボタンを押下してください。

手続き情報

手続き名   最低安全高度以下の高度での飛行（航空法第81条ただし書の規定による申請）

航空機の種類   回転翼航空機

申請先   東京空港事務所長

申請/届出   申請

(1)

手続き情報の修正

基本情報、飛行計画の概要

(2)   (3)

戻る | 一時保存 | 申請提出

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 information, 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 details you entered, press the 申請提出 .
   A dialog box is displayed for confirmation before submission.

05. Continuing an Application and Reapplying (Continuing Notification and Re-notification) [Confirm the Application (Notification) Information] 2/2

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

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]

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]

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

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. 06. Continuing an Application and Reapplying (Continuing Notification and Re-notification) [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
継続申請

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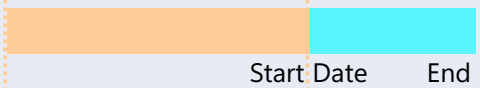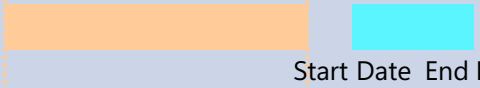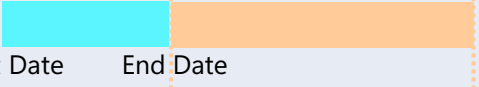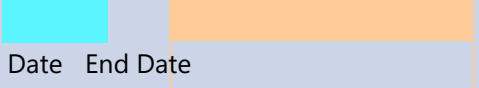
There are two main reasons why reception can fail.
1. Duplicate applications for the same permit and notification in the past
2. Operated in multiple tabs and multiple browsers

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 an Application 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)