

Unmanned Aircraft Remote Pilot Certification Application Procedures Operation Manual

< Unmanned Aircraft Remote Pilot Certification Application Edition >
**01. How to Apply for New Unmanned Aircraft
Remote Pilot Certification Application**

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01. Introduction (to users who want to apply for Unmanned Aircraft Remote Pilot Certification)

- You can use the Drone Information Infrastructure System to submit a new application for model authentication, change attributes, withdraw an application, confirm the application status, and issue a request for new application for UA authentication to an agent.
- This manual describes how to operate the Drone Information Infrastructure System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Infrastructure System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Items required for Unmanned Aircraft Remote Pilot Certification application

Please prepare the following information for Unmanned Aircraft Remote Pilot Certification application.

Type of Information	Item
Applicant information	• Name(*) • Date of birth(*) • Telephone number(*) • Email address(*) • Home address/address of applicant(*) • Address for sending documents(*) • Facial photo(*) *Items that can be auto-completed are auto-completed by the system
Remote Pilot Qualification Number	• Remote Pilot Qualification Number
Information, etc., related to Unmanned Aircraft Remote Pilot Certification	• Application qualification type (Class I, Class II) • UA type (rotorcraft, etc.) • Application restriction type (nighttime flight, etc.) • Conditions related to denial • Information on disqualification reason • Completion certificate information (completion certificate number, etc.) • Passing certificate information (number of person passing Unmanned Aircraft Remote Pilot Certification, etc.) • Attachments (Remote Pilot Qualification certificate)

*When applying for the first time, it is necessary to acquire the Remote Pilot Applicant Number in advance.

Click the "Acquire Remote Pilot Applicant Number" button to apply for acquisition.

For procedure details, refer to [Procedures](#).

04. Steps to apply for issuance of Unmanned Aircraft Remote Pilot Certificate (1/4)

Use the following steps to apply in the Drone Information Platform System.

Start application for issuance of Unmanned Aircraft Remote Pilot Certificate

Step 1: Log in to the Drone Information Platform System

Enter the login ID and password to log in to the Drone Information Platform System.

Step 2: Proceed to the applicant information entry screen

At the Main Menu, click the "Issuance of new Unmanned Aircraft Remote Pilot Certificate" button.

Step 3: Confirm applicant information

Confirm information related to the displayed applicant.

Step 4: Enter passing information

Enter information on person passing certification (Remote Pilot Qualification Number, etc.)

Step 5: Enter other information

Check items such as conditions related to denial.

Step 6: Confirm application information

Confirm the entered information and apply.

Step 7: Confirm delivery

A confirmation email will be sent to the person who submitted the new application for Unmanned Aircraft Remote Pilot Certificate. Open the email and confirm delivery.

Complete application for issuance of Unmanned Aircraft Remote Pilot Certificate

The Aviation Bureau will confirm the application contents.

04. Steps to apply for issuance of Unmanned Aircraft Remote Pilot Certificate (2/4)

Notification on information for fee payment

Once the Civil Aviation Bureau has completed the confirmation of the application, the applicant will be notified by email of fee payment information.

Pay by credit card or Pay-easy (bank ATM or internet banking).

Start payment of fees

Log in to the Drone Information Platform System

Enter the login ID and password to log in to the Drone Information Platform System.

Proceed to application status confirmation screen

At the Main Menu, click the "Confirmation of application status / withdrawal / payment" button.

Confirm application status

From the application status list, click the "Payment selection" button for the related application.

Confirm payment method

Select the payment method.

04. Steps to apply for issuance of Unmanned Aircraft Remote Pilot Certificate (3/4)

Confirm payment information

Confirm information related to payment (payment institution information, etc.)

Pay fee

Pay by credit card or Pay-easy (bank ATM or internet banking).

Caution!

Payment of registration and license tax is required when applying for unmanned aircraft remote pilot CLASS I.

When applying for unmanned aircraft remote pilot CLASS I

Notification of payment information on registration and license tax

An email notification with payment information on registration and license tax will be sent to the applicant once the fee has been paid and the Aviation Bureau has completed confirmation procedures.
Pay by credit card or Pay-easy (bank ATM or internet banking).

