# Introduction

- The following procedures are possible in the Aircraft-Operation-Information-Processing System.
  - Applications pursuant to the proviso of Article 79 of the Civil Aeronautics Act (take-off and landing at places other than airports and the like)
  - Applications pursuant to the proviso of Article 81 of the Civil Aeronautics Act (flight at an altitude below the minimum safety altitude)
  - Notification pursuant to the proviso of Article 89 of the Civil Aeronautics Act (dropping of objects)

  Also, permits can also be obtained (downloaded) from this system.

- This manual describes how to operate the Aircraft-Operation-Information-Processing System. Refer to it when implementing the necessary procedures.

- In order to deepen your understanding, see the FAQ page that has been released in the Aircraft-Operation-Information-Processing System in conjunction with this manual.

- We send all types of email notifications such as information required for use of the system, and the status of application procedures and the like, to the registered email addresses when registering applicant information. Before using this system, confirm that the domain of "information@aops.mlit.go.jp" can be received, in you email reception settings.

- Submit your application at least 1 to 2 weeks before the date you need permission because the review will take a certain amount of time. Furthermore, if there are deficiencies in the application content, it may take time for additional confirmation. Make sure you leave adequate time for your application.

# Precautions for Using the Aircraft-Operation-Information-Processing System

- If operations are suspended for 120 minutes or longer during the application process in the Aircraft-Operation-Information-Processing System (no operations are implemented), you will need to start over. This is a protective feature that reduces the risk of personal information being leaked when a malicious third party sees your screen while you are away from your computer.
- This system does not provide external output functions such as PDF output and printing. Use the print function in your browser.
- If you are unsure about what information you need to enter into each form or how to fill out the form, hover your mouse over the ⓘ mark next to the item name on the form. That will display the information you need to fill out the form and a description of the information you need to fill out.
- When using the system, do not press any browser button, such as the browser's “Back” button or the “Refresh” button. This can cause the system to behave incorrectly.
- Simultaneous logins by multiple devices may cause the system to fail to work properly. Do not allow multiple, simultaneous logins.
- In the Aircraft-Operation-Information-Processing System, there are certain restrictions on the types of characters that can be used. Some special characters are not allowed. For example, the use of special characters such as “髙” is restricted.
  If you enter information containing these characters, the screen will display “prohibited characters are included."
  When such a message is displayed, replace the restricted characters using characters that are permitted. For example, “高” instead of "髙.”
- On each screen, when transitioning to the next screen, the information entered on the screen before the transition is temporarily stored.
  If you return to the previous screen using the "Back" button before moving to the next screen, be aware that the editing information entered before the return will be discarded. (Temporary storage is only temporary storage of the information entered on each screen, so if you want temporarily to save your application, Refer to the manual "Temporarily Save and Edit Your Application".)
- Please refrain from displaying and operating multiple Aircraft-Operation-Information-Processing Systems on separate tabs or panes.
  This can cause an error, such as the application information you are entering cannot be processed properly, and you may need to enter the application information again.

# Error Email Notification 1/2

If the system is unable to accept the application after the application has been made, the email "Notification of Application/Notification of Acceptance Error" will be sent.
There are two main reasons why this email is sent.

(1) Improper operation · · · About the error email notification 2/2 Cause (1), (2)

(2) System failure

【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　* Email address stated in the application information

返信　全員に返信　転送　…
2024/05/09 (木) 10:01

※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。

[redacted] 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
01240509023201663

■ログイン URL
https://urldefense.com/v3/__https://www.aops.mlit.go.jp/aops/login/exec__;!!GCTRfqYYOYGmgK_z!-6J4872SDUG58AMPSkNzzQpmXWfiZrWFbB7zetAVG7RrjXAUnevlB0BqHX-yWv3QEvGVnWrsuw1Cz1ombIirUOkdCfdH1d7C1iv3GX5uaqZDaoY$

■よくある質問
https://urldefense.com/v3/__https://www.aops.mlit.go.jp/contents/aops/question.html__;!!GCTRfqYYOYGmgK_z!-6J4872SDUG58AMPSkNzzQpmXWfiZrWFbB7zetAVG7RrjXAUnevlB0BqHX-yWv3QEvGVnWrsuw1Cz1ombIirUOkdCfdH1d7C1iv3GX5u0ODuDCw$

国土交通省航空局　安全部　安全政策課

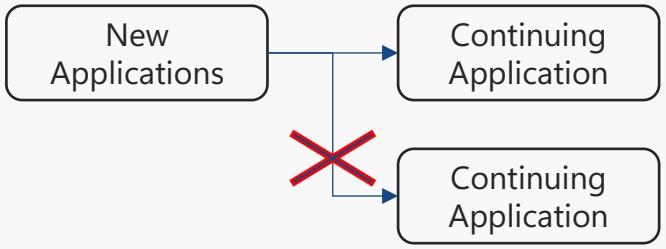
# Error Email Notification 2/2

■ Cause (1): Duplicate applications submitted for the same permit and notification in the past

Ex.) 1. Save the draft of the continuation application to System Acceptance No. 0001.

2. Save the draft of the continuation application for System Acceptance No. 0001.

3. If you apply for a continuation application once drafted and saved in 1 and 2, you will get an error if you apply later.




Handling: On the [Application Information List] screen, confirm whether the application has already been implemented for the same application/notification. If it has been implemented, the application that caused the error has not been accepted. After the application procedure for the pending (notified) application is completed, implement the procedures for the continuation application, and the like, for the application.

■ Cause (2): Operated in multiple tabs and multiple browsers.

Handling: The application data may have been damaged. Implement application and notification procedures again.

■ When you don't recall Cause (1) or (2) above

Handling: Contact the government office to which you submitted your application with the "contact number" mentioned in the email.

# Deleting and Cancelling Application Information

To delete or cancel application information through screen operations, perform the operation from the [Application Information List] screen. Refer to the manuals "Temporarily Save, Edit, and Delete Your Application" and "Cancel Your Application" for details on the procedures for "Delete" and "Cancel".

※ The [Application Information List] screen can be accessed by the following steps:
[Main Menu] → Under the heading [Create an Application Form (Notification Form)], press the 申請情報一覧 button.

# Setting Up and Changing an Account

# Introduction

- In order to use the Aircraft-Operation-Information-Processing System, you must setup an account.
- There are two types of accounts available. They are an “Individual” and a “Corporate” account.
  For personal use, setup an “Individual” account. For use by companies and organizations, setup a “Corporate” account.
- When you open an account, your personal (or company) information will be automatically applied when you use “Individual Number Card” for individuals and “gBizID” for corporations.
- The information registered by setting up an account is automatically posted at the time of each application.

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01. Setting Up an Account

02. What You Need to Setup an Account

03. Setting Up an Account [Agree to the Terms of Service of the Aircraft-Operation-Information-Processing System]

04. Setting Up an Account [Enter Information Needed to Setup an Account]

05. Setting Up an Account [Confirm the Information That You Entered, and Setup an Account]

06. Read the Card Information on Your Individual Number Card

07. Read the Card Information on Your Individual Number Card
(Apply using a computer and read using an IC card reader.)

08. Read the Card Information on Your Individual Number Card
(Apply using a computer and read using your smartphone)

09. Flow of Authentication Using gBizID

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11. What You Need to Change Your Account Information

12. Changing Account Information [Login to Aircraft-Operation-Information-Processing System]

13. Changing Account Information [Change Your Account Information]

14. Changing Account Information [Confirm Your Input Information, and Change Your Account]

# 01. Setting Up an Account

Setup the necessary account in order to use the Aircraft-Operation-Information-Processing System.

**Start Setting Up an Account**

↓

**Agree to the Terms of Service of the Aircraft-Operation-Information-Processing System**

Go to the page to setup an account and agree to the terms of service.

↓

**Enter Information Needed to Setup an Account**

Enter the necessary information such as your name and address and contact information.

↓

**Confirm your Information, and Setup Your Account**

Confirm whether there are any mistakes in your information, and setup your account.

↓

**Complete Setting Up Your Account**

Your login ID will be sent to the email address you entered. If you want to continue with the application process, log in to the Aircraft-Operation-Information-Processing System.

Items to be entered will vary depending on whether the person using the Aircraft-Operation-Information-Processing System is an "individual" or a "company/organization (corporation)."

For registration procedures after setting up an account, if you are an individual, setup an account for an individual. If you are a company or organization (corporation), setup a corporate account.

* As input assistance when registering an account, for individuals, use your Individual Number Card, and for a corporate account, use gBizID.

# 02. What You Need to Setup an Account

The items required in the procedures varies depending on whether you are an individual or a corporation, and the content of the procedures.
Advance to the procedures after confirming what is required.

| | Individual | Corporation |
|---|---|---|
| Information for a Person Setting Up an Account | • Name<br>• Furigana<br>• Address<br>• Date of Birth<br>• Telephone<br>• Email Address | • Corporate Number<br>• Company and Association Name<br>• Representative name<br>• Location of head office or principal office<br>• Manager Assignment<br>• Manager Name<br>• Country and Region<br>• Manager Telephone Number<br>• Manager Email |
| Others<br><br>* When using your Individual Number Card and gBizID as input assistance | • Individual Number Card<br>• A card reader or smartphone for reading the card face information in the IC chip on your Individual Number Card | • gBizID<br>(Prime, Member, Entry) |

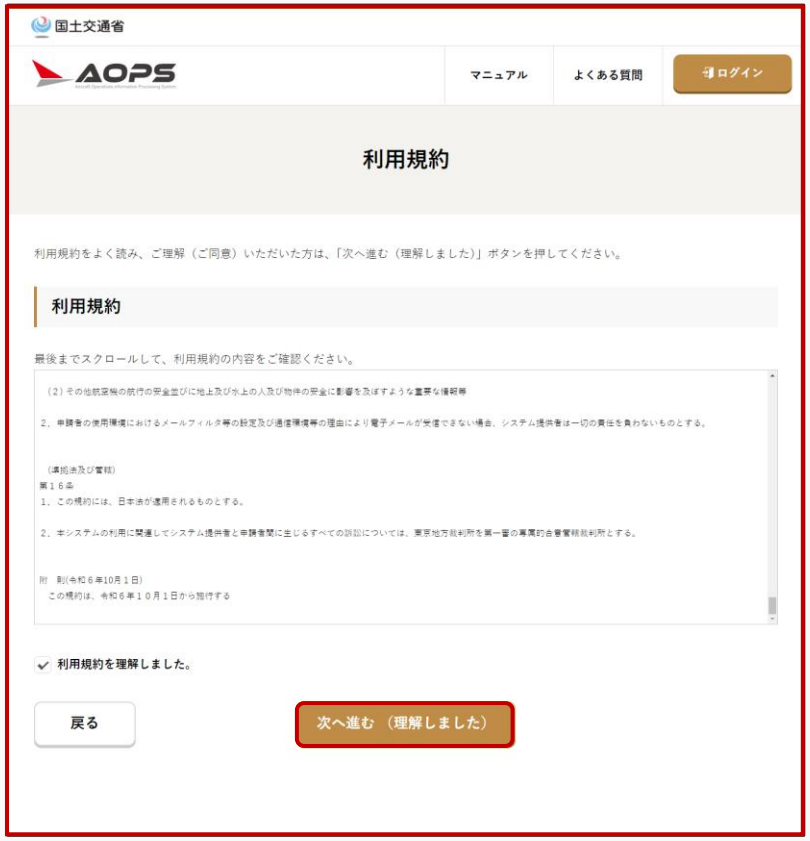
* You can setup an account without linking with your Individual Number Card or gBizID.

# 03. Setting Up an Account
## [Agree to the Terms of Service of the Aircraft-Operation-Information-Processing System] 1/2

Advance to the page to setup an account from the top page.

Click the Individual Account Setup to setup an individual account, or the Company and Association Account Setup to setup a corporate account.

# 03. Setting Up an Account
## [Agree to the Terms of Service of the Aircraft-Operation-Information-Processing System] 2/2




Next, the Terms of Service page will open. You must agree to the Terms of Service to setup an account. After reviewing the Terms of Service, select the check box if you agree to the Terms of Service and press the 次へ進む（理解しました）.

# 04. Setting Up an Account [Enter Information Needed to Setup an Account (Individual)]

Enter the required information on the page to setup an account. After entering all the required information, press the [Confirm] button to proceed to the Confirmation page.

[Setting Up an Individual Account]

If you are using input assistance using your Individual Number Card registration information, press the "Link Individual Number Card Information" button and proceed to read the card information.

For information on how to read the card information on your Individual Number Card, see "06. Read the Card Information on Your Individual Number Card."

(1) Enter either a double-byte or a single-byte space between your first and your last name.

(2) Furigana (pronunciation) can be entered using double-byte katakana, double-byte or single-byte spaces, and symbols (ー, ・, ～).

(3) Exclude the hyphen in your telephone number.

(4) Set your password according to the following conditions.
Also, do not combine names and dates of birth or the like that can be easily guessed.

- Choose a password comprising 8 characters or more to 32 characters or less, using letters of the alphabet (upper and lower case characters), numbers (0 to 9), and symbols
(+ - * / = . , : ; ' ` @ ! # $ % ? & | ~ ^ ( ) [ ] { } < > _).

After entering all the required items, press the 確認 to proceed to the Confirmation page.

# 04. Setting Up an Account [Enter Information Needed to Setup an Account (Corporation)]

Enter the required information on the page to setup an account. After entering all the required information, press the [Confirm] button to proceed to the Confirmation page.

[Setting Up a Corporation Account]

If you are using input assistance using gBizID registration information, press the "gBizID Link" button to open a dialog screen to proceed to gBizID authentication. Proceed to gBizID authentication as described on the screen.

See the "09. Flow of Authentication Using gBizID" for information on how to authenticate using gBizID.

In addition to your corporate number and the representative name, enter the affiliation, name, country, telephone number, and email address of the manager of the Aircraft-Operation-Information-Processing System. Always enter a telephone number and email address at which the manager can be reached.

(1) Enter either a double-byte or a single-byte space between the first and last name of the representative and the manager.

(2) Exclude the " － " (hyphen) in the manager's telephone number.

(3) Set your password according to the following conditions.
Also, do not combine names and dates of birth or the like that can be easily guessed.

- Choose a password comprising 8 characters or more to 32 characters or less, using letters of the alphabet (upper and lower case characters), numbers (0 to 9), and symbols
  (+ - * / = . , : ; ' ` @ ! # $ % ? & | ~ ^ ( ) [ ] { } < > _).

After entering all the required items, press the 確認 to proceed to the Confirmation page.

# 05. Setting Up an Account [Confirm the Information That You Entered, and Setup an Account]

Confirm the information of the account entered, and press the [Setup] button if there are no mistakes.

Once your account is setup, you will be taken to the account completion page. Your login ID will be sent to the email address you entered. You will not be notified of your password. Manage the password you set by yourself.

In order to continue with the new application process, you will need to log in from the top page.

# 06. Read the Card Information on Your Individual Number Card

In the Aircraft-Operation-Information-Processing System, you can obtain input assistance by using your Individual Number Card registration information when you implement the procedures for your personal account. In this manual, we will describe using a method to read your card information on your Individual Number Card at that time.

The following patterns are available for reading your card information on your Individual Number Card, depending on the device you are using.
Detailed instructions for each pattern are available at the following pages.

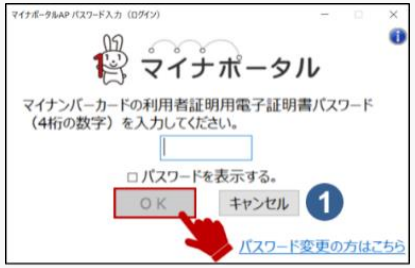

- Apply using a computer and read using an IC card reader. (IC card reader authentication)
- Apply using a computer and read using a smartphone. (2D barcode authentication)

# 07. Read the Card Information on Your Individual Number Card (Apply using a computer and read using an IC card reader.)

In order for the IC card reader to read the card information in the IC chip of your Individual Number Card, it is necessary to install the Mynaportal App on your computer. If you have not installed this on your computer, or if some time has passed since you installed it, check the installation and update procedures to prepare in advance. Refer to the operation manual of the Mynaportal "Chapter 2. Using the Mynaportal (login preparation using the IC card reader writer)" for the procedures using in preparation in advance.

* When you click on the link, an external website will open.

[Windows Screen]




[Reading Procedures]

1. Check that the IC card reader is connected to the device.
   Follow the steps in each procedure to start IC card reader authentication.
2. Follow the instructions on the procedure page to create a 4-digit PIN or enter a 6-16 digit alphanumeric PIN and press the "OK" button.
3. When the reading of your Individual Number Card surface information is completed, the system will shift to the next screen.

※ The 4-digit PIN is the PIN set by the applicant at the counter of the municipal office (the password for the digital certificate for user certification and the password for the card information entry assistant). If you make a mistake 3 times consecutively, your account will be locked and service will be temporarily unavailable.

※ The 6-16 digit alphanumeric PIN is a password for the electronic certificate of the bearer's signature set by the applicant themselves they receives the Individual Number Card at the counter of the municipal office. If you make a mistake 5 times consecutively, your account will be locked and the service will be temporarily unavailable.

※ To unlock your account, you will need to go through procedures at the counter of the municipal office.

# 08. Read the Card Information on Your Individual Number Card (Apply using a computer and read using your smartphone)

In order to read data using your smartphone, you need to install the Mynapotal App on your smartphone. If you have not installed this on your smartphone, check the installation and update procedures to prepare in advance. Refer to the operation manual of the Mynaportal "Chapter 2. Using the Mynaportal (login preparation using a 2D barcode)" for the procedures using in preparation in advance.

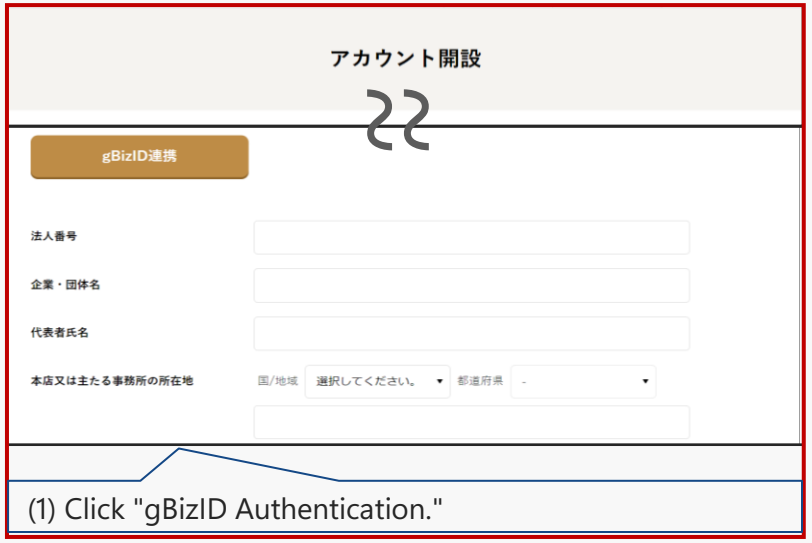
* When you click on the link, an external website will open.

[Reading Procedures]

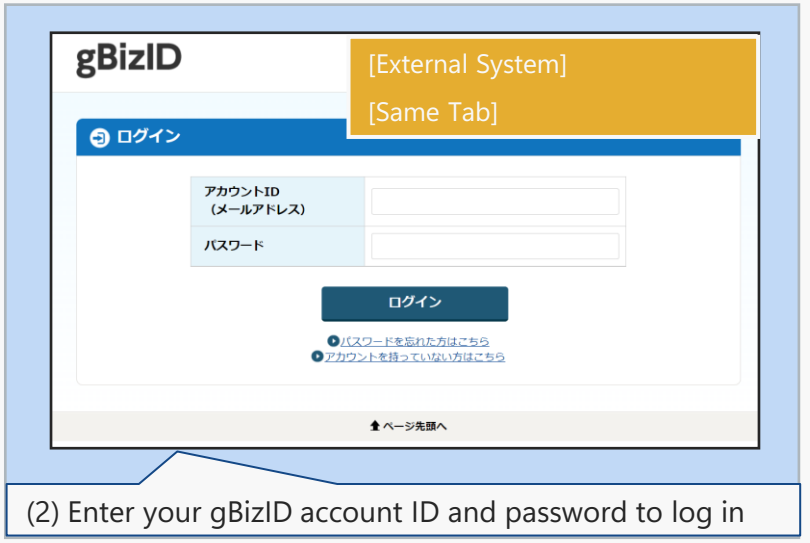
1. Follow the instructions on the procedure page to display the 2D barcode on your computer.
2. Boot up the Mynaportal App on your smartphone.
3. Press the 2D barcode mark at the bottom right of the app screen.
4. Press “Read Barcode” to read the 2D barcode.
5. Enter your 4-digit PIN or your 6-16 digit authentication PIN and press the “OK” button. (When the reading of your Individual Number Card surface information is completed, the system will shift to the next screen.)
6. Pass your Individual Number Card over your smartphone.

※ The 4-digit PIN is the PIN set by the applicant at the counter of the municipal office (the password for the digital certificate for user certification and the password for the card information entry assistant). If you make a mistake 3 times consecutively, your account will be locked and service will be temporarily unavailable.
※ The 6-16 digit alphanumeric PIN is a password for the electronic certificate of the bearer's signature set by the applicant themselves they receives the Individual Number Card at the counter of the municipal office. If you make a mistake 5 times consecutively, your account will be locked and the service will be temporarily unavailable.
※ To unlock your account, you will need to go through procedures at the counter of the municipal office.

