

# Operation Manual for Procedures to Acquire a Remote Pilot Applicant Number

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<Application for Remote Pilot Applicant Number>

## 01. How to Apply to Acquire a Remote Pilot Applicant Number

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# 01. Introduction (persons who wish to acquire a Remote Pilot Applicant Number)

- The Drone Information Platform System (DIPS) can be used to apply for acquisition of a Remote Pilot Applicant Number, change attribute information, withdraw an application, reapply, and check the application status.
- This manual describes how to operate DIPS. Please refer to this manual for information on required procedures.
- For further information, please refer to the [FAQ](#) page posted on DIPS in conjunction with this manual.

## 02. Notes on Using the Drone Information Platform System

- If usage is interrupted (no operations are performed) for more than 60 minutes during the application procedure on DIPS, you will have to start procedures again from the beginning. This is a protection function to reduce the risk of personal information being leaked due to viewing of your screen by a malicious third party while you are away from your computer or smartphone.
- If you do not understand the required information to be entered in each form or the entry method, place your mouse pointer on the  mark next to the item name in the form for an explanation of the required information and entry method. (On smartphones, tap to display the explanation.)
- When using the system, do not press browser buttons such as back or refresh. Doing so may cause the system to malfunction.
- Please do not log in simultaneously from multiple terminals. Doing so may cause the system to malfunction.
- Please refer to the [MLIT homepage](#) for information on the Registration System for Unmanned Aircraft, the new system for enabling Level 4 drone flights, and other flight rules.

\*Clicking the link will open an external website.

## 03. Items Required for Acquiring a Remote Pilot Applicant Number

Please prepare the following information in order to acquire a Remote Pilot Applicant Number.

Types of Information	Items
Applicant information	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Home/personal address</li> <li>• Address for mailing documents</li> <li>• Facial photograph*</li> </ul> <p>*Please read the <a href="#">precautions</a> before uploading your photograph.</p>
Training agency	<ul style="list-style-type: none"> <li>• Name of Registered Unmanned Aircraft Remote Pilot Training Organization</li> <li>• Office code</li> </ul>
Other  *Differs depending on method of personal identification.	<ul style="list-style-type: none"> <li>• Drone Information Platform System account</li> <li>• My Number Card</li> <li>• Card reader or smartphone for scanning information contained in IC chip on surface of My Number Card</li> <li>• Driver's license</li> <li>• Passport</li> <li>• Other identity verification document</li> </ul>

\*If you use your My Number Card for personal identification, your name, date of birth, and home/personal address as required for application will be automatically acquired and entered from the surface of your My Number Card. As a result, no changes can be made on the application screen. If wish to change any of this information, please change the information on you My Number Card in advance.

## 04. Steps for Acquiring a Remote Pilot Applicant Number

Please perform the following steps when using DIPS.

### Start of application to acquire a Remote Pilot Applicant Number

#### Step 1: Log in to the Drone Information Platform System

Log in to DIPS by entering your login ID and password.

#### Step 2: Proceed to Number Acquisition

From the main menu, click the "Acquire Remote Pilot Applicant Number" button.

#### Step 3: Verify Personal Identity

Select a method for verifying personal identity: My Number, driver's license, passport (eKYC), or mailing other documents.\*

#### Step 4: Enter applicant information

Enter information on the Remote Pilot Applicant such as name and address.

#### Step 5: Enter Registered Unmanned Aircraft Remote Pilot Training Organization information

Enter office information for the Registered Unmanned Aircraft Remote Pilot Training Organization where you will take the course.

#### Step 6: Enter Other Information

Select terms of acceptance.

#### Step 7: Confirm Applicant Information

Confirm the entered information and apply for acquisition.

#### Step 8: Confirm Receipt of Email

A confirmation email will be sent to the person who applied to acquire the Remote Pilot Applicant Number. Please open the email and confirm its receipt.