Start payment of registration and license tax

Log in to the Drone Information Platform System

Enter the login ID and password to log in to the Drone Information Platform System.

Proceed to application status confirmation screen

At the Main Menu, click the "Confirmation of application status / withdrawal / payment" button.

Continued to next page

When applying for unmanned aircraft remote pilot CLASS II

Notification of Unmanned Aircraft Remote Pilot Certificate issuance

An email will be sent to the applicant's email address once the fee has been paid and the Aviation Bureau has completed confirmation procedures.

Confirm the Unmanned Aircraft Remote Pilot Certificate

You can confirm the contents of the Unmanned Aircraft Remote Pilot Certificate information in the system.

Sending/receipt of Unmanned Aircraft Remote Pilot Certificate (complete procedures)

An Unmanned Aircraft Remote Pilot Certificate will be sent by mail to the mailing address registered at the time of application. Procedures are complete upon receipt of the certificate.

04. Steps to apply for issuance of Unmanned Aircraft Remote Pilot Certificate (4/4)

When applying for unmanned aircraft remote pilot CLASS I

Continued from previous page

Confirm application status

From the application status list, click the "Payment selection" button for the related application.

Confirm payment method

Select the payment method.

Confirm payment information

Confirm information related to payment (payment institution information, etc.)

Pay registration and license tax

Pay by credit card or Pay-easy (bank ATM or internet banking).

Notification of issuance of Unmanned Aircraft Remote Pilot Certificate

An email notification will be sent to the applicant once the registration and license tax has been paid and the Aviation Bureau has completed confirmation procedures.

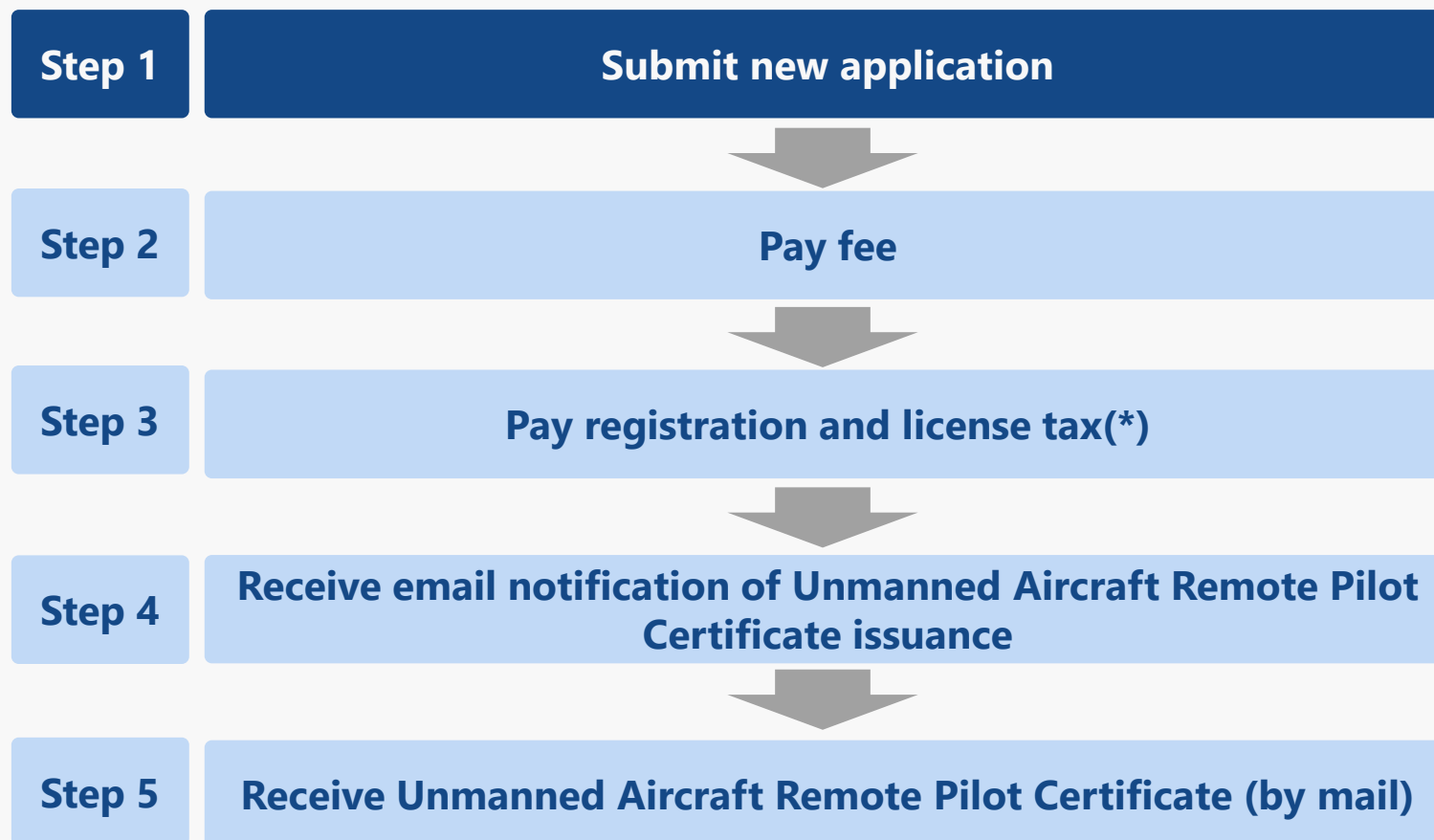
Confirm Unmanned Aircraft Remote Pilot Certificate