# 09. Flow of Authentication Using gBizID

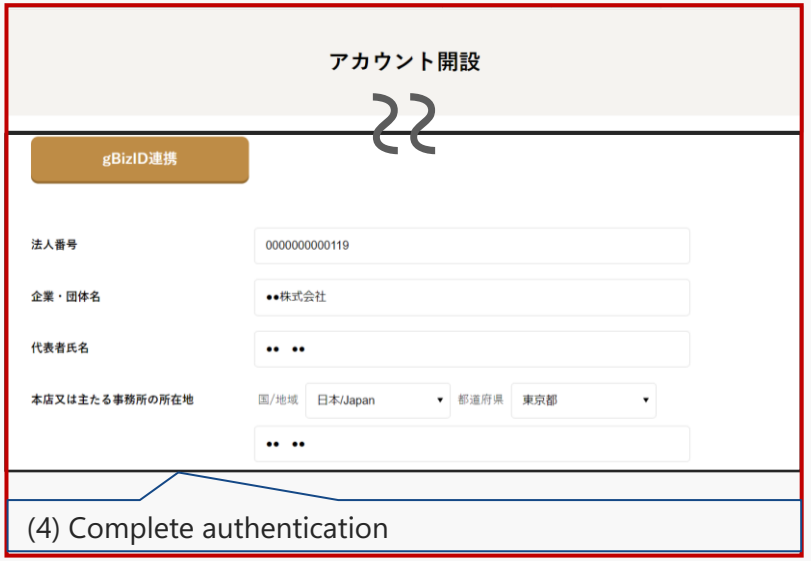



(1) Click "gBizID Authentication."




(2) Enter your gBizID account ID and password to log in

(3) Enter the one-time password sent by SMS




(4) Complete authentication

# 10. Changing Account Information

## Changing Account Information

**Start Changing Account Information**

↓

**Login to Aircraft-Operation-Information-Processing System**

Log in from the login button in the top, right-hand corner of the homepage.

↓

**Change your account information**

Open the page to change your account information, then change the information.

↓

**Confirm the information that you entered and set the changes**

Confirm the changes on the confirmation page to set the changes.

↓

**Completing Changes to Account Information**

When you complete making changes to your account information, you will be notified by email to your registered email address.

If you linked with gBizID when you set up a corporate account, you will need to read gBizID again when you change your information.
* You can manually change the information of the manager.

See "09. Flow of Authentication Using gBizID" for details on how to authenticate using gBizID. Once you have confirmed the method, prepare your gBizID and proceed to check and change your account.

# 11. What You Need to Change Your Account Information

The items required in the procedures varies depending on whether you are an individual or a corporation, and the content of the procedures.
Advance to the procedures after confirming what is required.

| | Individual | Corporation |
|---|---|---|
| Account Information to Change | <u>Items Requiring Changes from the Information in the Account Below</u><br>• Name<br>• Furigana<br>• Address<br>• Date of Birth<br>• Telephone<br>• Email Address | <u>Items Requiring Changes from the Information in the Account Below</u><br>• Corporate Number<br>• Company and Association Name<br>• Representative name<br>• Location of head office or principal office<br>• Manager Assignment<br>• Manager Name<br>• Country and Region<br>• Manager Telephone Number<br>• Manager Email |
| Others<br><br>* When using you Individual Number Card and gBizID as input assistance | • Individual Number Card<br>• A card reader or smartphone for reading the card face information in the IC chip on your Individual Number Card | • gBizID<br>(Prime, Member, Entry) |

* You can setup an account without linking with your Individual Number Card or gBizID.

# 12. Changing Account Information [Login to Aircraft-Operation-Information-Processing System]

Log in from the Login in the right-hand side of the homepage.

Enter your ID and password for the account you setup on the login page, and press the ログイン.

Once you have successfully logged in, the system will shift to the main menu. There, you can proceed to check and change your account.

# 13. Changing Account Information [Change Your Account Information (Individual)]

Press the button for the account name to select
アカウントの確認・変更 Open the page to change your account information.

Changing the account information, then press 確認 after entering the password.

Advance to the page to confirm the changed content.

If you are using input assistance using your Individual Number Card registration information, press マイナンバーカード情報連携 and proceed to read the card information.

For information on how to read the card information on your Individual Number Card, see "06. Read the Card Information on Your Individual Number Card."

# 13. Changing Account Information [Change Your Account Information (Corporation)]

Press the button for the account name to select
アカウントの確認・変更 Open the page to change your account information.

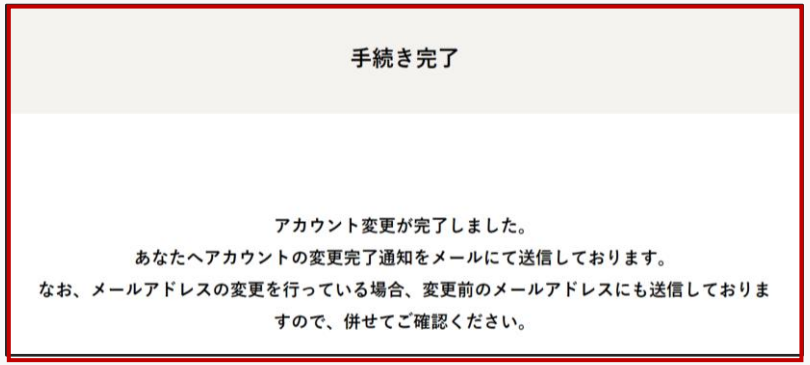
Changing the account information, then press 確認 after entering the password.

Advance to the page to confirm the changed content.

If you are using input assistance using gBizID registration information, press the gBizID連携 to open a dialog screen to proceed to gBizID authentication.
Proceed to gBizID authentication as described on the screen.

See "09. Flow of Authentication Using gBizID" for information on how to authenticate using gBizID.

# 14. Changing Account Information [Confirm Your Input Information, and Change Your Account]




Confirm the content to change in your account, and press the if there

変更する

are no mistakes.

This completes changing your account.

Notification of changes to your account will be emailed to your registered email address.

If you change your email address, you will be notified of your account changes to both the original email address and the new email address.

# Descriptions Each Procedure 1/2

The following defines the "procedure types" used in this system.

| Procedure Type | Overview |
|---|---|
| New Application (New Notification) | Implements a new application and notification.<br>* Before applying, register the aircraft information, pilot information, and passenger information.<br>* When taking off and landing at a place other than the airfield (application for permission in the proviso to Article 79 of the Civil Aeronautics Act), register the take-off and landing area information in advance.<br>* When implementing an application and notification for the first time in this system for applications and the like that have been processed in writing or by email or the like, implement the procedures from "New Application (New Notification)."<br>In such cases, provide information such as the past application number (application date) and permit number (permit date) in "Other Reference Items."<br>* You can make a new application (notification) by copying (citing) a past application. |
| Changes to Application<br>(Changes to Notification) | After a permit has been issued and acceptance of the notification, change the details and the like of the currently valid application and notification, and re-implement the procedure.<br>* When adding or changing the location to implement the application and notification, apply separately from "New Application (New Notification)" and the like.<br>* The flight end date when changing the application is the same as the flight end date of the original permitted application (notification). See Here for details. |

# Descriptions Each Procedure 2/2

The following defines the "procedure types" used in this system.

| Procedure Type | Overview |
|---|---|
| Continuing an Application and Reapplying (Continuing Notification and Re-notification) | Renew the flight period of an application or the like permitted in the past, and implement the procedures again.<br>* It is possible to change some of the details of the original permit application in line with a renewal of the flight period.<br>* When applying and notifying in a location that has not been approved or had records notified in the past, apply from "New Application (New Notification)."<br>* See Here for the flight periods that can be applied for in Continuing an Application and Reapplying and the like.<br>[Continuing an Application and Reapplying] Implement the procedure to continue the flight period for an application or the like permitted in the past.<br>[Reapplying/Notification] Implement procedures again for a different flight period (meaning when the flight period was not continued) for an application that was permitted in the past. |
| Procedure After Verbal Permission (in Case of a Disaster or the Like) | Implement the procedure verbally in the event of a disaster, or the like, and implement the application procedures after receiving permission and the like.<br>* Before applying, register the aircraft information, pilot information, and passenger information.<br>* When taking off and landing at a place other than the airfield (application for permission in the proviso to Article 79 of the Civil Aeronautics Act), register the take-off and landing area information in advance. |

# New Applications

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01. Flow of New Applications (Notifications)

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03. New Applications [Select the Application to Be Processed (Article 79, Article 81, and Article 89 of the Civil Aeronautics Act)]

04. New Applications [Enter Basic Information]

05. New Applications [Article 79 of the Civil Aeronautics Act Select the Locations for Take-Off and Landing]

06. New Applications
[Article 79 of the Civil Aeronautics Act Enter Application Information (Other Than Take-Off and Landing Locations)]

07. New Applications [Article 81 of the Civil Aeronautics Act Enter Application Information]

08. New Applications [Article 89 of the Civil Aeronautics Act Enter Notification Information]

09. New Applications [Select Pilot Information]

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# 01. Flow of New Applications (Notification) 1/2

The following shows the flow when making a new application (notification) using this system.

**Register each master control information.**

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) that are required for the application must be registered in advance.

↓

**Start the procedures for the new application (notification).**

↓

Select New Application (Notification)

Select the “New Application (New Notification)” button in the Main Menu, and then select the “New Applications” button in the dialog box.

↓

Select the Application to Be Processed (Article 79, Article 81, and Article 89 of the Civil Aeronautics Act)

Select the target article, the type of aircraft, the location for action to be implemented, and the application destination (notification destination).

↓

Enter Basic Information * For Corporations
Enter Basic Information * For Individuals

Enter the applicant information, and an overview of the flight plan.

↓ *** Enter only when selecting Article 79 of the Civil Aeronautics Act**

Article 79 of the Civil Aeronautics Act
Select the Locations for Take-Off and Landing

Select the take-off and landing locations to apply for from the registered list on the master management screen.

↓ *** Enter only when selecting Article 79 of the Civil Aeronautics Act**

Article 79 of the Civil Aeronautics Act
Enter Application Information (Other Than Take-Off and Landing Locations)

Enter information on take-off and landing at a location other than the airport.

↓

# 01. Flow of New Applications (Notification) 2/2

The following shows the flow when making a new application (notification) using this system.(Continued)

*** Enter only when selecting Article 81 of the Civil Aeronautics Act**

## Article 81 of the Civil Aeronautics Act Enter Application Information

Enter information relating to flight at an altitude below the minimum safety altitude.

*** Enter only when selecting Article 89 of the Civil Aeronautics Act**

## Article 89 of the Civil Aeronautics Act Enter Notification Information

Enter information relating to object drops.

## Select Pilot Information

Select the pilot who is the subject of the application or the like, from the registered list on the master management screen.

## Select Aircraft Information

Select the aircraft that is the subject of the application or the like, from the registered list on the master management screen.

*** Enter only when selecting Article 81 of the Civil Aeronautics Act**

## Select Passenger Information

Select the passenger who is the subject of the application or the like, from the registered list on the master management screen.

## Confirm the Application (Notification) Information

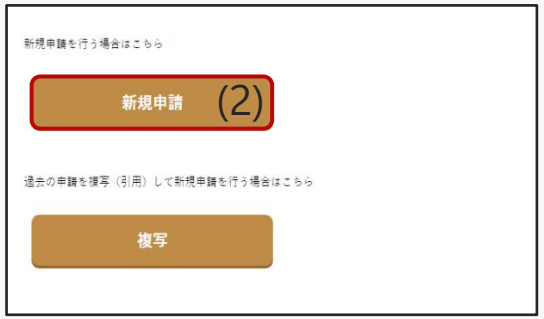
Confirm the information that you entered, and submit the application form and the like.

**New application (notification) is completed.**

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

# 02. New Applications [Select New Application (Notification)]

* It is necessary to register each master control information in advance for 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) that are required for the application.




(1) In the Main Menu screen, press the 新規申請（新規届出） in the heading [Create an Application Form (Notification Form)].

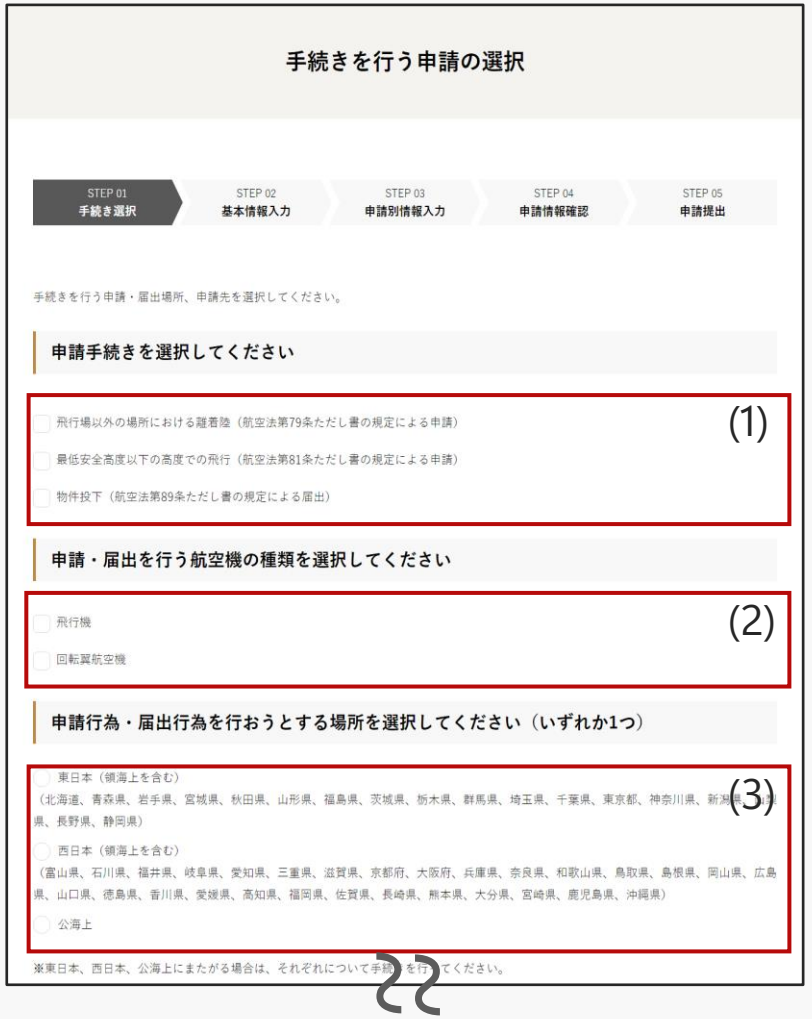
(2) Press the 新規申請 in the dialog box of the "New Application" button and the "Copy" button.

With the "Copy" button, you can make a new application, and the like by citing a past application or the like.
To make an application using a copy, see this.

The screen for selecting the application procedure is opened.

# 03. New Applications [Select the Application to Be Processed (Article 79, Article 81, and Article 89 of the Civil Aeronautics Act)] 1/2

Select the procedure to implement the application and notification, the type of aircraft, the location for action to be implemented, the application and notification destinations.




(1) Select the procedure to implement the application and notification.
When the articles relating to multiple permits or the like are applied to one flight, you can select more than one.

(2) Select the types of aircraft to implement the application and notification.
You can select more than one aircraft type.

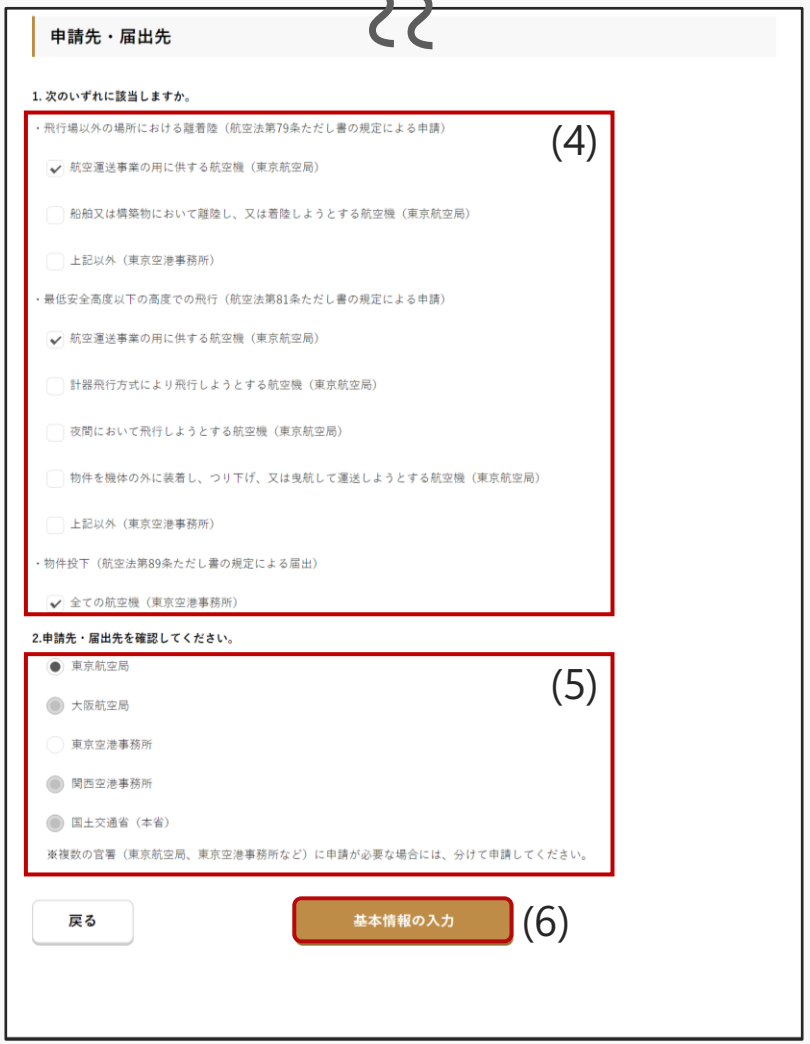
(3) Select the location where the application and notification actions are to be implemented from one of the following.

- East Japan (including territorial waters)
- West Japan (including territorial waters)
- The high seas

* Implement procedures for each if you will overlap East Japan, West Japan, and the high seas.

# 03. New Applications [Select the Application to Be Processed (Article 79, Article 81, and Article 89 of the Civil Aeronautics Act)] 2/2

Select the procedure to implement the application and notification, the type of aircraft, the location for action to be implemented, the application and notification destinations. (Continued)




(4) Select the applicable aircraft.
(If you selected "On the high seas" at (3), proceed to (5).)

* It is not possible to make batch applications for multiple government offices (e.g., Tokyo Regional Civil Aviation Bureau, Tokyo Airport Administrative Office). Implement procedures at each government office.
* If you selected "East Japan (including territorial waters)" for the location where the application and notification actions are to be implemented, the Tokyo Regional Civil Aviation Bureau or the Tokyo Airport Administrative Office will be displayed; if you selected "West Japan (including territorial waters)," the West Japan Civil Aviation Bureau or the Kansai Airport Administrative Office will be displayed.
* If you selected "On the high seas" as the location where the application and notification actions were to be implemented, the Ministry of Land, Infrastructure, Transport and Tourism (this Ministry) is automatically selected.

(5) The location selected for the location where the application and notification actions are to be implemented, and the application (notification) destination according to the selection of (4) are automatically displayed, so check that they are correct.

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

The [Basic Information Input] screen is displayed.

# 04. New Applications [Enter Basic Information] 1/4

[For Corporations] Enter the applicant information, and an overview of the flight plan.

* Individuals
Should see: 04. New Applications [Enter Basic Information] 3/4 to 4/4

Enter the applicant information.

(1) If there is a document control number in the application form, enter it here. (Optional)

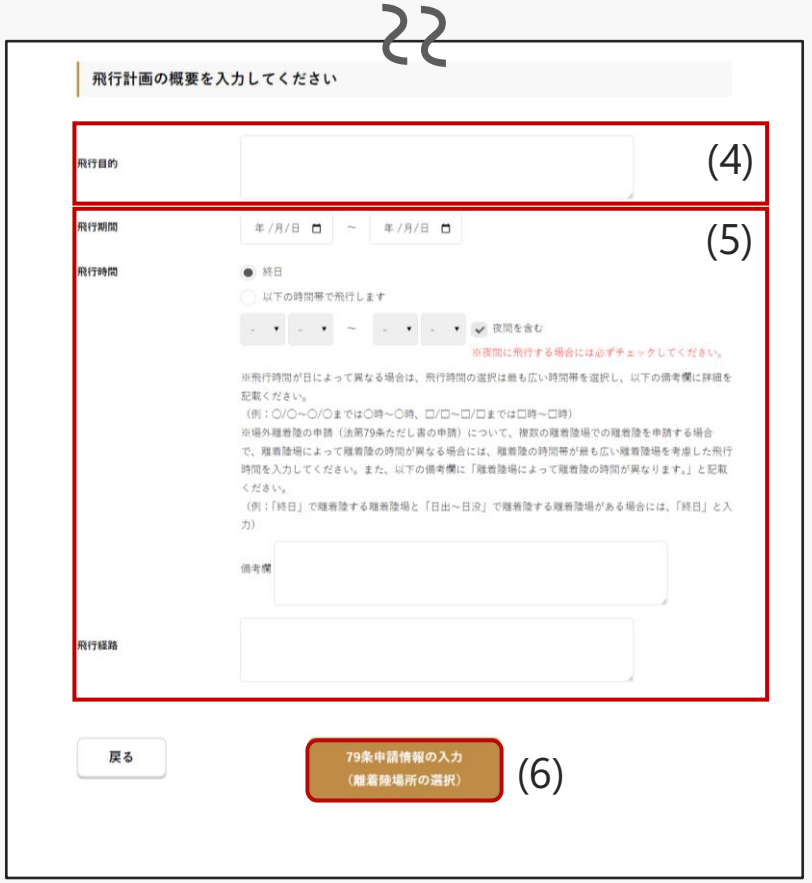
(2) When entering the information, the corporate number, the name of the company or organization, the name of the representative, the location of the head office or main office and the contact information of the person in charge are automatically entered, from the logged-in account information.

* The account information of those who are connected to gBizID on this screen is automatically entered and cannot be revised on the [Basic Information, Flight Plan Overview Input] screen.
If you need to make corrections, implement the application procedures after changing your account information with gBizID.
When revising your account information, and temporarily saving the application information, see this.

(3) For emergency contact information, select "Other than the above" and list where contact can be made in an emergency (name and telephone number) if it is different from the contact information (name and telephone number) of the person in charge.

# 04. New Applications [Enter Basic Information] 2/4

[For Corporations] Enter the applicant information, and an overview of the flight plan. (Continued)




Enter an overview of the flight plan.
* You can enter up to 500 characters in each entry field.