You can confirm details of Unmanned Aircraft Remote Pilot Certificate information in the system.

Sending/receipt of Unmanned Aircraft Remote Pilot Certificate (complete procedures)

An Unmanned Aircraft Remote Pilot Certificate will be sent by mail to the mailing address registered at the time of application. Procedures are complete upon receipt of the certificate.

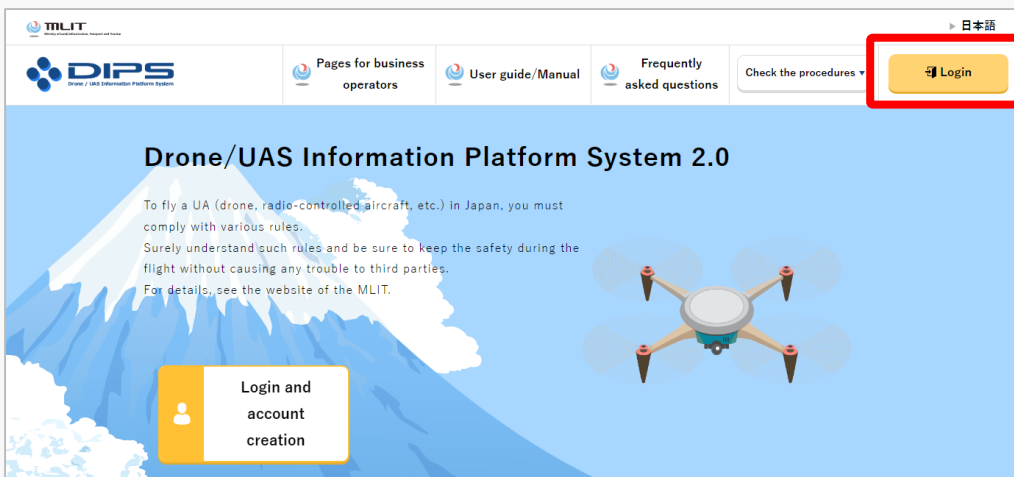
05. Flow from new application to completion of procedures



This operation manual shows how to perform “Step 1: Submit new application.” For Step 2 onwards, you will receive a “Request for fee payment” and “Request for payment of registration and license tax(*)” to the email address you registered at the time of application.

*Only when applying for unmanned aircraft remote pilot CLASS I

06. Step 1: Log in to the Drone Information Platform System(1/3)



Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<https://www.ossportal.dips.mlit.go.jp/portal/top/>)

Click the "Login" button.

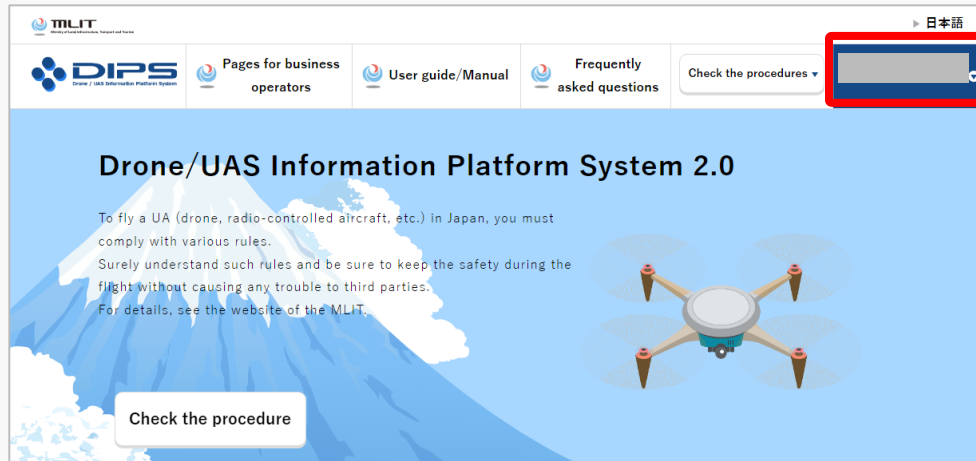
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

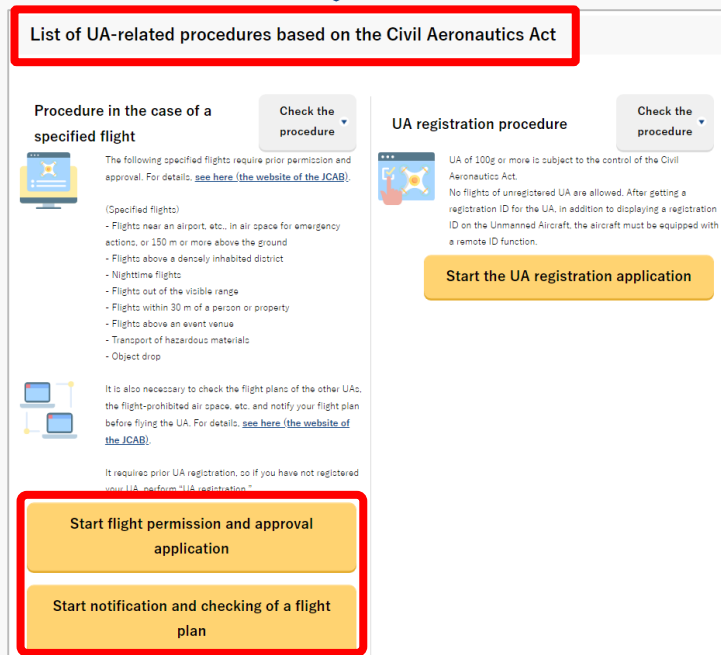
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*The login ID is 3 letters + 6 numbers.
(Example) ABC123456

06. Step 1: Log in to the Drone Information Platform System(2/3)



Upon successful login, the name of the registered account will appear in the upper right corner of the "DIPS2.0" portal screen.



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

06. Step 1: Log in to the Drone Information Platform System(3/3)

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop



It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UAS certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure



Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [see here \(the website of the JCAB\)](#) and [here \(the website of the JCAB\)](#), respectively.

Start the UA certification application

Start the skill certification application

07. Step 2: Proceed to applicant information entry screen

Certificate Menu

Prepare the information necessary for taking the test and applying for the issuance of Unmanned Aircraft Remote Pilot Certificate

Obtaining Remote Pilot Applicant Number

You can obtain Remote Pilot Applicant Number to be used in various applications for Unmanned Aircraft Remote Pilot Certificate. The information registered in Remote Pilot Applicant Number (name, address, face photo, etc.) will be used for examinations and various applications. Identification documents are required to obtain a number. *Those under the age of 16 cannot apply.

Confirmation/change of registration information Remote Pilot Applicant Number

You can change the information registered in Remote Pilot Applicant Number (name, address, face photo, etc.). Some information changes require an ID.