(4) Enter the purpose of the flight.

(5) Enter the period of the flight, the flight time, and the flight path. Also, if the flight time zone includes nighttime, always select “Includes Nighttime.”
* For the flight time, select and enter the widest time zone if it differs from depending on the day, and enter the details in the remarks field.
(Example: Select “All day” even if there is one day that you will fly all day in the flight period, and in the remarks column, enter “〇/〇 to 〇/〇 from XX:XX to XX:XX, and from □/□ to □/□, XX:XX to XX:XX.”)

* For applications for take-off and landing locations (applications for the proviso of Article 79 of the Civil Aeronautics Act), when applying for take-off and landing at multiple locations and the time of take-off and landing differs depending on the location, select and enter the flight time considering the location with the widest take-off and landing time zone, and enter the details in the remarks field.
(Example: When there is a take-off and landing location for take-off and landing "All Day" and when there is a take-off and landing location with take-off and landing "from sunrise to sunset," select "All Day" and enter "The time for take-off and landing varies depending on the location" in the remarks field).

(6) After finishing entering the information, press the button displayed at the bottom center of the screen.
* The name of the button displayed will vary depending on the article to implement the procedure.

- If the procedures set forth in Article 79 of the Civil Aeronautics Act are included, the 79条申請情報の入力（離着陸場所の選択） is displayed.
- If the procedure in Article 79 of the Civil Aeronautics Act is not included, and the procedure in Article 81 of the Act is included, the 81条申請情報の入力 is displayed.
- For only the procedure for Article 89 of the Civil Aeronautics Act, the 89条申請情報の入力 is displayed.

# 04. New Applications [Enter Basic Information] 3/4

[For Individuals] Enter the applicant information, and an overview of the flight plan.

* For Corporations
see: 04. New Applications [Enter Basic Information] 1/4 to 2/4

Enter the applicant information.

(1) When entering, the name, its Furigana, address and contact will automatically be entered as the account information that is logged in. You can also revise initially entered information.
* Furigana (pronunciation) can be entered using double-byte katakana, double-byte or single-byte spaces, and symbols (ー, ・, ～).

(2) For emergency contact information, if the name and contact information for the applicant are different, select "Other than the above" and list where contact can be made in an emergency (name and telephone number).

(3) If there is a document control number in the application form, enter it here. (Optional)

# 04. New Applications [Enter Basic Information] 4/4

[For Individuals] Enter the applicant information, and an overview of the flight plan. (Continued)

Enter an overview of the flight plan.
* You can enter up to 500 characters in each entry field.

(4) Select the purpose of the flight.

(5) Enter the period of the flight, the flight time, and the flight path. Also, if the flight time zone includes nighttime, always select "Includes Nighttime."
* For the flight time, select and enter the widest time zone if it differs from depending on the day, and enter the details in the remarks field.
(Example: Select "All day" even if there is one day that you will fly all day in the flight period, and in the remarks column, enter "○/○ to ○/○ from XX:XX to XX:XX, and from □/□ to □/□, XX:XX to XX:XX."

* For applications for take-off and landing locations (applications for the proviso of Article 79 of the Civil Aeronautics Act), when applying for take-off and landing at multiple locations and the time of take-off and landing differs depending on the location, select and enter the flight time considering the location with the widest take-off and landing time zone, and enter the details in the remarks field.
(Example: When there is a take-off and landing location for take-off and landing "All Day" and when there is a take-off and landing location with take-off and landing "from sunrise to sunset," select "All Day" and enter "The time for take-off and landing varies depending on the location" in the remarks field).

(6) After finishing entering the information, press the button displayed at the bottom center of the screen.
* The name of the button displayed will vary depending on the article to implement the procedure.

- If the procedures set forth in Article 79 of the Civil Aeronautics Act are included, the 79条申請情報の入力（離着陸場所の選択） is displayed.
- If the procedure in Article 79 of the Civil Aeronautics Act is not included, and the procedure in Article 81 of the Act is included, the 81条申請情報の入力 is displayed.
- For only the procedure for Article 89 of the Civil Aeronautics Act, the 89条申請情報の入力 is displayed.

# 05. New Applications [Article 79 of the Civil Aeronautics Act Enter Application Information (Other Than Take-Off and Landing Locations)]

Select the take-off and landing locations to apply for from the registered list on the master management screen.
* The take-off and landing locations must be registered in advance on the master management screen.

In the list, all the information registered on the master management screen is displayed. Also, if there are more than 21 take-off and landing locations, it will be displayed on multiple pages.

(1) When searching for the take-off and landing location, enter the [Off-site ID], [Name], [Address], and [Type], and the like. When you press the "Search" button, the corresponding take-off and landing location is displayed.
* [Name] and [Address] can be partially matched in the search.
* Even if you press the 検索 after selecting at (2), the selections you have already made will be maintained.

(2) Please select the leftmost box for the take-off and landing locations to apply for.
* You cannot add a take-off and landing location or change the take-off and landing location information on this screen. If it is necessary to add or the like, implement the procedure after adding or changing the registration the on the master management screen.
When adding or changing the take-off and landing location, and temporarily saving the application information, see this.

(3) When "Select All" is selected, all take-off and landing locations displayed on the screen will be selected.
* If there are multiple pages, even if you check "Select All," take-off and landing locations that are not displayed on the screen are not selected.

(4) Once all take-off and landing locations to apply for have been selected, press the 79条申請情報の入力（続き）.
The screen for entering application-specific information under Article 79 of the Civil Aeronautics Act will open.

# 06. New Applications [Article 79 of the Civil Aeronautics Act Enter Application Information (Other Than Take-Off and Landing Locations)] 1/5

Enter information on take-off and landing at a location other than the airport.

(1) The [Flight Plan Overview/Flight Period] entered for [Period of Take-off and Landing] on the [Basic Information Input] is automatically applied.
Check to make sure that there are no errors.
* If you need to make corrections, use the 戻る to return to the [Basic Information Input] screen and modify the [Flight Plan Overview/Flight Period].

(2) Press the 選択 and attach the following drawings and materials.
If you have any other application materials, attach them here.
You can attach them separately or collectively in one file.

- Actual measurement drawings of take-off and landing zones, and the like;
- Diagram showing recent runway surface conditions in the take-off and landing zones;
- Projection views of the approach area, and the transition surface, diagrams showing the positions and heights of obstacles in within the range where air traffic pattern flight is performed, and diagrams showing the degree of density of people or homes;
- Block plans of lighting facilities, and materials that allow confirmation of lights and light intensity, and the like.

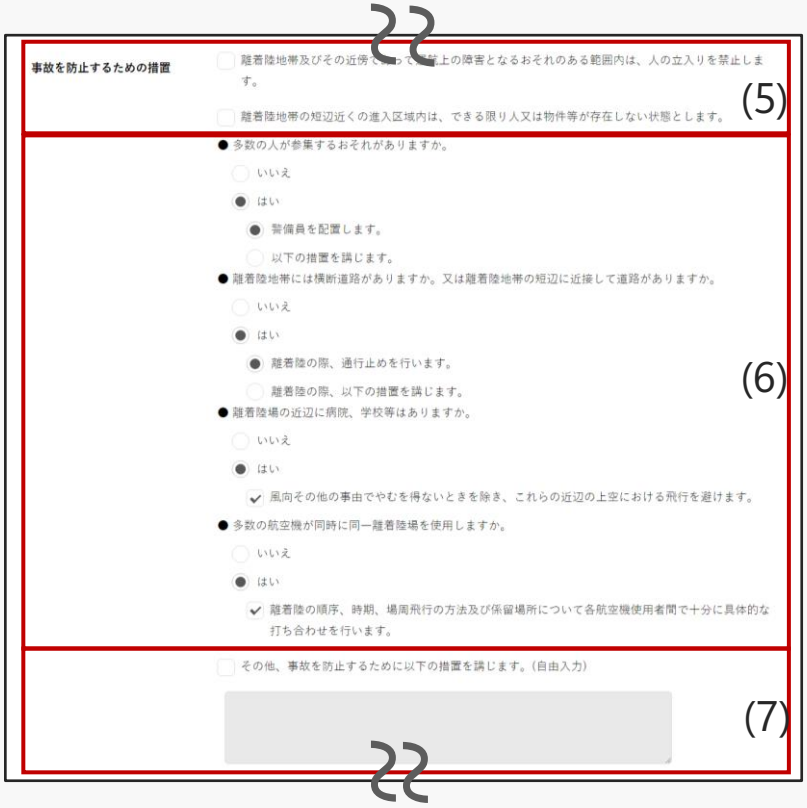
* Files having the same filename cannot be attached.
* File extensions that can be attached are "jpg," "jpeg," "png," and "pdf."
* The maximum filename length is 45 characters.
* The maximum total file size per application is 80 MB. (This also includes attachments for other articles. Also, the maximum value for individual file sizes is also 80 MB, but in those cases, only one attachment is permitted.)
* The upper limit for the number of files that can be attached is 5.

(3) If you want to change the attached file, delete it using the 削除, and select another file.

(4) Enter the reason for take-off and landing in the blank field.
* You can enter up to 500 characters.

# 06. New Applications [Article 79 of the Civil Aeronautics Act Enter Application Information (Other Than Take-Off and Landing Locations)] 2/5

Enter information on take-off and landing at a location other than the airport. (Continued)




Enter the measures implemented to prevent accidents.

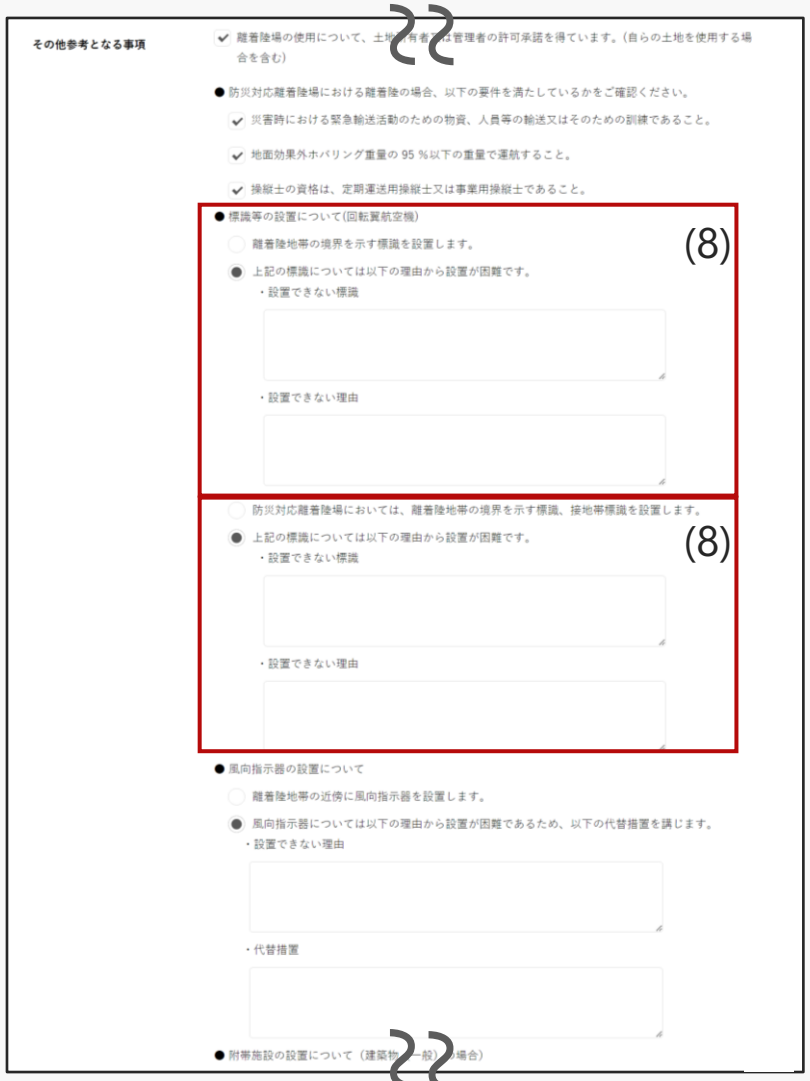
(5) Select the applicable item.

(6) Select the applicable item (yes or no). If you select "yes", please enter or select the details of the specific measures.

(7) When taking measures to prevent accidents other than those taken in (5) and (6) above, please enter them here.
* You can enter up to 500 characters in each entry field.

# 06. New Applications [Article 79 of the Civil Aeronautics Act Enter Application Information (Other Than Take-Off and Landing Locations)] 3/5

Enter information on take-off and landing at a location other than the airport. (Continued)



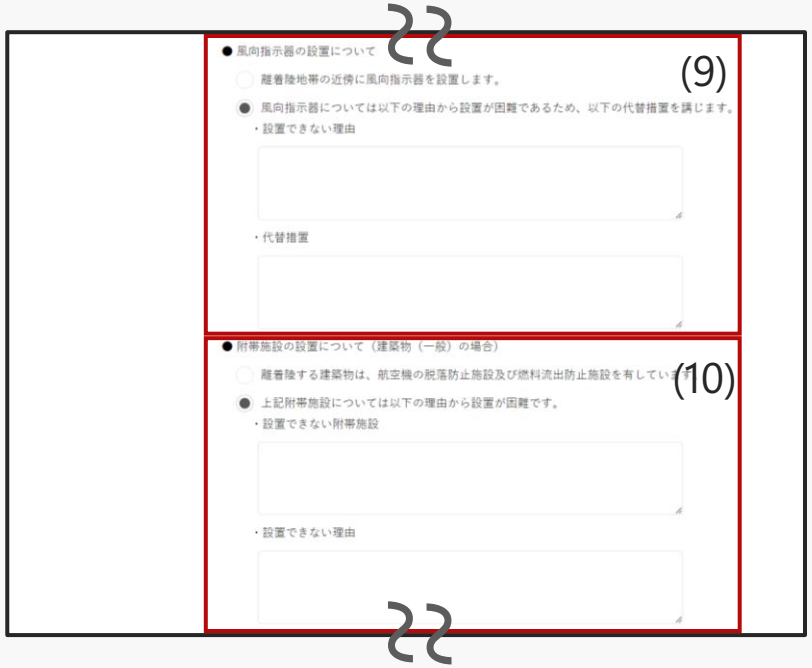

Enter other items for reference. Follow the screen to select and enter applicable items.

* The content displayed will vary depending on selections made so far, such as the type of aircraft to be applied for and the type of take-off and landing location.
  In the conceptual view of the screen on the left is an example of the screen display when selected as shown below.
  - ■Select "Rotorcraft" and "Tokyo Airport Administrative Office" on the [Procedure Selection] screen
  - ■Select the take-off and landing location that corresponds "Buildings (general)" and "Ground (disaster prevention)" on the [Select Take-Off and Landing Location] screen

(8) If installation is difficult, for "Installation of Signs, and the Like," enter the signs that cannot be installed and the reasons.
  * You can enter up to 500 characters in each entry field.

# 06. New Applications [Article 79 of the Civil Aeronautics Act Enter Application Information (Other Than Take-Off and Landing Locations)] 4/5

Enter information on take-off and landing at a location other than the airport. (Continued)



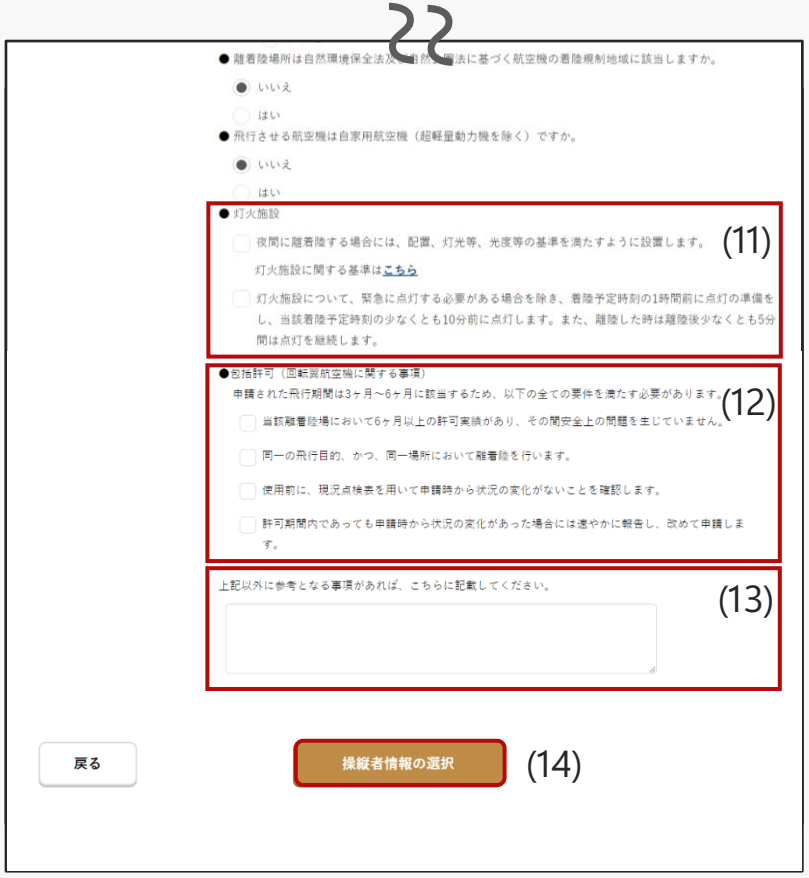

Enter other items for reference. (Continued from the previous page)
Follow the screen to select and enter applicable items.
* You can enter up to 500 characters in each entry field.

(9) If installation is difficult, for "Installation of Wind Direction Indicator," enter the reasons and alternative measures.

(10) If installation is difficult, for "Installation of Ancillary Facilities," enter the ancillary facilities that cannot be installed and the reasons.
* The content displayed will vary depending on selections made so far, such as the type of aircraft to be applied for and the type of take-off and landing location.
In the conceptual view of the screen on the left is an example of the screen display when making selections that include the take-off and landing location that corresponds to "Buildings (general)," on the [Select Take-Off and Landing Location] screen.

# 06. New Applications [Article 79 of the Civil Aeronautics Act Enter Application Information (Other Than Take-Off and Landing Locations)] 5/5

Enter information on take-off and landing at a location other than the airport. (Continued)




Enter other items for reference. (Continued from the previous page)
Follow the screen to select and enter applicable items.
* The content displayed will vary depending on selections made so far, such as the type of aircraft to be applied for and the type of take-off and landing location.

(11) "Lighting Facilities" are only displayed when including rotorcraft and nighttime.

(12) If the permit period falls under a "comprehensive permit," requirements corresponding to the aircraft type and flight period are displayed.
* In the conceptual view of the screen on the left is an example of the screen display when the flight period is more than three months and limited to six months, when using a rotorcraft.

(13) Enter any other supplementary information, if you have it. (Optional)
* You can enter up to 500 characters.

(14) After finishing entering the information, press the button displayed at the bottom center of the screen.
* The name of the button displayed will vary depending on the article to implement the procedure.
  - If the procedures set forth in Article 81 of the Civil Aeronautics Act are included, the 81条申請情報の入力 is displayed.
  - If the procedures in Article 81 of the Civil Aeronautics Act are not included, and the procedures in Article 89 of the Act are included, the 89条申請情報の入力 is displayed.
  - If the procedures set forth in Articles 81, and 89 of the Civil Aeronautics Act are not included, the 操縦者情報の選択 isplayed.

# 07. New Applications [Article 81 of the Civil Aeronautics Act Enter Application Information] 1/3

Enter information relating to flight at an altitude below the minimum safety altitude.

(1) For "Path to Fly at Low Altitude," select "Prefecture," and in the field on the right, enter an address to the municipality that doesn't include the street number.
Supplement with drawings and the like showing the flight path for the detailed location as an attachment.
In the case of territorial sea or on the high seas, select the applicable one for each, and enter an approximate location ("offshore of the XX prefecture," or the like) in the field on the right.
Also, if there are multiple places in the same municipality where you will fly at a low altitude, enter the total number of places in the municipality and supplement the detailed location with a drawing of the flight path.
* You can enter up to 200 characters in each entry field.

(2) Enter the "Altitude to Fly at Low Altitude."
(If there is an altitude width, enter the lower limit and the upper limit values.)
* Select either "m" or "ft" for the unit.

(3) In the "Remarks" field, describe if necessary when there is supplementary information, such as if the altitude of flight is different for an aircraft or rotorcraft, and others.
(Ex.: For altitude, an airplane will be X-X m, and a rotorcraft will be Y-Y m)

(4) When applying for low-altitude flight in multiple locations (cities and towns), press the 追加入力.
* You can register up to 200 cases.

# 07. New Applications [Article 81 of the Civil Aeronautics Act Enter Application Information] 2/3

Enter information relating to flight at an altitude below the minimum safety altitude. (Continued)

(5) Press the 選択 and attach the following drawings and materials.
If you have any other application materials, attach them here.
You can attach them separately or collectively in one file.
- Flight altitude on the path
- Point or region where the flight path is to be flown
- Diagram showing the degree of density of obstacle obstacles and people or houses between the available crash landing points and low-altitude flight locations and the crash landing points

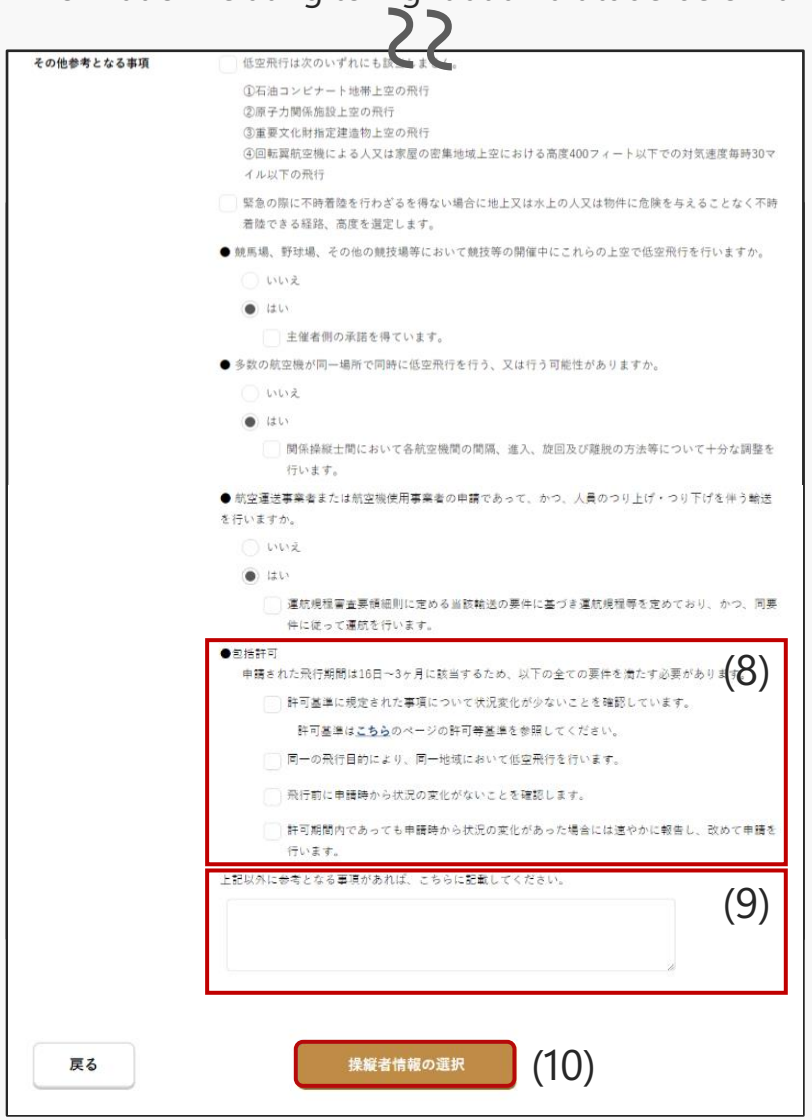
(6) If you want to change the attached file, delete it using the the 削除 and select another file.

* Files having the same filename cannot be attached.
* File extensions that can be attached are "jpg," "jpeg," "png," and "pdf."
* The maximum filename length is 45 characters.
* The maximum total file size per application is 80 MB. (This also includes attachments for other articles. Also, the maximum value for individual file sizes is also 80 MB, but in those cases, only one attachment is permitted.)
* The upper limit for the number of files that can be attached is 5.

(7) Select applicable items for “Reason for Low-altitude Flight.” If there are no applicable items, select "Other" and enter it in the field on the right.
* You can enter up to 500 characters in each entry field.

# 07. New Applications [Article 81 of the Civil Aeronautics Act Enter Application Information] 3/3

Enter information relating to flight at an altitude below the minimum safety altitude. (Continued)




Enter other items for reference.
Follow the screen to select and enter applicable items
* The content displayed will vary depending on selections made so far, such as the type of aircraft to be applied for and the type of take-off and landing location.

(8) If the permit period falls under a "comprehensive permit," requirements corresponding to the flight period are displayed.
* In the conceptual view of the screen on the left, an example of the screen display is displayed when the flight period is more than 15 days, and limited to three months

(9) Enter any other supplementary information, if you have it. (Optional)
* You can enter up to 500 characters.

(10) After finishing entering the information, press the button displayed at the bottom center of the screen.
* The name of the button displayed will vary depending on the article to implement the procedure.

- If the procedures set forth in Article 89 of the Civil Aeronautics Act are included, the 89条申請情報の入力 displayed.
- If the procedures set forth in Article 89 of the Civil Aeronautics Act are not included, the 操縦者情報の選択 is displayed.

# 08. New Applications [Article 89 of the Civil Aeronautics Act Enter Notification Information] 1/3

Enter information relating to object drops.

Follow the screen to select or enter the necessary items.
* You can enter up to 200 characters in each entry field.

(1) Enter the "Purpose of Dropping Objects."

(2) Regarding the "Overview of the Dropped Objects", enter the [Name] [Shape (Standard)] and [Weight]. If there are multiple dropped objects, press the 追加入力 to add them. You can toggle the input form and add the information for the dropped objects.
* You can register up to 200 cases.

(3) For "Drop Location," select "Prefecture," and in the field on the right, enter the address including the street number below the municipality.
* Unlike the application in Article 81 of the Civil Aeronautics Act, when notifying in Article 89 of the Civil Aeronautics Act, include the street number. In the case of territorial sea or on the high seas, select the applicable one for each, and enter an approximate location ("offshore of the XX prefecture," or the like) in the field on the right.

(4) Enter the "Altitude to Drop Objects." (If there is an altitude width, enter the lower limit and the upper limit values.)
* Select either "m" or "ft" for the unit.

(5) In the "Remarks" field, describe if necessary when there is supplementary information, such as if the altitude of flight is different for an aircraft or rotorcraft others.
(Ex.: For altitude, an airplane will be X-X m, and a rotorcraft will be Y-Y m)

(6) When dropping objects at multiple locations, press the 追加入力 You can toggle the input form and add the information for the location of the dropped objects.
* You can register up to 200 cases.

# 08. New Applications [Article 89 of the Civil Aeronautics Act Enter Notification Information] 2/3

Enter information relating to object drops. (Continued)

(7) Press the 選択 attach the following drawing and materials.
If you have any other notification materials, attach them here. You can attach them separately or collectively in one file.
- Diagram showing the degree of density of people or homes in and around the drop site or drop zone and its surroundings
- (If necessary) Overview diagram of the properties

(8) If you want to change the attached file, delete it using the 削除 , and select another file.

* Files having the same filename cannot be attached.
* File extensions that can be attached are "jpg," "jpeg," "png," and "pdf."
* The maximum filename length is 45 characters.
* The maximum total file size per application is 80 MB.
(This also includes attachments for other articles. Also, the maximum value for individual file sizes is also 80 MB, but in those cases, only one attachment is permitted.)
* The upper limit for the number of files that can be attached is 5.

(9) For "Measures Against Endangering People or Property on Land or Over Water," follow the screen to select or enter applicable items.

# 08. New Applications [Article 89 of the Civil Aeronautics Act Enter Notification Information] 3/3

Enter information relating to object drops. (Continued)

(10) "Measures Against Endangering People or Property on Land or Over Water" (continued) Follow the screen to select and enter applicable items.
* You can enter up to 200 characters in each entry field.

Enter "Other Items for Reference."
Follow the screen to select and enter applicable items.

(11) If the notification period falls under a "comprehensive notification," requirements corresponding to the aircraft type and flight period are displayed.
* In the conceptual view of the screen on the left, an example of the screen display is displayed when the flight period is more than 15 days, and limited to one month.

(12) Enter any other supplementary information, if you have it. (Optional)
* You can enter up to 500 characters.

(13) After finishing entering the information, press the 操縦者情報の選択 The screen for selecting pilot information is displayed.

# 09. New Applications [Select Pilot Information]

Select the pilot who is the subject of the application or the like, from the registered list on the master management screen.

In the list, all the information registered on the master management screen is displayed.
Also, if there are more than 21 pieces of pilot information, it will be displayed on multiple pages.

(1) Select the leftmost box of the pilot to apply for.
* Pilot information cannot be added using this screen. If it is necessary to add information, implement the procedure after registering on the master management screen. When adding a pilot, and temporarily saving the application information, see this.

(2) When "Select All" is selected, all pilots displayed on the screen will be selected.
* If there are multiple pages, even if you check "Select All," pilots that are not displayed on the screen are not selected.

(3) When searching for pilots, enter the [Pilot Name], and [Qualifications] and the like. When you press the 検索 , the corresponding pilot is displayed.
* Can be partially matched in the search.
* Even if you press the “Search” button for the selected pilot, the selections you have already made will be maintained.

(4) After selecting all pilots to apply for, press the 航空機情報の選択 ,The screen for selecting aircraft Information is displayed.

# 10. New Applications [Select Aircraft Information]

Select the aircraft that is the subject of the application or the like, from the registered list on the master management screen.

In the list, all the information registered on the master management screen is displayed.
Also, if there are more than 21 pieces of aircraft information, it will be displayed on multiple pages.

(1) Select the leftmost box of the aircraft to apply for.
* Aircraft information cannot be added using this screen. If it is necessary to add information, implement the procedure after registering on the master management screen. When adding aircraft information, and temporarily saving the application information, see this.

(2) When "Select All" is selected, all pilots displayed on the screen will be selected.
* If there are multiple pages, even if you check "Select All," pilots that are not displayed on the screen are not selected.

(3) When searching for aircraft, enter the [Model Name], or [Nationality and Registered Symbols]. When you press the 検索 ,the corresponding aircraft is displayed.
* Can be partially matched in the search.
* Even if you press the "Search" button for the selected aircraft, the selections you have already made will be maintained.

(4) After selecting all aircraft to apply for, press the button in the bottom center of the screen.

- If the procedures set forth in Article 81 of the Civil Aeronautics Act are incl 同乗者情報の選択 is displayed.
- If the procedures set forth in Article 89 of the Civil Aeronautics Act are not included, the 入力情報の確認 is displayed.

# 11. New Applications [Select Passenger Information]

Select the passenger who is the subject of the application or the like, from the registered list on the master management screen.

In the list, all the information registered on the master management screen is displayed.
Also, if there are more than 21 pieces of passenger information, it will be displayed on
multiple pages
* This screen is displayed only when implementing the procedures pertaining to the proviso to Article 81 of the Civil Aeronautics Act.

(1) Select the leftmost box of the passenger to apply for. If there are no passengers, making a
selection is not required.
* Passenger information cannot be added using this screen.
If it is necessary to add information, implement the procedure after registering on the master management screen.
When adding a passenger, and temporarily saving the application information, see this.

(2) When "Select All" is selected, all pilots displayed on the screen will be selected.
* If there are multiple pages, even if you check "Select All," pilots that are not displayed on the screen are not selected.

(3) When searching for passengers, enter the [Passenger Name], and [Purpose for Flying]. When you press the "Search" button, the corresponding passenger is displayed.
* Can be partially matched in the search.
* Even if you press the 検索 for the selected passenger, the selections you have already made will be maintained.

(4) After selecting all passengers to apply for, press the 入力情報の確認 . The screen for confirming the inputted application information is displayed.

# 12. New Applications [Confirm the Application (Notification) Information] 1/2

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

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

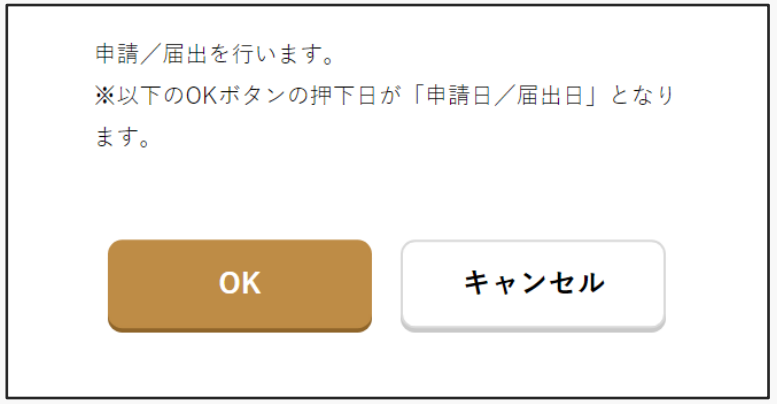
(1) If there is an error in the inputted content, press the ●●の修正 at the bottom right of each information to revise the information.
* When you press the " ●●の修正 " button for each screen, you will transition to the appropriate screen. After correcting the information you entered on each screen, please 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.
* If operations are suspended for 120 minutes or longer during the application process (no operations are implemented), you will need to start the procedures over.

(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.
* On the [Application Information Confirmation] screen, external output such as PDF output and printing or the like, cannot be implemented. Use the print function in your browser.

# 12. New Applications [Confirm the Application (Notification) Information] 2/2

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



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.

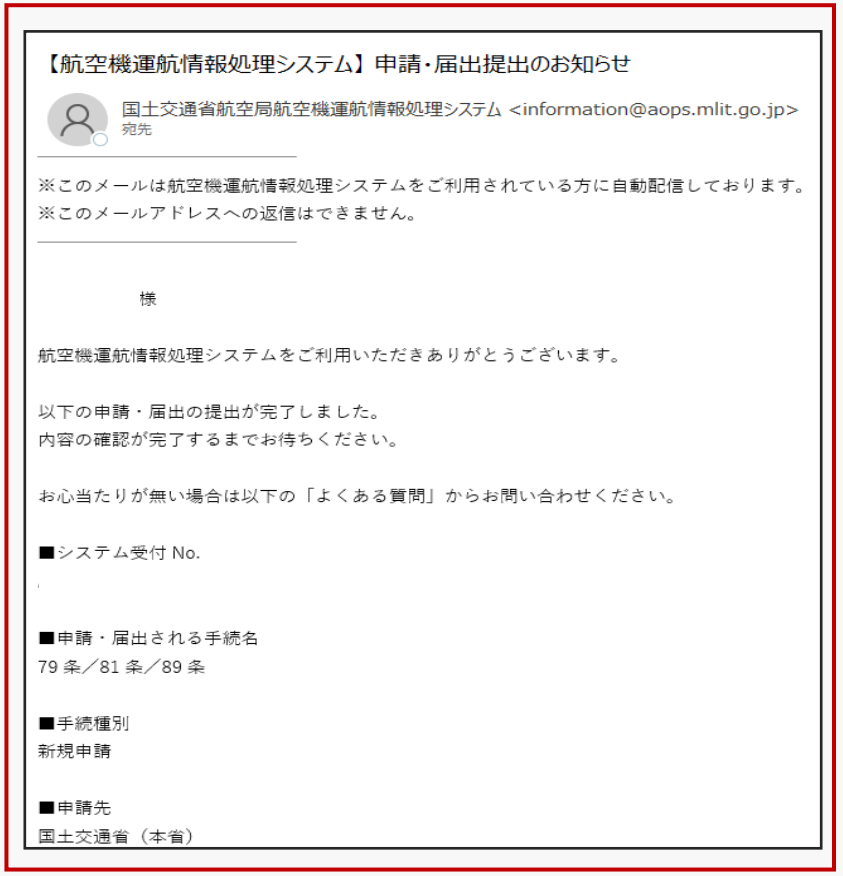
When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

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

# 13. New Applications [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>
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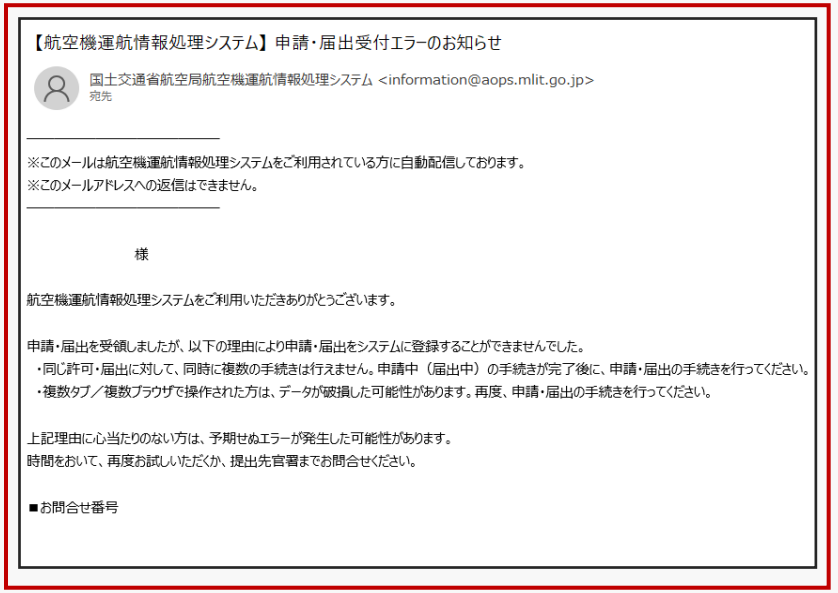
■システム受付 No.

■申請・届出される手続名
79 条／81 条／89 条

■手続種別
新規申請

■申請先
国土交通省（本省）

➢ When failed to receive



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・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"

# Copy

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01. Flow of New Application (Notification) Using a Copy

02. Copy [Selecting Copy]

03. Copy [Selecting an Application (Notification) to Copy]

04. Copy [Revising Application (Notification) Information]

05. Copy [Confirming Application (Notification) Information]

06. Copy [Confirm the Submission Complete E-mail]

# 01. Flow of New Application (Notification) Using a Copy

The following shows the flow when making a new application (notification) using a copy in this system.

Register each master control information.

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) that are required for the application must be registered in advance.

↓

**Start the procedures for the new application (notification) using a copy**

↓

## Select New Application (Notification)

Select the “New Application (New Application)” button in the main menu, and select the “Copy” button in the dialog.

↓

## Select an application (notification) to copy

Select the application (notification) to be copied from the [Application Information List].

## 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.

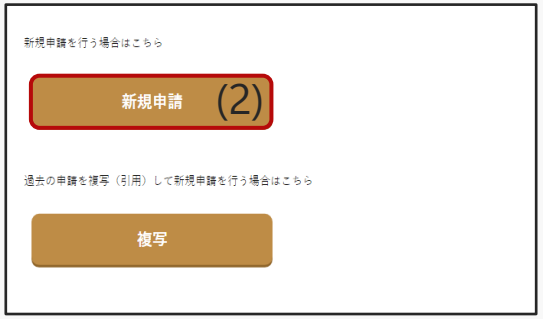
↓

**New application (notification) using a copy is completed**

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

# 02. Copy [Selecting Copy]

* It is necessary to register each master control information in advance for 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) that are required for the application.




(1)In the main menu screen, press 新規申請（新規届出） in the heading of [Create an Application Form (Notification Form)].

(2)Press the 複写 in the dialog of the “New Application” button and the “Copy” button.

The screen for selecting the application procedure is opened.

# 03. Copy [Selecting an Application (Notification) to Copy]

Select the application (notification) to be copied from the [Application Information List].

An application (notification) that can be "copied" is displayed.
Also, if there are more than 21 applications, it will be displayed on multiple pages.

(1)When searching application information, enter 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 contents of the application (notification) of the [Copy] original, press the 詳細.

(3)Press the 複写 of the application (notification), to be the “Copy” original, from the [Application Information List].

The screen for selecting the application procedure is opened.

* 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.

# 04. Copy [Revising Application (Notification) Information]

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

It is possible to revise the information of the application (notification) of the copy source selected in the [Application Information List].

* Past inputted information is applied as is to the screen, so implement the procedures after confirming and revising the content entered, such as the applicant information, and the flight date and time, and the like.

* In the unlikely event that an application is made using a past application accidentally after copying, contact application destination quickly to withdraw that application.

Various input screens ([Procedure Selection] screen → [Enter Basic Information] screen → [Enter Information by Application] screen) are the same as the manual "New Applications".
Follow the screen to select or enter (revise) pertinent items.

# 05. Copy [Confirming Application (Notification) Information] 1/2

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 content, press the ●●の修正 at the bottom right of each information to revise the information.

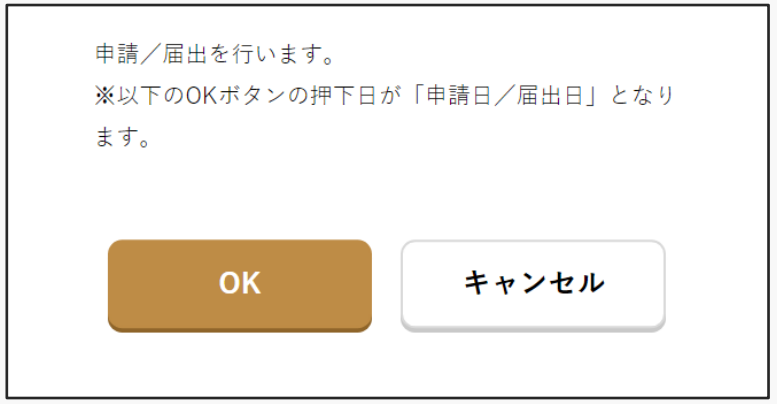
* When you press the " ●●の修正 " button for each screen, you will transition to the appropriate screen. After correcting the information you entered on each screen, please use the button in the center of the bottom row to move to this screen.

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

# 05. Copy [Confirming Application (Notification) Information] 2/2

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



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.