Various applications for issuance, change, and return of Unmanned Aircraft Remote Pilot Certificate

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

You can change (Limitation Change) the limited items of your current Unmanned Aircraft Remote Pilot Certificate. You will need to attach Remote Pilot Qualification when you apply.

Renewal of validity period

You can update the validity period of your current Unmanned Aircraft Remote Pilot Certificate. Renewal Training Course Completion Certificate is required to update the validity.

Return of Unmanned Aircraft Remote Pilot Certificate

You can return Unmanned Aircraft Remote Pilot Certificate you currently have. If you apply for a return, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed.

At the Unmanned Aircraft Remote Pilot Certification menu page, click the “Issuance of new Unmanned Aircraft Remote Pilot Certificate” button.

08. Step 3: Confirm applicant information

Enter applicant information

STEP01 Applicant registration STEP02 DC registration STEP03 Other registration STEP04 Confirmation STEP05 Finalization

Displays the applicant information registered in Remote Pilot Applicant Number. After confirming the contents, press the "Next" button.
It is not possible to change the applicant information from the screen.
If you want to change the applicant information, please change it from the menu 'Confirm/change the registration information of Remote Pilot Applicant Number'.

Information about the applicant

Full name

Furigana

Name (English)

Date of birth Year Month Day

Phone number Country +81

Email address

Home / person's address Country Prefecture

Address to which documents should be sent Prefecture

City / Street

Face photograph

Confirm the application information.

The applicant information registered in the Remote Pilot Applicant Number is displayed.

Confirm the information and click the "Next" button.

*If you want to change the applicant information, make changes from "Confirmation/change of registration information Remote Pilot Applicant Number" in the menu.

09. Step 4: Enter passing information (1/2)

Enter passing information

STEP01
Applicant registration

STEP02
SC registration

STEP03
Other registration

STEP04
Confirmation

STEP05
Finalization

Please select Remote Pilot Qualification Number to be used for this application from the pull-down menu.
By pressing the + button of 'Information on Remote Pilot Qualification' and opening it, you can check the information of Remote Pilot Qualification linked to Remote Pilot Qualification Number and the information of Training Course Completion Number.

Remote Pilot Qualification Number

Remote Pilot Qualification Number ⓘ

Information on skill certification

Based on Remote Pilot Qualification Number you entered, the categories and types of limited aircraft to be applied for are shown below.

Category: CLASS II

Limited types	: Rotor Aircraft (Multi-Rotor), Weight less than 25kg (limited)
Limitation of flight methods	: visual line of sight operation (Limited), Daytime Flight (Limited)

Conditions etc.

Information on technical skill passing certificate

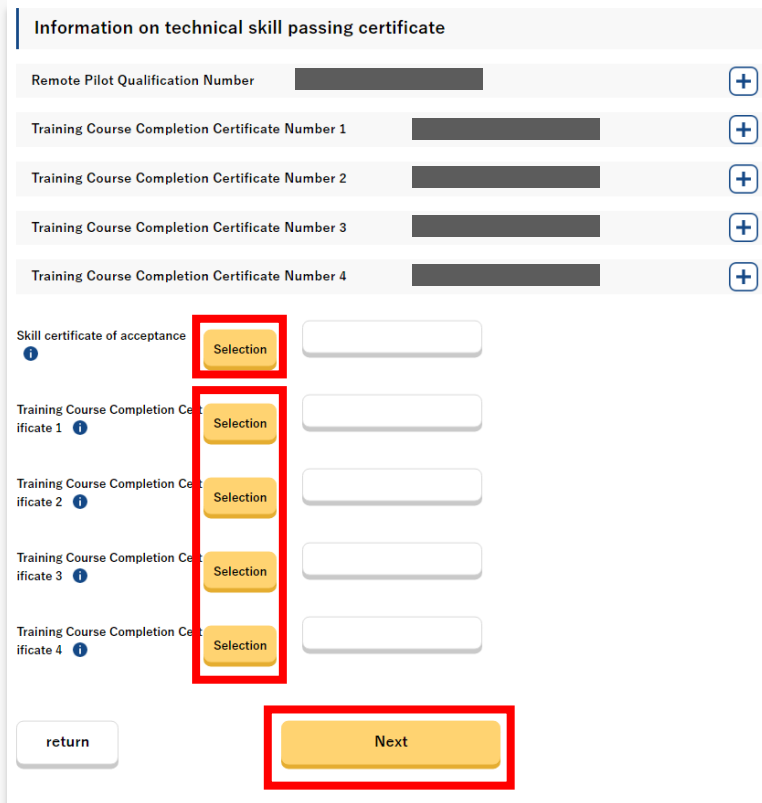
Enter passing information.