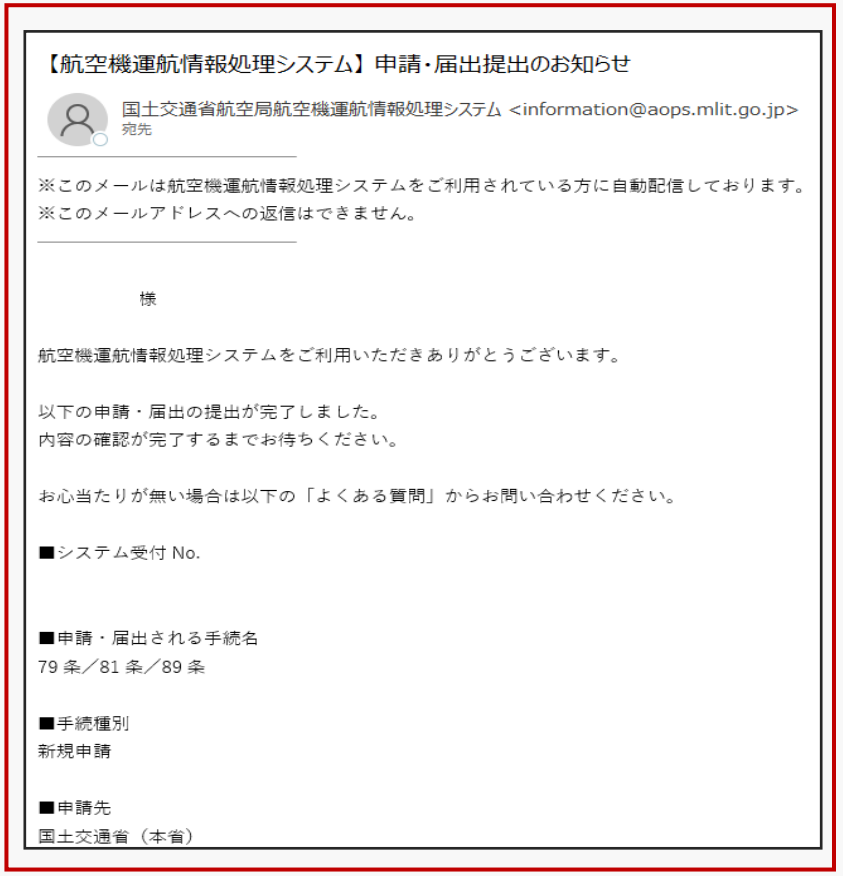
When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

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

# 06. Copy [Confirm the Submission Complete E-mail]

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

➢ When received normally



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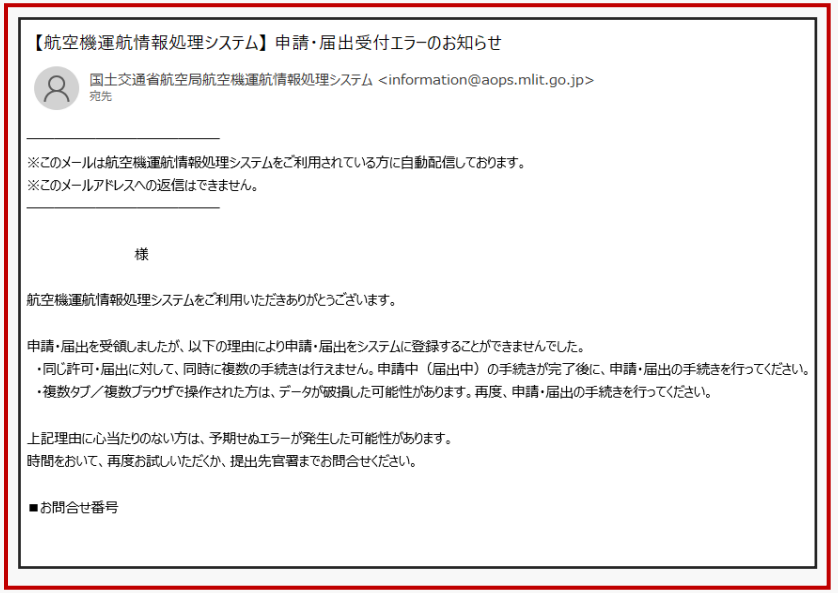
➢ When failed to receive



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"Login ID" "date and time of receiving the email" "inquiry number written in the email" "terminal (OS) used" "browser used"

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

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

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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)]

04. Continuing an Application and Reapplying [Revise Application (Notification) Information]

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

06. Continuing an Application and Reapplying (Continuing Notification and Re-notification)
[Confirm the Submission Complete E-mail]

[Reference] Conceptual view of flight period when continuing an application and reapplying
(continuing notification and re-notification) and changing the application (notification)

# 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

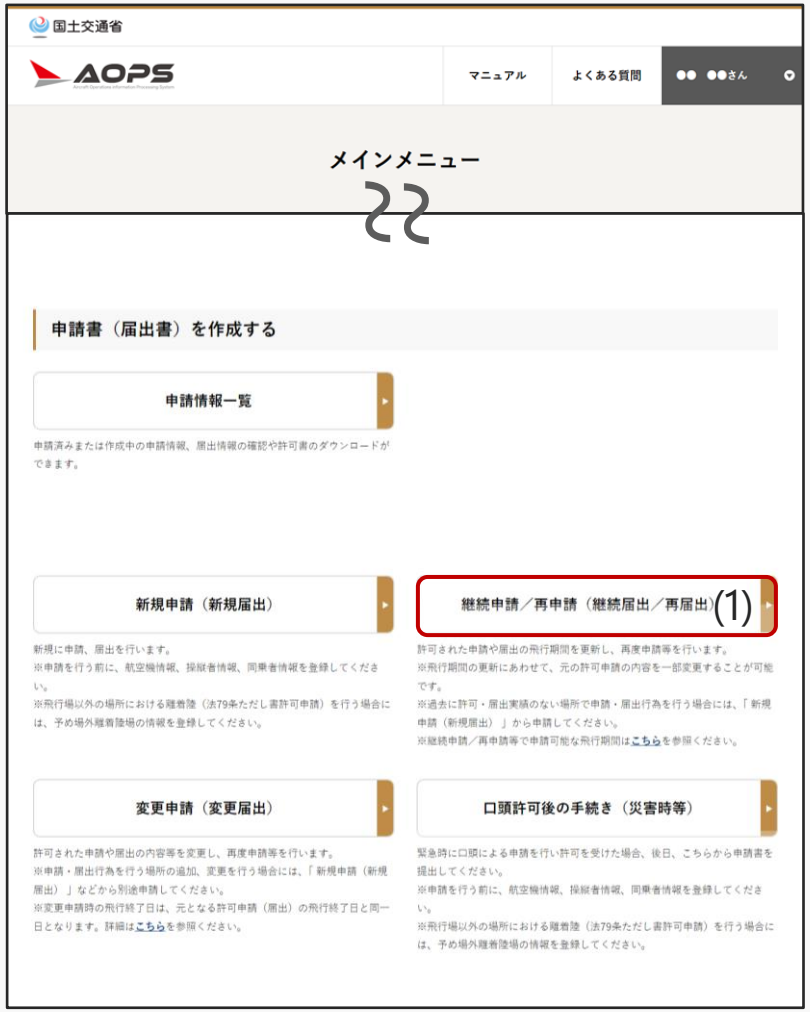
Confirm the information that you entered, and submit the application and the like.

## 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.

# 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.

# 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.

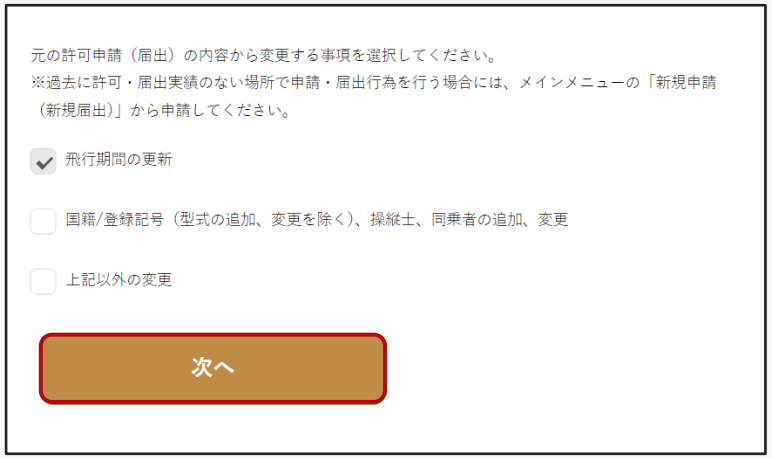
(3) Press the 継続・再申請 継続・再届出 for the application (notification) that is the source of the "Continuing an Application and Reapplying" from the [Application Information List].

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."

# 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).




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.

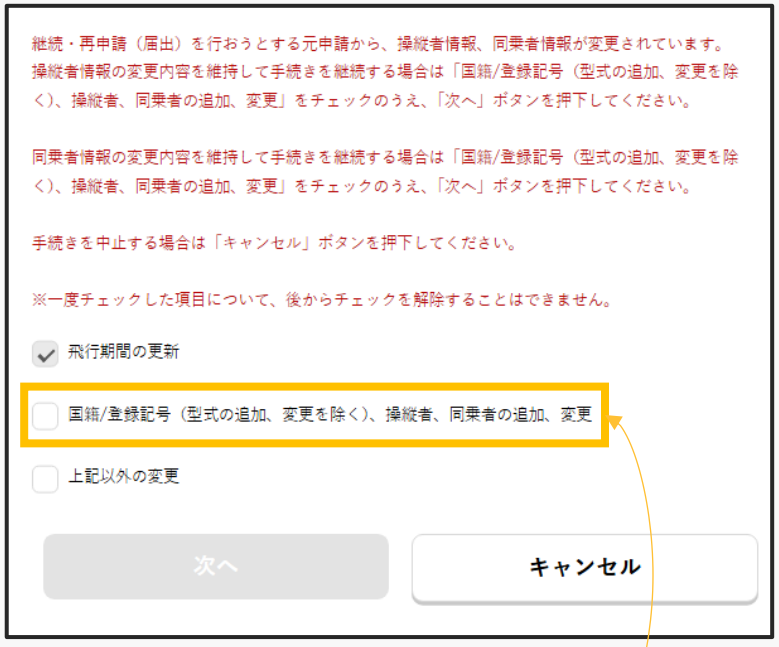
* When applying and notifying in a place that has not been approved or had records notified in the past, apply from [New Application (New Notification)] in the main menu.

* 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<br>* 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.<br>* 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)<br>* When adding different types of aircraft, either select "Changes Other Than the Above" or make a new application (new notification).<br>* 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.<br>* When applying and notifying in a place that has not past permission or had records notified in the past, implement [New Application (New Notification)].<br>* 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). |

# 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)




| 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 |

(4)

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

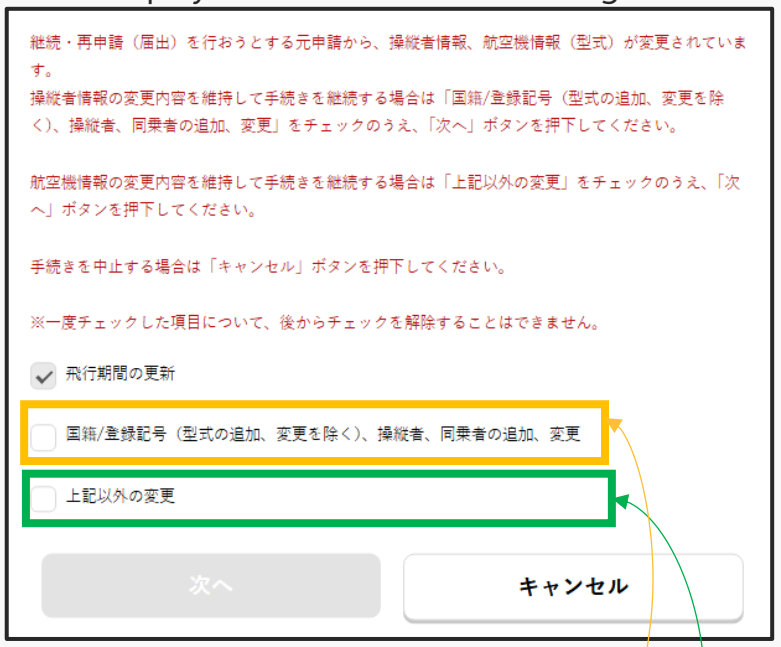
(4) When continuing the procedure for continuing and re-applying (continuing and re-notifying), refer to the table on the left and, if necessary, for the items in the table that are in the "error dialog display," check the "matters to be changed" that will be an accepted application, and then press the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

# 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)




| 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 |

(5)

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.

# 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.

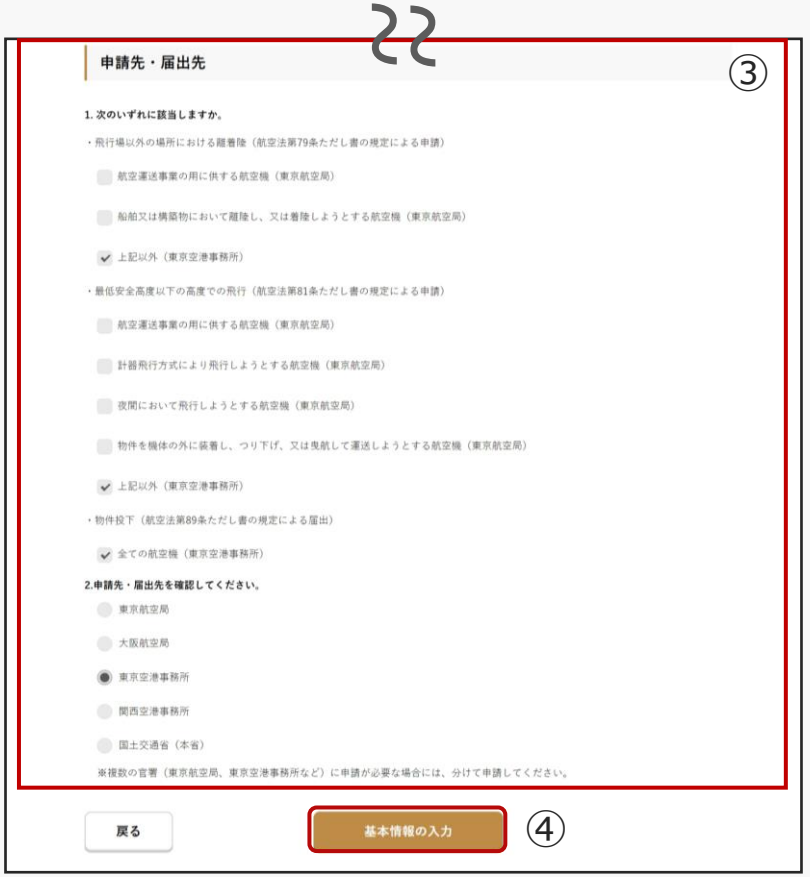
(2) In the dialog box to select the items to change

- ➢ 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.

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

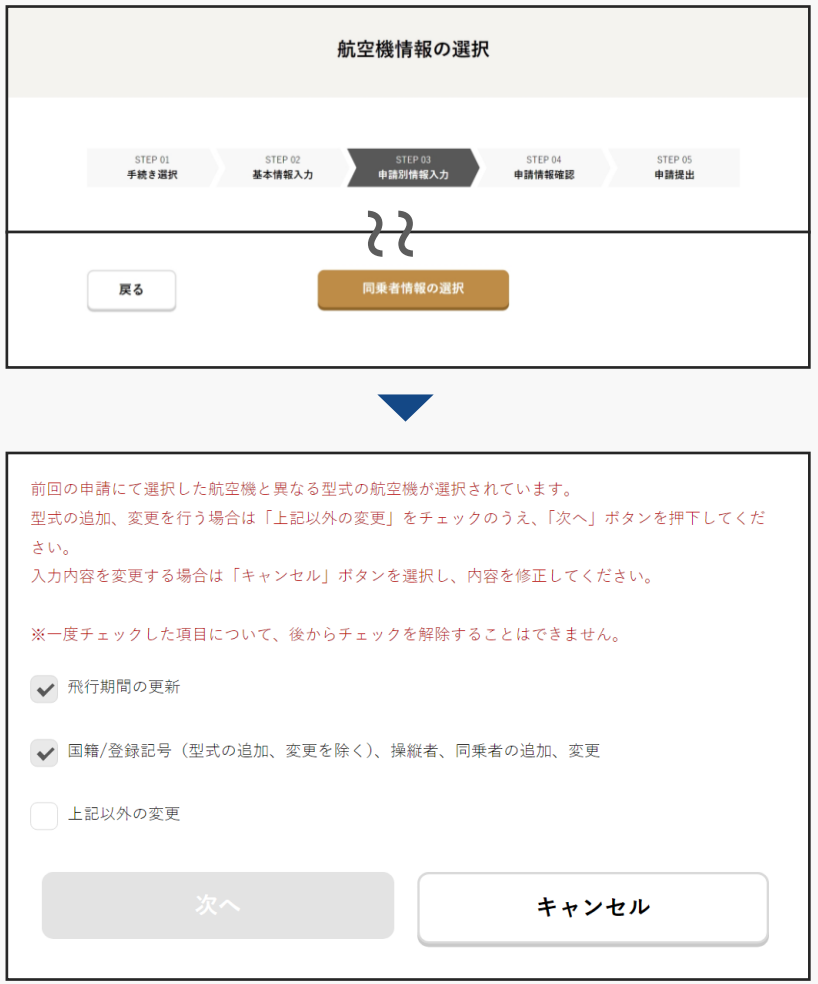
If necessary, revise the application information on the entry screen for each application (notification) information. (Continued)

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)

# 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.

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.

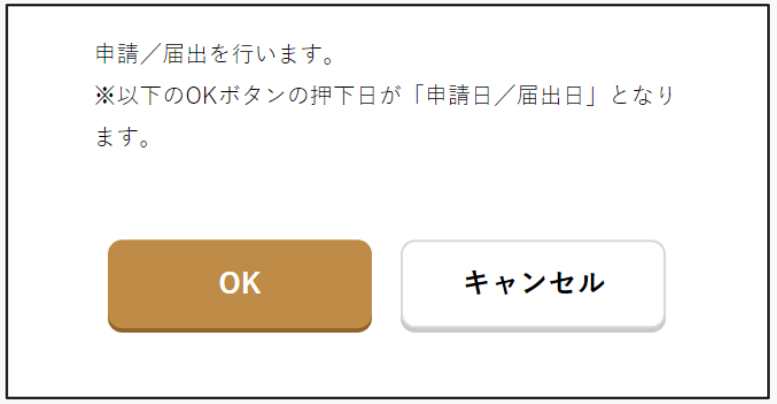
(2) If you want temporarily to save the application information, press the 一時保存 .

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.



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.

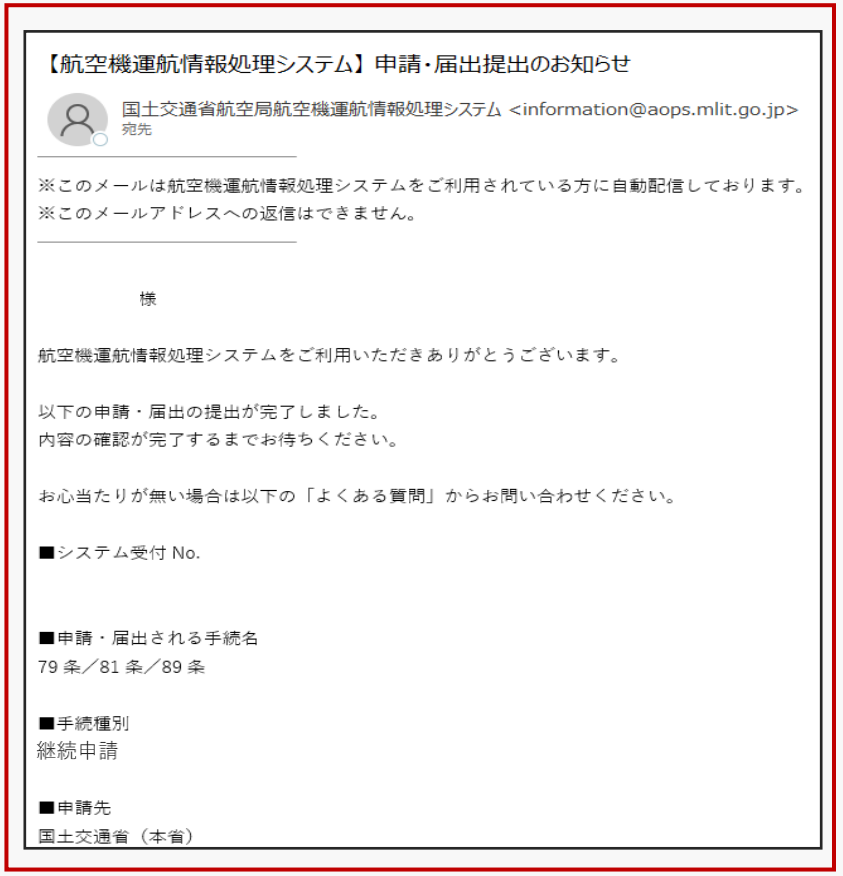
When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

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。

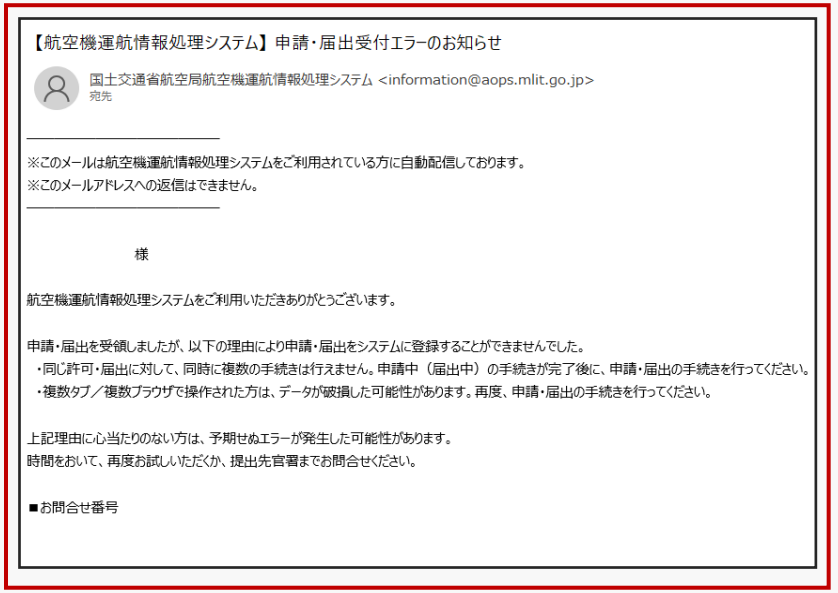
■システム受付 No.

■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。

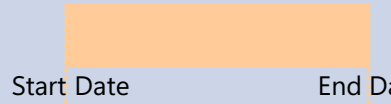
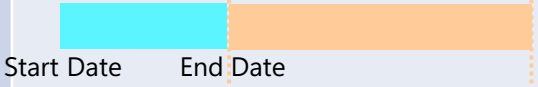
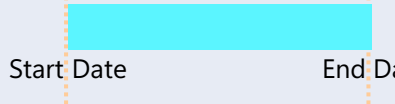
■お問合せ番号

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

# Changes to Applications (Notifications)

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03. Changes to Applications (Notifications) [Select Application (Notification) to Implement Change Procedures]

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

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

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

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

# 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.

# 03. Changes to Applications
## [Select Application (Notification) to Implement Change Procedures] 1/6

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.

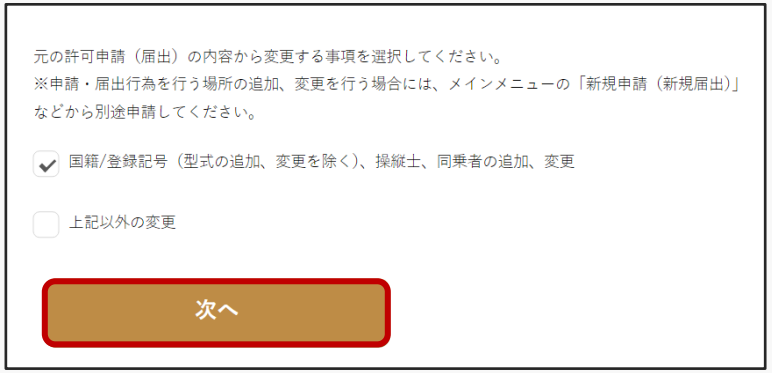
(2) To confirm the details of the application (notification) to implement change procedures, press the 詳細 .

(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.

# 03. Changes to Applications [Select Application (Notification) to Implement Change Procedures] 2/6

A dialog box for selecting items to change is displayed.




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).

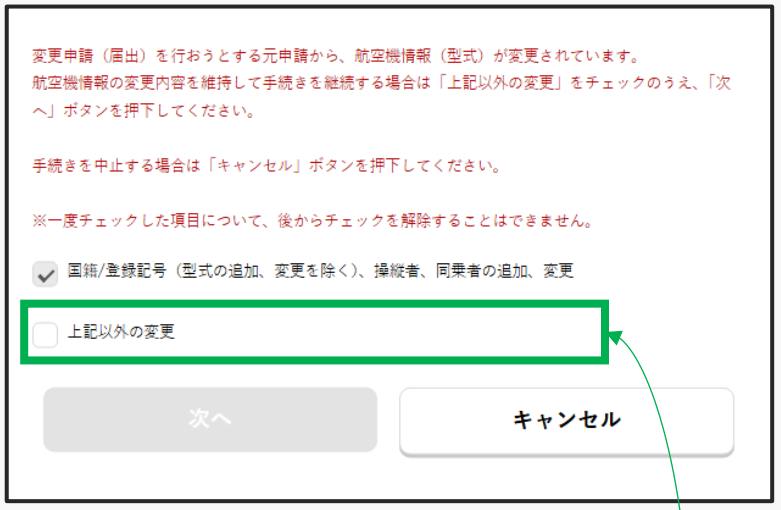
The screen for selecting the application procedure is opened.

* 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)<br>* When adding different types of aircraft, either select "Changes Other Than the Above" or make a new application.<br>* 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.<br>* 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.<br>* Excluding only in the case of a notification in Article 89 in the Civil Aeronautics Act, implement the procedure to change the application.<br>* 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). |

# 03. Changes to Applications [Select Application (Notification) to Implement Change Procedures] 3/6

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




| Application type \ Items to Change | 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)

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

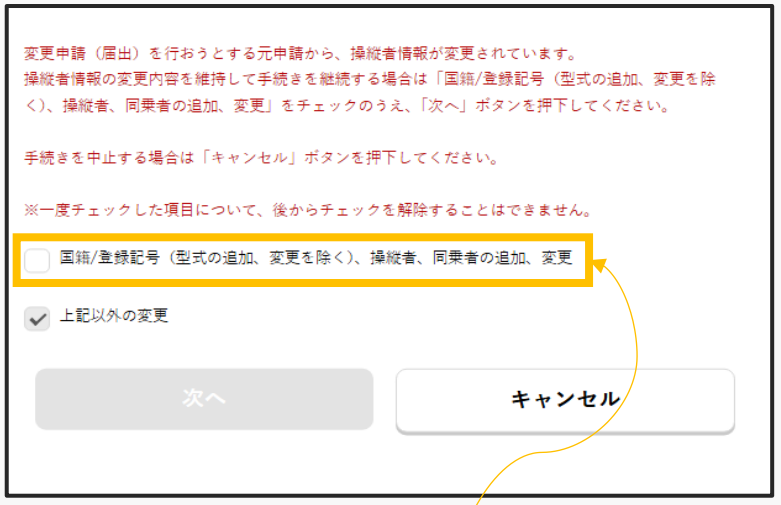
(4) To continue with the procedure for a change application (notification), refer to the table on the left. For the "Error Dialog Display" item in the table, select the “Matters to be Changed" that can be applied for as necessary and press the "Next" button.
(For the example on the left, it is necessary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

* 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.

# 03. Changes to Applications [Select Application (Notification) to Implement Change Procedures] 4/6

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




| Application type \ Items to Change | Changes to Applications: Addition or change of nationality/registration mark (except addition or change of model), pilot, or passenger | Changes to Applications: 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 |

(5)

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

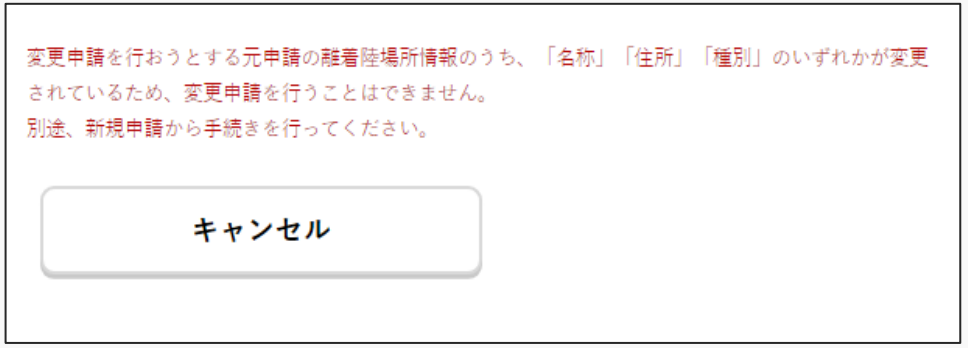
(5) To continue with the procedure for a change application (notification), refer to the table on the left. For the "Error Dialog Display" item in the table, select the "Matters to be Changed" that can be applied for as necessary and press the "Next" button.
(For the example on the left, it is necessary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

# 03. Changes to Applications [Select Application (Notification) to Implement Change Procedures] 5/6

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



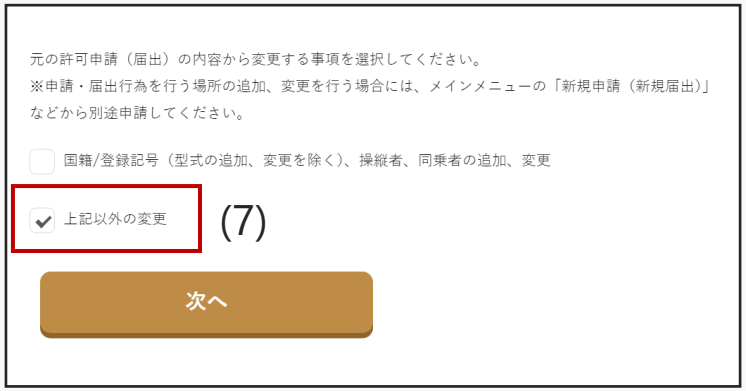

(6) Of the master control information of the take-off and landing locations of the selected original application and the master control information of the take-off and landing locations when making a change application (notification), it is not possible to make a change application (notification) when 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)

# 03. Changes to Applications [Select Application (Notification) to Implement Change Procedures] 6/6

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




(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)

* 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."

# 04. Changes to Applications (Notifications) [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) to implement the change procedure, as required.

(1) Items that cannot be changed.

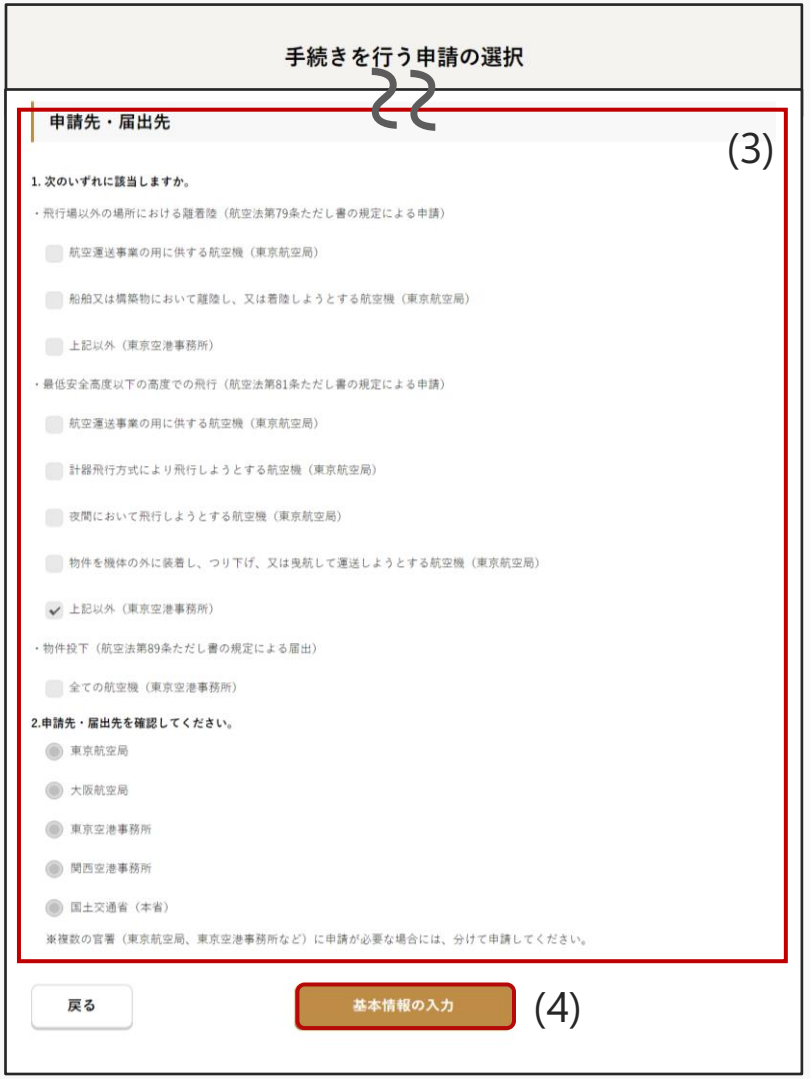
(2) In the dialog box for selecting the items to change

- ➢ 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.

# 04. Changes to Applications (Notifications) [Revise Application (Notification) Information] 2/4

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.

# 04. Changes to Applications (Notifications) [Revise Application (Notification) Information] 3/4

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)

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).

# 05. Changes to Applications (Notifications) [Confirm the Application (Notification) Information] 1/2

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

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

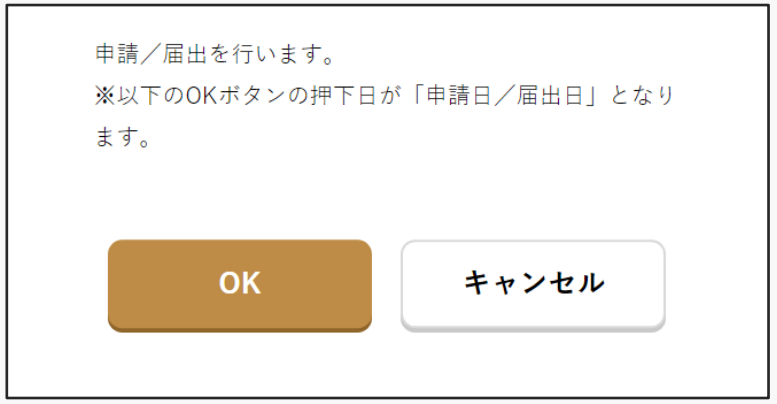
(1) If there is an error in the inputted details, press the ●●の修正 at the bottom right of each information to revise the information.
* When you press the " ●●の修正 " button for each screen, you will transition to the appropriate screen. After correcting the information you entered on each screen, please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



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.

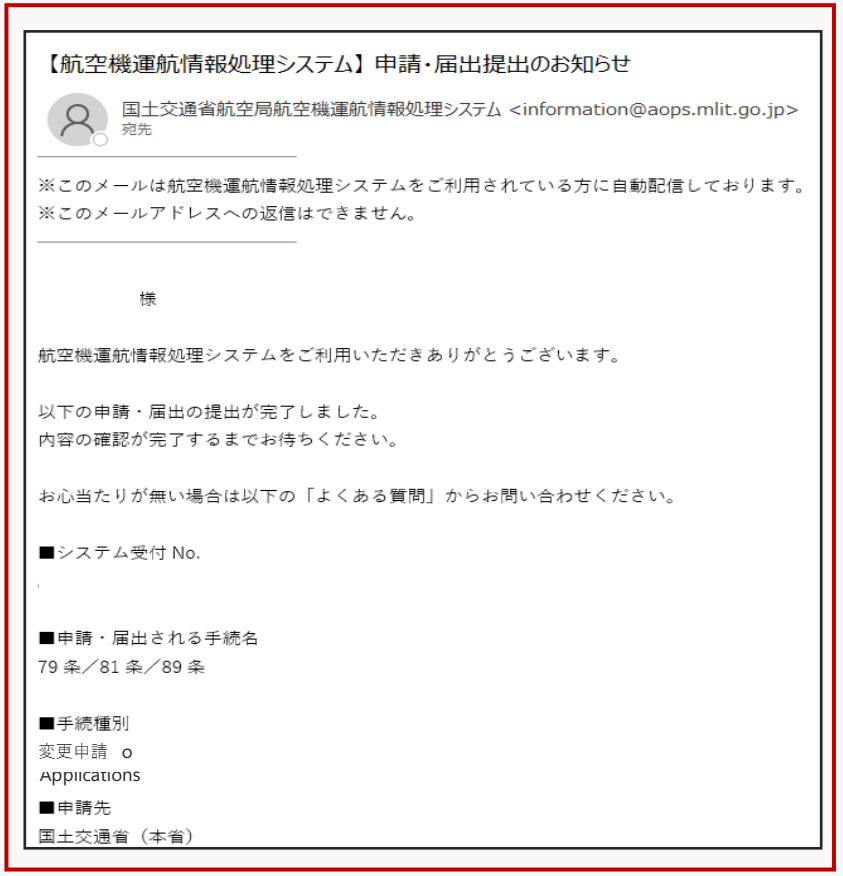
When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

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

# 06. 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>
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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。

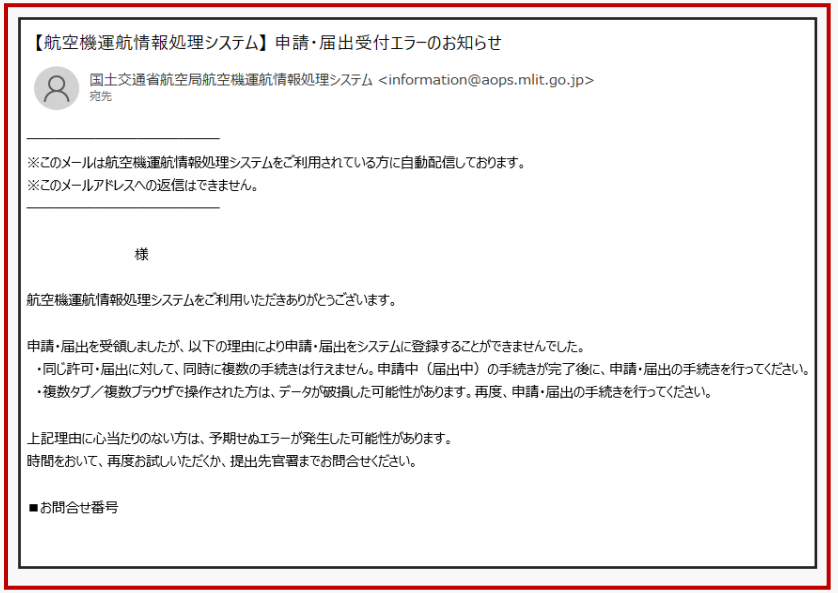
■システム受付 No.

■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



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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。

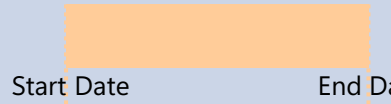
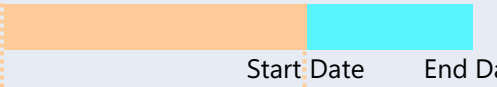
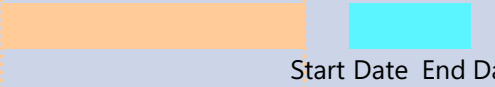
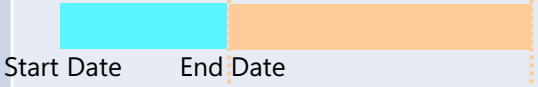
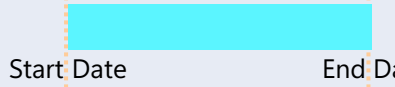
■お問合せ番号

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

# Procedures After Verbal Permission

# Table of Contents

01. Flow of Procedures After Verbal Permission

02. Procedures After Verbal Permission [Select Procedures After Verbal Permission (In Case of a Disaster, or the Like.)]

03. Procedures After Verbal Permission [Select the Application to Be Processed After Verbal Permission (Article 79, Article 81, and Article 89 of the Civil Aeronautics Act)]

04. Procedures After Verbal Permission [Enter Basic Information and Information by Application]

05. Procedures After Verbal Permission [Confirm the Application (Notification) Information]

06. Procedures After Verbal Permission [Confirm the Submission Complete E-mail]

# 01. Flow of Procedures After Verbal Permission

Register each master control information

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) that are required for the application must be registered in advance.

↓

**Start the procedures after verbal permission**

↓

Select the procedures after verbal permission (in case of a disaster or the like)

Select the "Procedures After Verbal Permission (In Case of a Disaster or the Like)" button in the Main Menu.

↓

Select the application to Be processed (Article 79, Article 81, and Article 89 of the Civil Aeronautics Act)

Select the information related to the verbal permission, the target article, the type of aircraft, the location for action to be implemented, and the application destination (notification destination).

↓

Enter basic information and information by application

Enter the applicant information, and an overview of the flight plan, and each application (notification) information and the like relating to each target Article. (Refer to the manual for new applications.)

↓

Confirm the application (notification) information

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

↓

**Procedures after verbal permission are complete**

The “verbal application date (notification date)” entered on the [Procedure Selection] screen is the application date/notification date for the application form and the like.

# 02. Procedures After Verbal Permission [Select Procedures After Verbal Permission (In Case of a Disaster, or the Like.)]

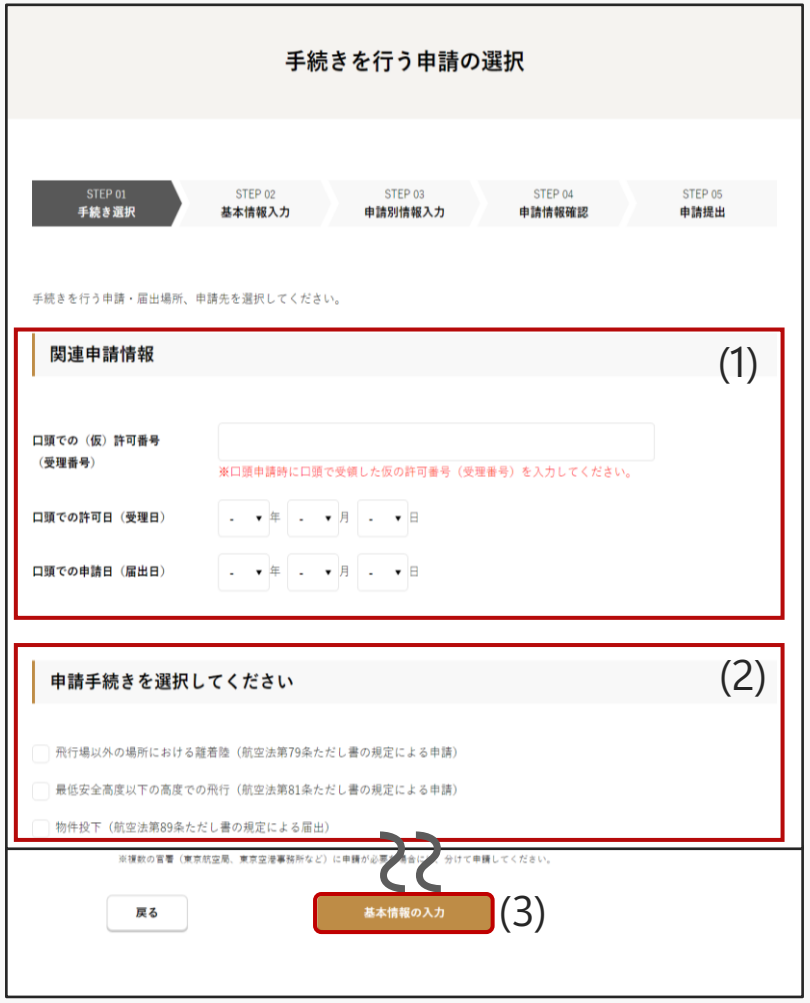
* It is necessary to register each master control information in advance for the aircraft information, pilot information, passenger information (for Article 81 of the Civil Aeronautics Act), and take-off and landing area information (for Article 79 of the Civil Aeronautics Act) that are required for the application.

(1) In the [Main Menu] screen, press the 口頭許可後の手続き（災害時等） in the heading [Create an Application Form (Notification Form)].

The screen for selecting the application procedure is opened.

# 03. Procedures After Verbal Permission [Select the Application and the Like to Be Processed (Article 79, Article 81, and Article 89 of the Civil Aeronautics Act)]

Select the information related to the verbal permission, the target article, the type of aircraft, the location for action to be implemented, and the application destination (notification destination).




(1) Enter the information related to the verbal application and notification.
* Enter "None" in the "(Temp) Permit No. (Receipt No.)" field if the (temp) permit number (receipt number) has not been received or it is unknown.

(2) The method for entering the [Procedure Selection] screen is the same as the manual "New Applications [Procedure Selection] screen".

(3) 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.

# 04. Procedures After Verbal Permission [Enter Basic Information and Information by Application]

Select or enter the basic information (applicant information, flight plan overview), information by application (application (notification) information relating to Article 79, Article 81, and Article 89 of the Civil Aeronautics Act, pilot, aircraft, and passenger information), according to each screen.

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".