(1) Select “Remote Pilot Qualification Number.”

*Information registered with the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency in advance is displayed in the “Remote Pilot Qualification Number.”

If the applicable number is not displayed, please contact the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency.

09. Step 4: Enter passing information (2/2)



Information on technical skill passing certificate

Remote Pilot Qualification Number +

Training Course Completion Certificate Number 1 +

Training Course Completion Certificate Number 2 +

Training Course Completion Certificate Number 3 +

Training Course Completion Certificate Number 4 +

Skill certificate of acceptance 1 Selection

Training Course Completion Certificate 1 1 Selection

Training Course Completion Certificate 2 1 Selection

Training Course Completion Certificate 3 1 Selection

Training Course Completion Certificate 4 1 Selection

return Next

Click the “⊕” button to check the information on the passing Unmanned Aircraft Remote Pilot Certificate and the Training Course Completion Certificate Number.

(1) For the “Skill certificate of acceptance”, click the “Selection” button and upload the file.

(2) If you have a “Training Course Completion Certificate” file, click the “Selection” button and upload the file.

(3) Click the “Next” button.

*Information registered with the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency in advance is displayed in the “Remote Pilot Qualification Number.”

If the applicable number is not displayed, please contact the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency.

*Ensure that the file is uploaded in pdf, jpeg, jpg, or png format.

*Ensure that the file size is 2MB or smaller.

10. Step 5: Enter other information

Enter other information

STEP01
Applicant registration

STEP02
GC registration

STEP03
Other registration

STEP04
TI registration

STEP05
Finalization

Those who meet the conditions for refusal listed below may not apply for a competence certificate.
Please make sure there are no applicable items and press Next.

conditions for rejection

Are you suffering from the following diseases? ⓘ

- Mental illness with hallucinations
- Disease that causes consciousness or mobility impairment due to seizures
- Diseases that may interfere with the flight of unmanned aerial vehicles, etc.

Are you addicted to alcohol, drugs, cannabis, opium or stimulants? ⓘ

Does the institution violate the medical examination order when suspending the competence certificate? ⓘ

Does the organization violate the provisions and dispositions of orders under the Aviation Act or the Act in the past? ⓘ

Are there any past misdemeanours or gross negligence in flying unmanned aerial vehicles? ⓘ

Remarks ⓘ

return

Next

Select other information.

Select conditions for rejection.

Select information on reasons for disqualification.

After selection, click "Next."

11. Step 6: Confirm application information (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

STEP01
Applicant registration

STEP02
SC registration

STEP03
Other registration

STEP04
Confirmation

STEP05
Finalization

Please check the information you entered before applying.
If there is an error in your input, press the Modify button at the bottom of each information to correct it.

Information about the applicant

Full name

Furigana

Name (English)

Date of birth

Phone number

Email address

Home / person's address

Address to which documents should be sent

Face photograph

return

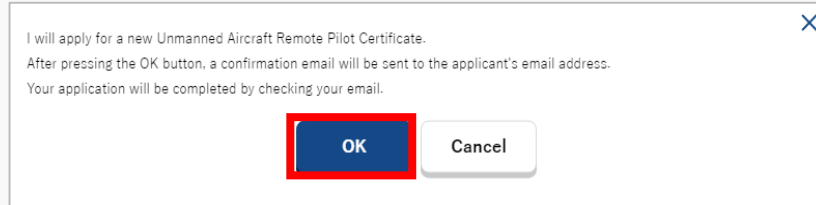
new application

Confirm the applicant, passing information, and other information.