# 05. Procedure After Verbal Permission [Confirm the Application (Notification) Information] 1/2

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

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

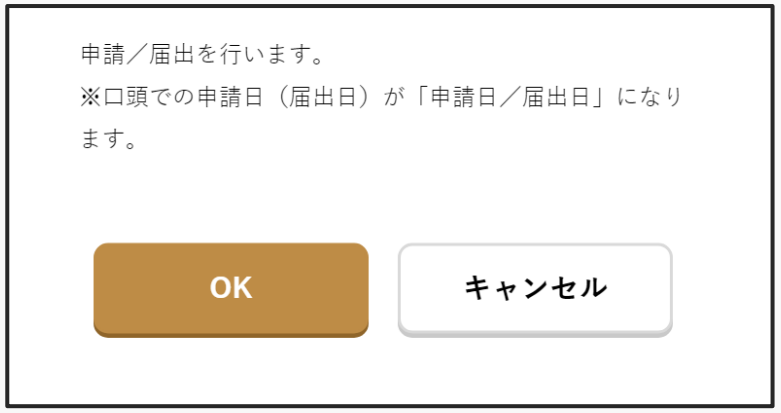
(1) If there is an error in the inputted details, press the ●●の修正 at the bottom right of each information to revise the information.
* When you press the "●●の修正" button for each screen, you will transition to the appropriate screen. After correcting the information you entered on each screen, please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

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

(3) 申請提出 o problem with the details you entered, press the .
A dialog box is displayed for confirmation before submission.

# 05. Procedure After Verbal Permission [Confirm the Application (Notification) Information] 2/2

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



Press the OK and submit the application form and the like to the application destination.
The "Verbal Application Date (Notification Date)" is the application date/notification date for the application form and the like.

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.

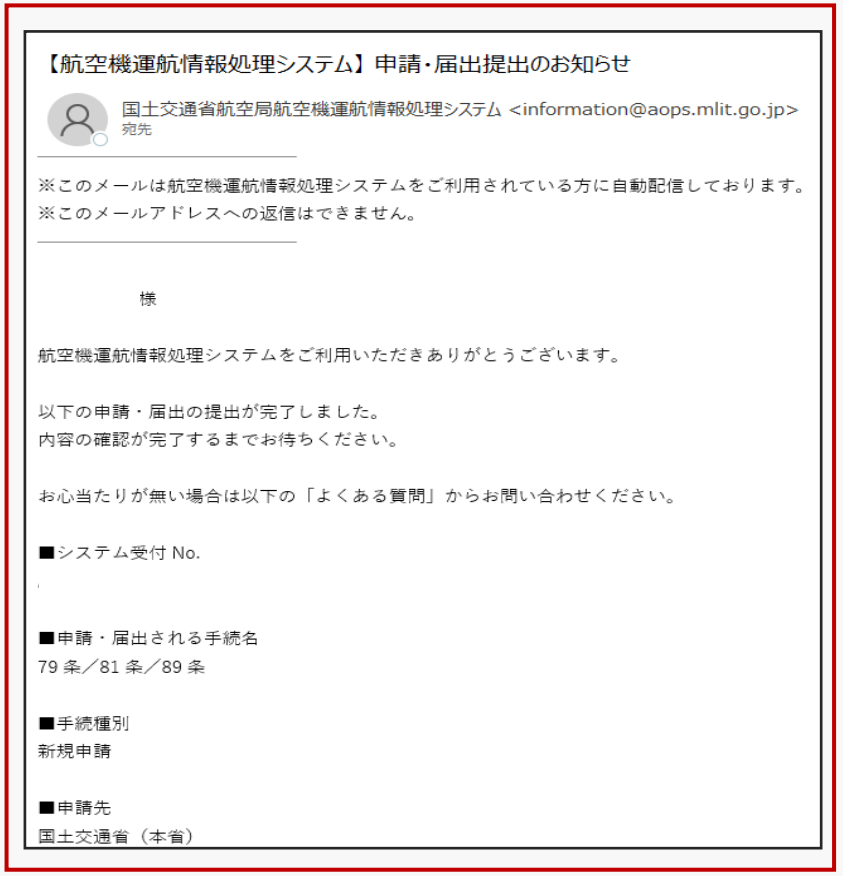
When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

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

# 06. Procedures After Verbal Permission [Confirm the Submission Complete E-mail]

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

➢ When received normally



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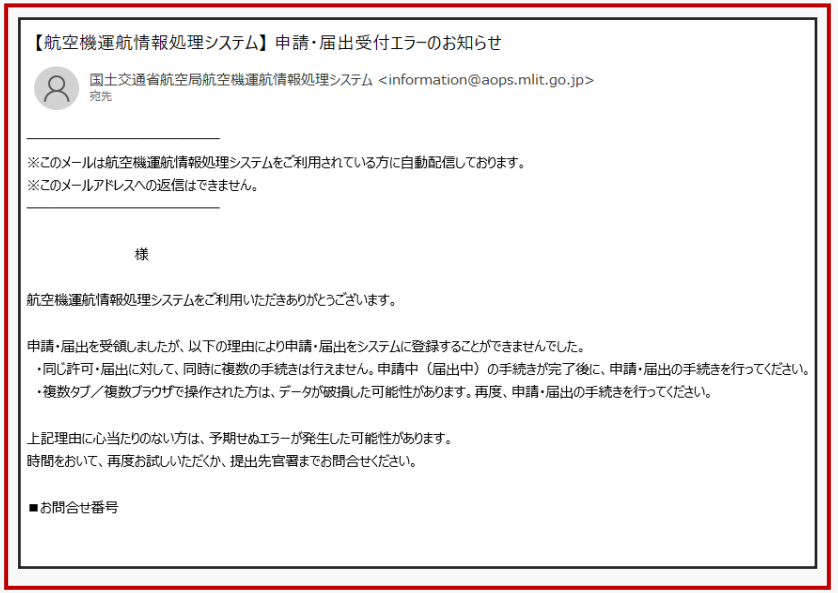
■システム受付 No.

■申請・届出される手続名
79 条／81 条／89 条

■手続種別
新規申請

■申請先
国土交通省（本省）

➢ When failed to receive



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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。

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"Login ID" "date and time of receiving the email" "inquiry number written in the email" "terminal (OS) used" "browser used"

# Confirmation of Application Status

# Table of Contents

01. Flow of Confirmation of Application (Notification) Status

02. Confirmation of Application Status [Select Application Information List]

03. Confirmation of Application Status [Confirm Application Status]

# 01. Flow of Confirmation of Application (Notification) Status

The following shows the overall flow for confirmation of application (notification) status.

Start the procedures for "Confirmation of Application (Notification) Status."

↓

Select the Application Information List

Select the “Application Information List” button in the Main Menu.

↓

Confirm the status of your application.

Confirm the application status in the application information list screen.

↓

"Confirmation of Application Status" is complete

# 02. Confirmation of Application Status [Select Application Information List]

(1) In the [Main Menu] screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

# 03. Confirmation of Application Status [Confirm Application Status] 1/3

Confirm the application status in the application information list screen.

All application information is displayed. Also, if there are more than 21 cases, they will be displayed on multiple pages.

(1) Search for application information for "Confirmation of Application Status." Enter the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like. When you press the 検索, the applicable application information is displayed.

(2) You can check the status of the procedures for each application (notification) from the list.

| Procedure Status | Application Status |
|---|---|
| Being Received | Applications, and others waiting for reception |
| Confirming Details of Procedures | Reception completed; confirming the details of the application and others |
| Under Examination | Under examination |
| Permit Issued | Permit has been issued; the electronic permit can be downloaded |
| Procedures Completed | Electronic permit download completed. |
| Procedure Completed (Invalid) | The original application has been invalidated because the application was changed |
| Procedure Completed (Time-out) | Permission period has passed |
| Reception Completed | Notification has been accepted |
| Reception Completed (Invalid) | Original application has been invalidated because the application was changed<br>(Only for Article 89 in the Civil Aeronautics Act) |
| Reception Completed (Time-out) | Notification period has passed |
| Corrections | Received correction instructions; corrections of the application form are required |
| Withdraw | Application and the like has been withdrawn (it is possible for the applicant to withdraw the application and the like only if it has been received) |
| Application Canceled | Application has been canceled |
| Draft Saved | Application has been temporarily saved (Not submitted)<br>* If the application is withdrawn or temporarily saved after correction instructions, it will be "Draft Saved." |

* The following shows the background colors of the list.
  - Gray: Applications (notifications) for which the flight period has surpassed the end date
  - Yellow: Applications (notifications) with the end date of the flight period within one week

# 03. Confirmation of Application Status [Confirm Application Status] 2/3

Confirm the application status in the application information list screen. (Continued)

(3) To confirm the details of the application (notification), press the 詳細 .

The [Application Information Details] screen opens.

* 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.

# 03. Confirmation of Application Status [Confirm Application Status] 3/3

Confirm the application status in the application information list screen. (Continued)

Confirm the details of your application from the [Application Information Details] screen that is displayed.

(4) When the procedure status is "Permit Issued" or it is in the "Procedure Completed" state, the 許可書ダウンロード can be pressed.

"Procedure Status": You can check the current status of the procedures. (See P5 for each status)

"Permit Date/Reception Date": If it is before the permit (reception) procedure, this field is empty.

* Confirm the permit number on the [Application Information List] screen. When you press the 閉じる, you will return to the [Application Information List] screen.

# Withdrawal and Resubmission of an Application

# Table of Contents

01. Flow of Withdrawal and Resubmission of an Application

02. Withdrawal and Resubmission of an Application [Select Application Information List]

03. Withdrawal and Resubmission of an Application [Withdraw an Application (Notification)]

04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]

05. Withdrawal and Resubmission of an Application [Confirm the Submission Complete E-mail]

# 01. Flow of Withdrawal and Resubmission of an Application

The following shows the overall flow for withdrawing and resubmitting an application and/or notification that has been submitted once.

**Select the Application Information List**

Select the “Application Information List” button in the Main Menu.

↓

**When withdrawing an application (notification) that has been submitted once *1**

**Withdraw an application (notification)**

Press the "Withdraw" button for the corresponding application (notification) from the Application Information List, and confirm the application information from the [Application Information Details] screen before withdrawing it.

↓

**When resubmitting a withdrawn application (notification) *2**

**Resubmit the application (notification)**

Press the "Resubmit" button for the corresponding application (notification) again, from the Application Information List.
Revise the details of the application (notification) and resubmit the application form and the like.

↓

**Withdrawal and/or resubmission is complete**

* 1: Withdrawal is possible only before the document is received.
* 2: Resubmission is possible for withdrawn applications, and the like and applications with revision instructions.
* To resubmit an application or the like with revision instructions, see this.

# 02. Withdrawal and Resubmission of an Application [Select Application Information List]

(1) In the [Main Menu] screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

# 03. Withdrawal and Resubmission of an Application [Withdraw an Application (Notification)]1/2

Withdraw an application (notification) that has been submitted once.

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(1) Search for application information to withdraw.
When you enter the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like, and press the 検索, the corresponding application information is displayed.
* When you select "Receiving" in the [Procedure Status], and search, the application and the like that can be withdrawn is displayed.
* Withdrawal is possible only when the procedure status is "Receiving" (before document is received).
If you want to withdraw an application that is not displayed in the list, contact the application destination directly.

(2) Press the 引戻し for the application (notification) to withdraw.

The [Application Information Details] screen is opened.

* 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.

# 03. Withdrawal and Resubmission of an Application [Withdraw an Application (Notification)]2/2

Withdraw an application (notification) that has been submitted once. (Continued)

(3) On the [Application Information Details] screen, check that it is the application (notification) subject to withdrawal. If there is no problem, press the 引戻し .

The confirmation screen to withdraw the application is displayed.

Also, check the application and the like to withdraw in the [Application Information List] on the [Main Menu] screen.
* It may take several minutes to be applied in the [Application Information List].

When the procedure for withdrawal is completed, you will be notified by email.

# 04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]1/5

Resubmit a withdrawn application (notification).

(1) In the [Main Menu] screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

The [Application Information List] screen opens.

# 04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]2/5

Resubmit a withdrawn application (notification). (Continued)

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) After withdrawal, search for the application information to resubmit.
The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.
* When you select "Supports Corrections/Withdraw" in the [Procedure Status], and search, the application and the like that can be resubmitted after being withdrawn is displayed.
* Resubmission is possible for withdrawn applications, and the like and applications with revision instructions.

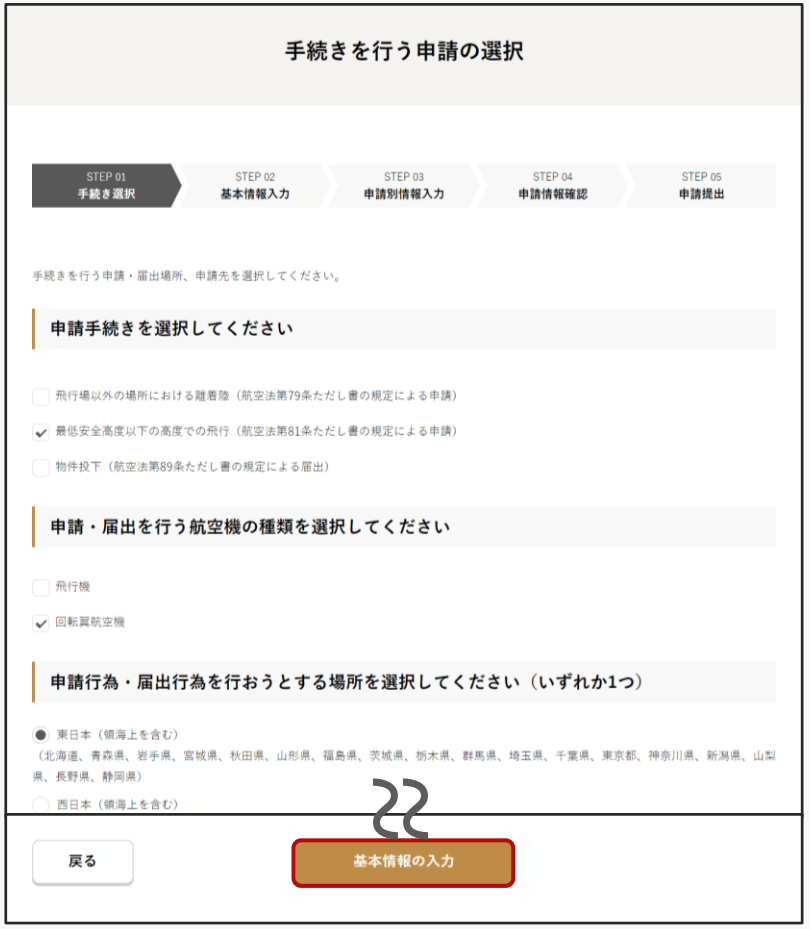
(3) Press the 再提出 for the application (notification) to resubmit.

▼

The screen for selecting the application procedure is opened.

# 04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]3/5

Resubmit a withdrawn application (notification). (Continued)




Revise the information of the application (notification) selected in the [Application Information List].

For the input method of each input screen ([Procedure Selection] screen → [Enter Basic Information] screen → [Enter Information by Application] screen), see the manuals for "New Applications," "Continuing an Application and Reapplying," and "Changes to Applications."

# 04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]4/5

Resubmit a withdrawn application (notification). (Continued)

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

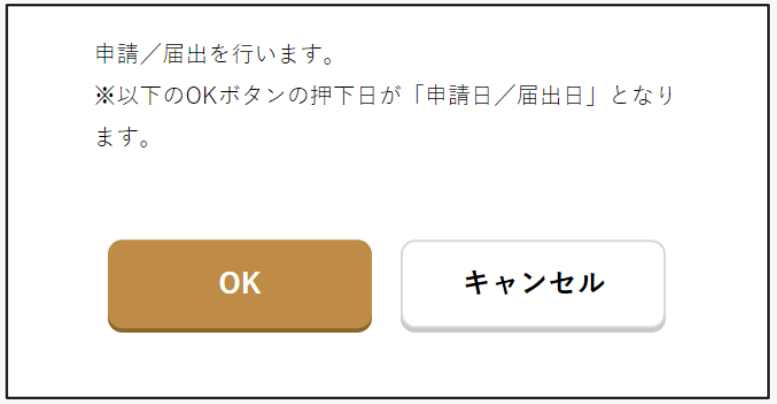
(4) If there is an error in the inputted details, press the ●●の修正 at the bottom right of each information to revise the information.
* When you press the " ●●の修正 " button for each screen, you will transition to the appropriate screen. After correcting the information you entered on each screen, please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

(5) 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.

(6) 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.

# 04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]5/5

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



When you press the OK, the application form is resubmitted to the application destination.

- If you want to resubmit the application and the like after a withdrawal, the [application date/notification date] will remain the date originally submitted.

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.

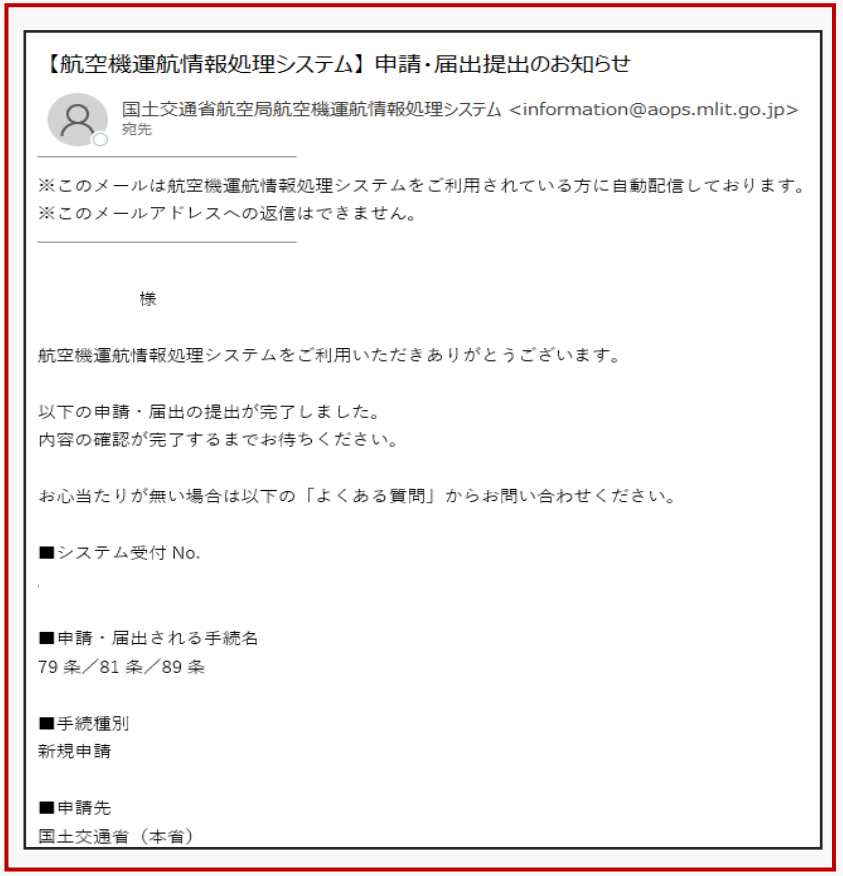
When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

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

# 05. Withdrawal and Resubmission of an Application [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

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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。

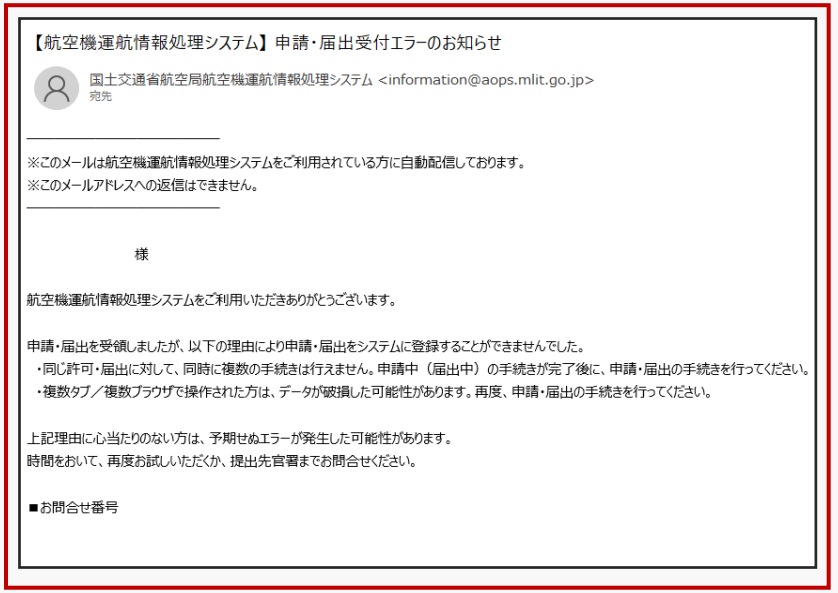
■システム受付 No.

■申請・届出される手続名
79 条／81 条／89 条

■手続種別
新規申請

■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>
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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"

# Download the Permit

# Table of Contents

01. Flow of Downloading the Permit

02. Downloading the Permit [Select Permitted Applications]

03. Downloading the Permit [Download the Permit]

# 01. Flow of Downloading the Permit

The following shows the flow for confirming the status of permitted applications and Downloading the Permit.

Start downloading the permit

↓

Select the permitted application

Select the "Application Information List" button in the Main Menu and press the "Details" button for the application to download its permit from the Application Information List.

↓

Download the permit

Download the permit from the [Application Information List] screen.

↓

Downloading the permit is complete

# 02. Downloading the Permit [Select Permitted Applications] 1/2

(1) In the [Main Menu] screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

▼

Open the [Application Information List] screen.

# 02. Downloading the Permit [Select Permitted Applications] 2/2

Select the target application for downloading the permit from the [Application Information List] screen.

(2) When searching application information, enter 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.

* When downloading the permit for the first time, please select "Permit Issued" under [Procedure Status] and search for it to download.
For the second time and beyond, applications that can be downloaded are displayed by searching "Procedure Completed."

(3) Press the 詳細 for the application to download its permit.
* Applications for which the permit can be downloaded, are limited to the procedure status "Permit Issued" or "Procedure Completed."