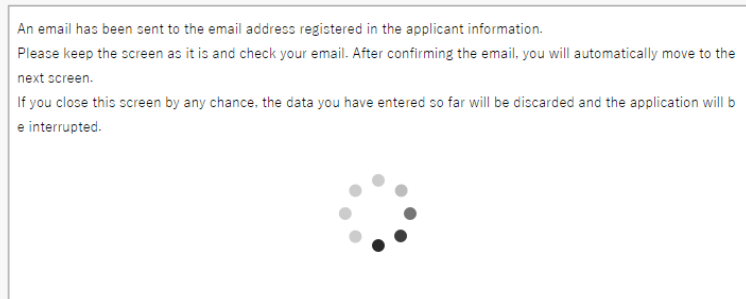
If there is an error in the entered information, please correct it by clicking the “Corrected information about Skill certificates” button, “Modifying Reject Conditions” button, “information on reasons for disqualification” button, or “Other amendments” button under each item.

If the entered information is correct, click the “new application” button.

11. Step 6: Confirm application information (2/2)



A dialog box stating that a confirmation email will be sent to the registered email address is displayed. If everything is correct, click the "OK" button.



Click the "OK" button to send an "Notice of various procedures confirmation" email. Please confirm the email.

Caution!

The processing of the application will be suspended until delivery confirmation is completed. Please continue operation until delivery confirmation.

Please do not close the application screen until you click the URL in the delivery confirmation email. If you close the screen before clicking the URL, your application will be discarded.

12. Step 7: Confirm delivery (1/2)

[English version]

- * This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System
- * You cannot reply to this e-mail address.

Dear DIPS2.0 user,

Thank you for using the Drone/UAS Information Platform System.

The purpose of this email is to confirm that the applicant has not carried out any fraudulent procedures.
If you want to proceed with the procedure as it is, please click the URL below to complete the verification of your email address.
<http://~>



認証完了 Authentication completed

メールアドレスの認証を確認しました。
端末・画面で申請操作を行っていた場合、操作を続けてください。

ブラウザの×ボタンで画面を閉じてください。
The e-mail address has been authenticated.

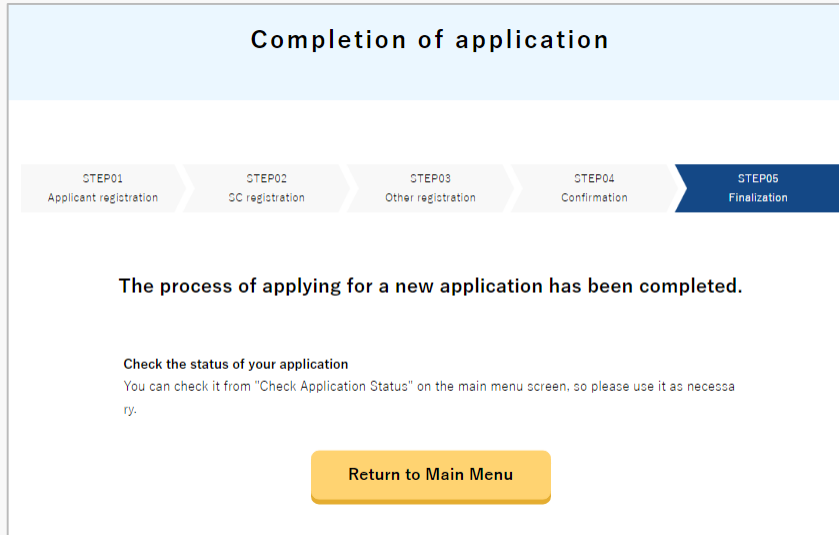
If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

Open the delivery confirmation email and check the email address. If the recipient is the applicant and it is OK to proceed with application procedures, click the URL to perform delivery confirmation.

Clicking the URL in the email will complete authentication of the email address. Please close the browser that displays the message "Authentication completed."

12. Step 7: Confirm delivery (2/2)



Once the email address has been verified, the application operation is complete.

You can confirm the "List of submission status" page.

Points to note!

The following items can be checked only on the DIPS2.0 screen.

These items are written in Japanese in the e-mail you receive during the procedure.

- Type of application