▼

The [Application Information List] screen opens.

* 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.

# 03. Downloading the Permit [Download the Permit] 1/2

Download the permit.

(1) Check the details of the application information.
You can obtain the permit by pressing the 許可書ダウンロード.
When the procedure status is "Permit Issued" or it is in the "Procedure Completed" state, the "Download the Permit" button is activated.
* You can download the permit as many times as needed.

(2) After downloading the permit, press the 閉じる.

▼

You will return to the [Application Information List] screen.

* The permit is downloaded as a zip file to the terminal you are using.

# 03. Downloading the Permit [Download the Permit] 2/2

Download the permit. (Continued)

(3) When you download the permit, the status of the [Procedure Status] becomes "Procedure Completed."

The electronic permit (ZIP file) contains the following files: When verifying the signature of an official document, unzip the electronic permit (ZIP file) once.

The e-Permit contains the following files:

(1) File format: xml
A file with an electronic signature in lieu of a conventional personal seal (electronic permit)

* To display the xml file in your browser（Microsoft Edge）, Please open the file in IE mode.

(2) File format: xsl
An auxiliary file for displaying the file in the browser of (1)

(3) File format: pdf
A file with specific permit details

# Check the Details of the Revision Instructions and Resubmit

# Table of Contents

01. Flow to Check the Details of the Revision Instructions and Resubmit

02. Check the Details of the Revision Instructions and Resubmit
[Receive a "Revision Request Notification" Email]

03. Check the Details of the Revision Instructions and Resubmit [Revise Based on the Revision Instructions]

04. Check the Details of the Revision Instructions and Resubmit [Resubmit the Application (Notification)]

05. Check the Details of the Revision Instructions and Resubmit [Confirm the Submission Complete E-mail]

# 01. Flow to Check the Details of the Revision Instructions and Resubmit

The following shows the overall flow for confirming and resubmitting revision instructions for “Application (Notification) Information” of a filed application.

**Check the details of the revision instructions and start resubmission.**

↓

**Receive the "Revision Request Notification" email**

Check the details of the revision request.

↓

**Revise the data based on the revision instructions**

Press the "Resubmit" button for the application with revision instructions, from the Application Information List to confirm and revise the application information.

↓

**Resubmit the application (notification)**

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

↓

**Confirmation of the details of the revision instructions and resubmission are complete**

# 02. Check the Details of the Revision Instructions and Resubmit [Receive a "Revision Request Notification" Email]

Check the details of the revision request in the "Revision Request Notification" email.

| | |
|---|---|
| 件名 | 【航空機運航情報処理システム】補正依頼通知 |
| 宛先 | 申請情報に設定されたメールアドレス |
| 本文 | |

---

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株式会社[redacted]様

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以下の申請・届出について補正が依頼されました。
補正依頼内容を確認の上、「申請情報一覧」より該当の申請・届出の内容を補正し、再提出してください。

■システム受付No.
AP2400000813

■申請・届出される手続名
81条

■手続種別
変更届出

■申請先
国土交通省（本省）

■補正依頼内容
○○○○○を修正してください。

■ログインURL
https://urldefense.com/v3/__https://www.aops.mlit.go.jp/aops/login/exec__;!!GCTRfqYYOYGmgK_z!6YpLjj7WQ0SgzU3MQrL5keWUOU

■よくある質問
https://urldefense.com/v3/__https://www.aops.mlit.go.jp/contents/aops/question.html__;!!GCTRfqYYOYGmgK_z!6YpLjj7WQ0SgzU3M

国土交通省航空局　安全部　安全政策課

※（例）申請先が「国土交通大臣」の場合

If revisions are required, an email requesting revisions will be sent to you from the application destination. Check the "■Revision Request Details" and make the revisions.

# 03. Check the Details of the Revision Instructions and Resubmit [Revise Based on the Revision Instructions] 1/3

(1) In the [Main Menu] screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

The [Application Information List] screen opens.

# 03. Check the Details of the Revision Instructions and Resubmit [Revise Based on the Revision Instructions] 2/3

Select the application (notification) to revise from the [Application Information List].

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) Search for the application information to revise. The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.
* When you select "Supports Corrections" in the [Procedure Status], and search, the application and the like that can be corrected is displayed.
* Resubmission is possible for applications and the like that had revision instructions, and applications and the like that were withdrawn.

(3) To confirm the details of the application (notification) to revise, press the 詳細.
* Check the details of the revision instructions in the "Revision Request Notification" email.

(4) Press the 再提出 for the procedure to make revisions.

The screen for selecting the application procedure is opened.

* 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.

# 03. Check the Details of the Revision Instructions and Resubmit [Revise Based on the Revision Instructions] 3/3

Revise the data based on the details of the revision instructions.

Revise the application (notification) selected in the [Application Information List].

For the input method of each input screen ([Procedure Selection] screen → [Enter Basic Information] screen → [Enter Information by Application] screen), see the manuals for "New Applications," "Continuing an Application and Reapplying," and "Changes to Applications."

# 04. Check the Details of the Revision Instructions and Resubmit [Resubmit the Application (Notification)] 1/2

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

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

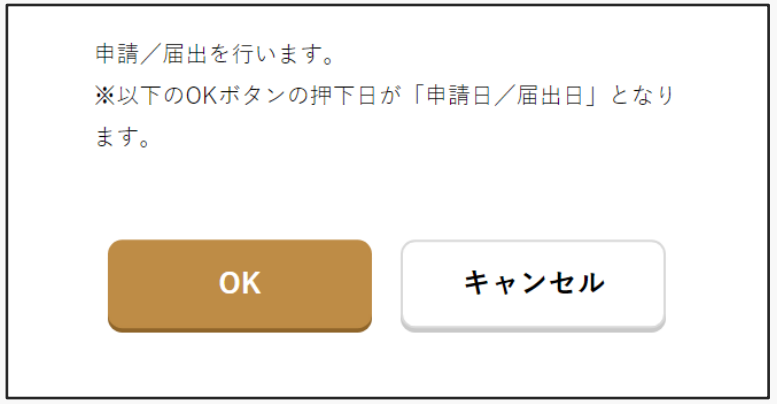
(1) If there is an error in the inputted details, press the ●●の修正 at the bottom right of each information to revise the information.
* When you press the " ●●の修正 " button for each screen, you will transition to the appropriate screen. After correcting the information you entered on each screen, please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

(2) If you want temporarily to save the application 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.

# 04. Check the Details of the Revision Instructions and Resubmit [Resubmit the Application (Notification)] 2/2

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



When you press the OK, the application form is submitted to the application destination.

* If you want to resubmit the application and the like that had revision instructions, the [application date/notification date] will remain the date originally submitted.

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.

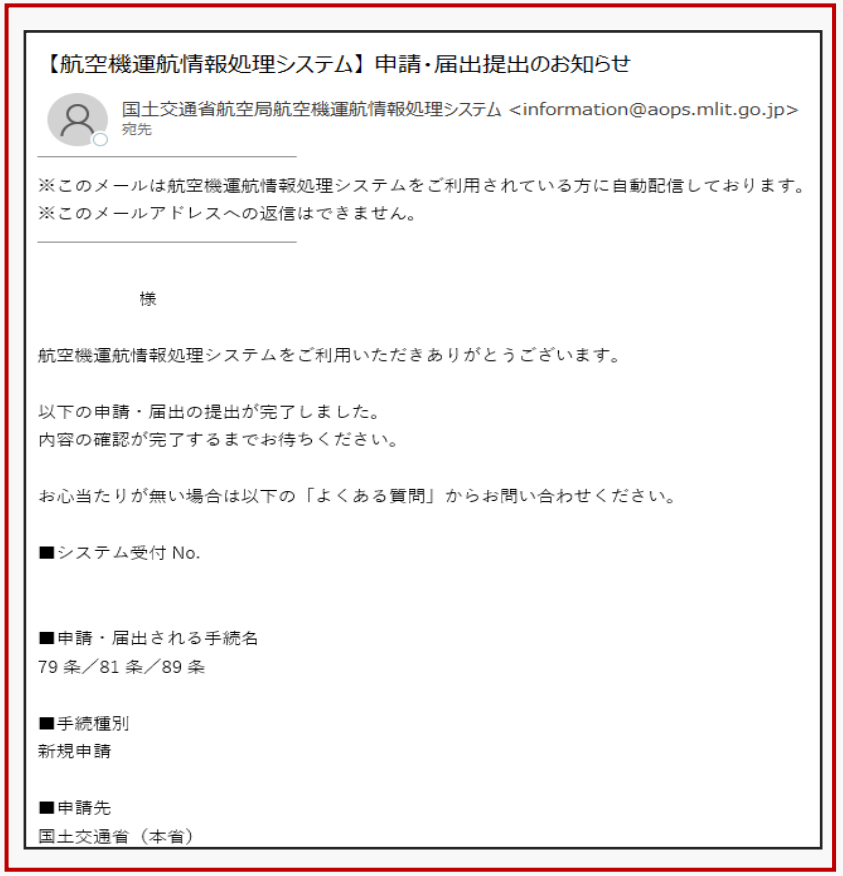
* Refer to the next slide that provides a conceptual view of the email.

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

# 05. Check the Details of the Revision Instructions and Resubmit [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

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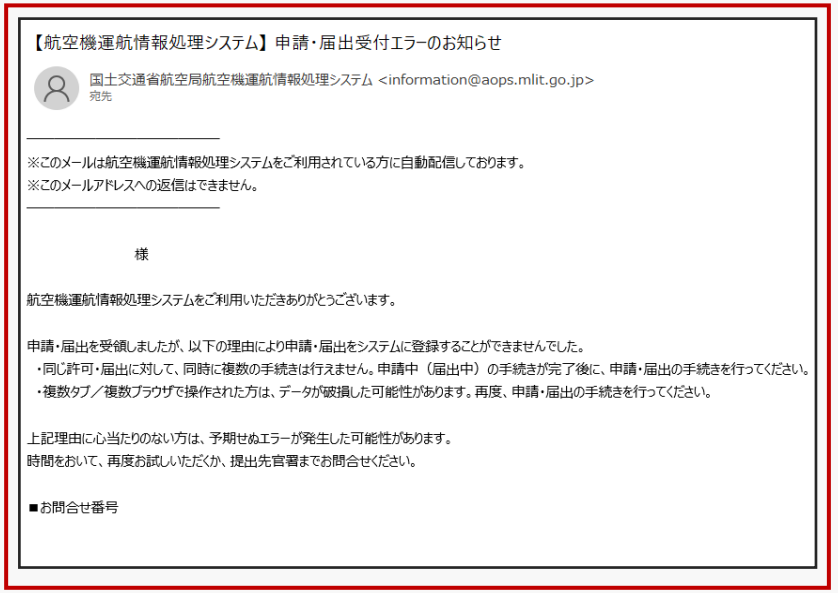
■システム受付 No.

■申請・届出される手続名
79 条／81 条／89 条

■手続種別
新規申請

■申請先
国土交通省（本省）

➢ When failed to receive



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・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"

# Temporarily Save, Edit, and Delete Your Application

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# 01. Flow to Temporarily Save, Edit, and Delete Your Application

The following shows the flow for temporarily saving, editing, and deleting your application.

## (When temporary saving)

Start temporarily saving your application

↓

**Temporarily save the application information**

Press the "Temporarily Save" button in the [Application Information Confirmation] screen.

↓

Temporarily saving the application is complete

## (When editing a temporarily saved Application)

Add or change the registration of each master control information as required.

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), add or change the registration from the master control information in advance.

↓

Edit temporarily saved application information

↓

**Select the application (notification) to re-edit from the temporarily saved status.**

Select the application (notification) to re-edit from the [Application Information List].

↓

**Edit the application information**

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

↓

Editing of the temporarily saved application information is complete

## (When deleting a temporarily saved Application)

Start deleting temporarily saved application

↓

**Select the application (Notification) to Delete from the Temporarily Saved Status**

Select the application (notification) to be deleted from the [Application Information List].

↓

**Delete the application Information**

Delete the application information by pressing the “Delete” button at the bottom of the [Application Information Details] screen of each application (notification).

↓

Deletion of temporarily saved application is Completed

# 02. Temporarily Save, Edit, and Delete Your Application [Temporarily Save Your Application Information] 1/2

Temporarily save the application information.

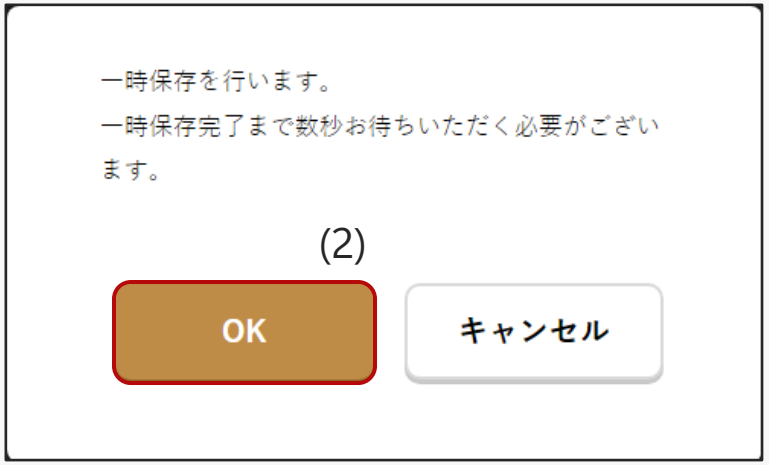
(1) If you want temporarily to save the application information, press the 一時保存 on the [Application Information Confirmation] screen.
A dialog box for confirming temporarily saving is displayed.

* Temporarily saving is not possible on each screen ([Procedure Selection] screen to [Enter Information by Application] screen). Use the buttons at the bottom center of each screen to move the screen to the [Application Information Confirmation] screen and "Temporarily Save" the information.

* If the operations are suspended (no operations are implemented) for 120 minutes or longer when creating an application or the like, you will need to start the procedures over.
If the operation is suspended for a long time, "Temporarily Save" as necessary.

# 02. Temporarily Save, Edit, and Delete Your Application [Temporarily Save Your Application Information] 2/2

Temporarily save the application information. (Continued)



(2) Press the OK to temporarily save the application information.

* You must wait a few seconds until temporarily saving is completed. When temporarily saving is completed, "Temporary save completed" is displayed in red at the top of the [Application Information Confirmation] screen.

# 03. Temporarily Save, Edit, and Delete Your Application [Select Application (Notification) to Re-edit from Temporarily Saved Status] 1/2

* 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), add or change the registration from the master control information in advance.

(1) In the Main Menu screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

# 03. Temporarily Save, Edit, and Delete Your Application [Select Application (Notification) to Re-edit from Temporarily Saved Status] 2/2

Select the application (notification) to re-edit from the [Application Information List].

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) Search for the application information to re-edit the temporarily saved application. The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.
* When you select "Save Draft" in [Procedure Status] and search, the application and the like that is temporarily saved is displayed.

(3) To confirm the details of the application (notification) to edit, press the 詳細 .

(4) Press the 編集 for the application (notification) to edit.

The screen for selecting the application procedure is opened.

* 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.

# 04. Temporarily Save, Edit, and Delete Your Application [Edit Your Application Information]

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

Re-edit the application (notification) selected in the [Application Information List] from the temporarily saved state.

For the input method of each input screen ([Procedure Selection] screen → [Enter Basic Information] screen → [Enter Information by Application] screen) and to submit the application form and the like, see the manuals for "New Applications," "Continuing an Application and Reapplying," and "Changes to Applications."

# 05. Temporarily Save, Edit, and Delete Your Application
## [Select the Application (Notification) to Delete from Temporarily Saved Status] 1/2

(1) In the Main Menu screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

# 05. Temporarily Save, Edit, and Delete Your Application [Select the Application (Notification) to Delete from Temporarily Saved Status] 2/2

Select the application (notification) to delete from the [Application Information List].

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) Search for the application information to delete the temporarily saved application. The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.

* Only applications (notifications) whose [Procedure Status] is “Save Draft” can be deleted.
* When you select “Save Draft” in [Procedure Status] and search, the application and the like that is temporarily saved is displayed.

(3) To confirm the details of the application (notification) to delete, press the 詳細 .

(4) Press the 削除 for the application (notification) to delete.

The screen for selecting the application procedure is opened.

* 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.

# 06. Temporarily Save, Edit, and Delete Your Application [Delete Your Application Information] 1/2

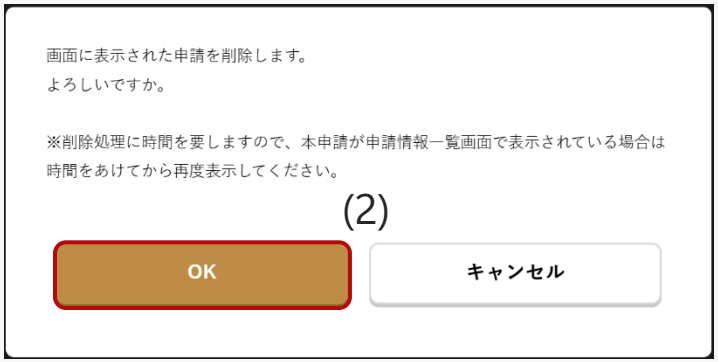
Delete the application information by pressing the “Delete” button at the bottom of the [Application Information Details] screen.

(1) In the [Application Information Details] screen, confirm that the application (notification) to be deleted is correct. If there is no problem, press the 削除 .
A dialog box for confirming deletion will be displayed.

* Once the deletion of the application is implemented, it cannot be undone. Please take caution.

# 06. Temporarily Save, Edit, and Delete Your Application [Delete Your Application Information] 2/2

Delete the application information by pressing the “Delete” button at the bottom of the [Application Information Details] screen. (Continued)




(2) When you press OK, the application information is deleted.

After the deletion of the application information is completed, the message “The application has been deleted.” is displayed on the screen.

Deleted applications (notifications) will no longer be displayed in the [Application Information List] on the [Main Menu] screen.

* It may take a few minutes for the deletion to be reflected in the [Application Information List].

# Cancel Your Application

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01. Flow to Cancel Your Application

02. Cancel Your Application [Select the Application (Notification) to Cancel from the Application Information List]

03. Cancel Your Application [Cancel Your Application Information]

04. Cancel Your Application [Check the Cancellation Confirmation E-mail]

# 01. Flow to Cancel Your Application

The following shows the flow for cancelling your application in this system.

(When cancelling Application)

Start cancelling your application

↓

Select the Application (Notification) to Cancel from the [Application Information List] *1

Select the application (notification) to cancel from the [Application Information List].

↓

Cancel the Application Information

After entering the reason for cancellation, press the [Cancel] button at the bottom of each [Application Information Details] screen to cancel the application information.

↓

Cancellation of Application is Completed

*1 : Cancellation is possible only for applications that have been withdrawn or for which correction instructions have been issued.

# 02. Cancel Your Application
## [Select the Application (Notification) to Cancel from the Application Information List] 1/2

(1) In the Main Menu screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

# 02. Cancel Your Application
## [Select the Application (Notification) to Cancel from the Application Information List] 2/2

Select the application (notification) to cancel from the [Application Information List].

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) Search for the application information to cancel the application (notification).The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.
* Only applications (notifications) whose [Procedure Status] is "Corrections" or "Withdraw" can be cancelled.
* When you select "Corrections" or "Withdraw" in [Procedure Status] and search, the applications that can be cancelled are displayed.

(3) To confirm the details of the application (notification) to cancel, press the 詳細 .

(4) Press the 取消 for the application (notification) to cancel.

The screen for selecting the application procedure is opened.

* 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.

# 03. Cancel Your Application [Cancel Your Application Information] 1/2

Cancel the application information by pressing the [Cancel] button at the bottom of the [Application Information Details] screen.

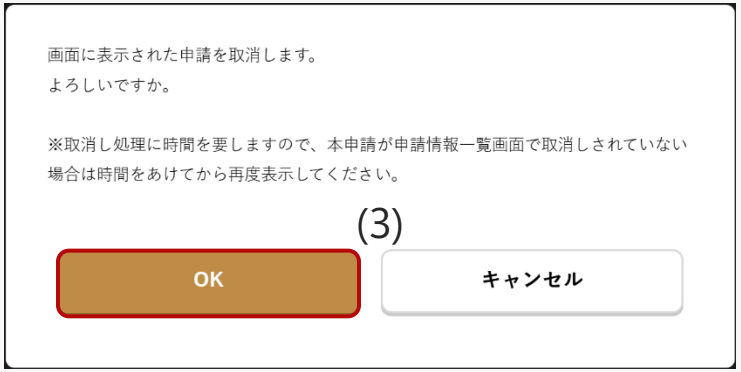
Confirm on the [Application Information Details] screen that the displayed application (notification) is the one to be cancelled.

(1) In the [Application Information Details] screen, enter the reason for cancellation in the input field labeled [Enter Reason for Cancellation].
* Entering the reason for cancellation is required.
* You can enter both single-byte and double-byte characters in the reason field, up to a maximum of 500 characters.

(2) After confirming the entered reason for cancellation, press 取消 if there is no problem. A dialog box for confirmation of cancellation will be displayed.

# 03. Cancel Your Application [Cancel Your Application Information] 2/2

Cancel the application information by pressing the [Cancel] button at the bottom of the [Application Information Details] screen. (Continued)




(3) When you press OK, the application information is cancelled.

* Once the cancellation is performed, it cannot be undone. Please be careful.

After the cancellation of the application information is completed, the message “The application has been cancelled.” is displayed on the screen. and an email notification confirming the cancellation will be sent.

In addition, after the cancellation is completed, the procedure status for the cancelled application will be updated to “Application Cancelled” in the [Application Information List] on the [Main Menu] screen.

* It may take a few minutes for the cancellation to be reflected in the [Application Information List].

# 04. Cancel Your Application [Check the Cancellation Confirmation E-mail]

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

【航空機運航情報処理システム】申請・届出取消完了のお知らせ

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

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※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。

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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・届出について取消が完了しました。

■システム受付 No.

■申請・届出される手続名
79 条

■手続種別
新規申請

■申請先
大阪航空局

When the cancellation is completed,
an e-mail with the content shown on the left will be sent.