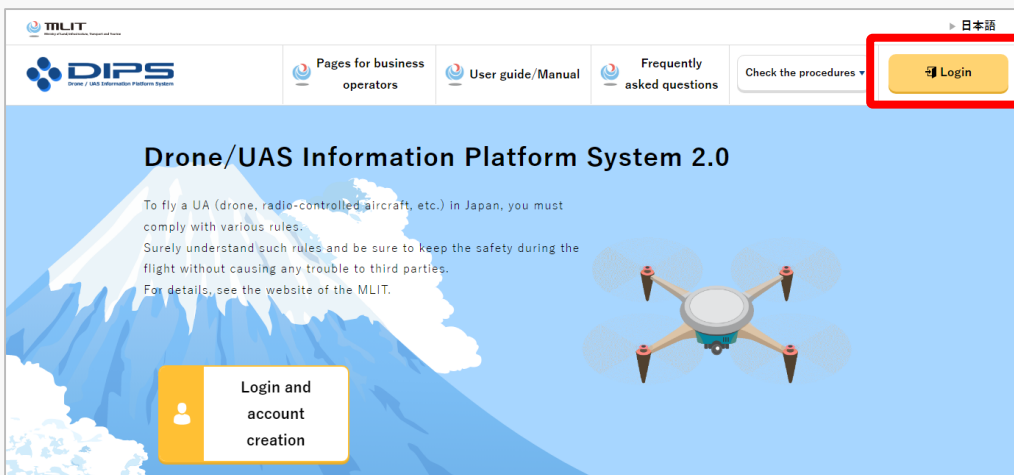
### Completion of application to acquire a Remote Pilot Applicant Number

You will be notified by email once the Civil Aviation Bureau has confirmed the contents of your application.

\*If you confirm your personal identity using your driver's license or passport (eKYC), or by mailing other documents, your identity will be verified using those documents.

Please confirm [how to check the status of your application for a Remote Pilot Applicant Number](#).

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

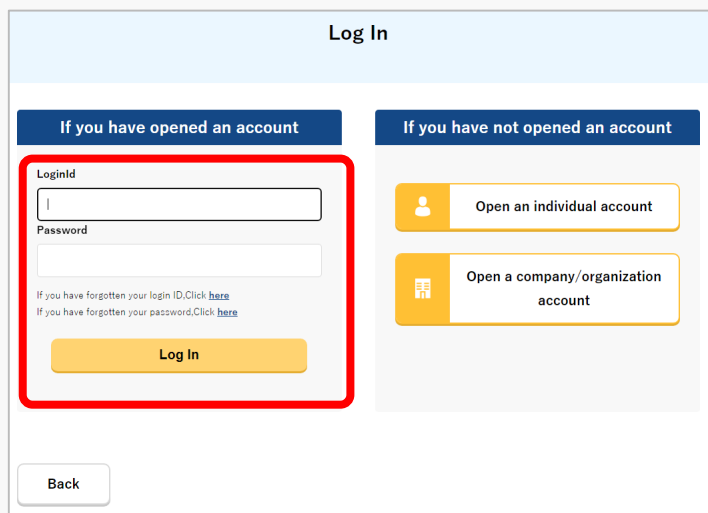


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.



**Log In**

**If you have opened an account**

LoginId

Password

If you have forgotten your login ID, Click [here](#)  
If you have forgotten your password, Click [here](#)

**Log In**

**If you have not opened an account**

**Open an individual account**

**Open a company/organization account**

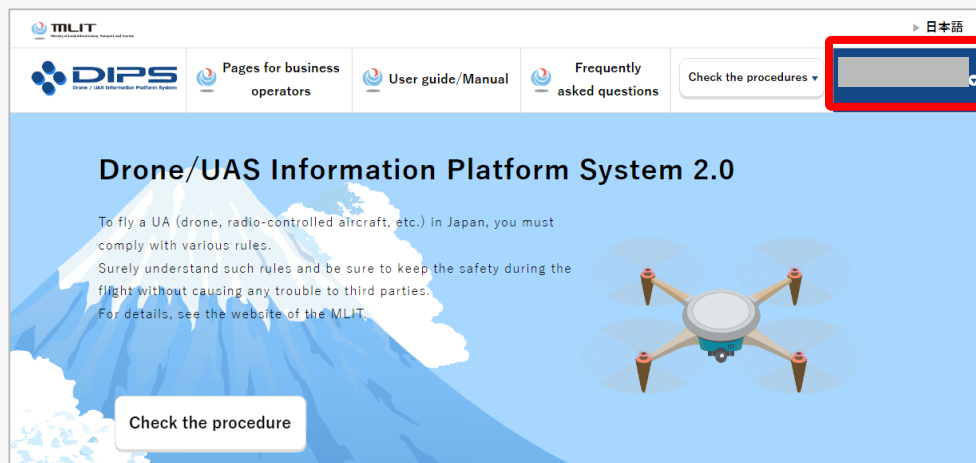
**Back**

### Points to note!

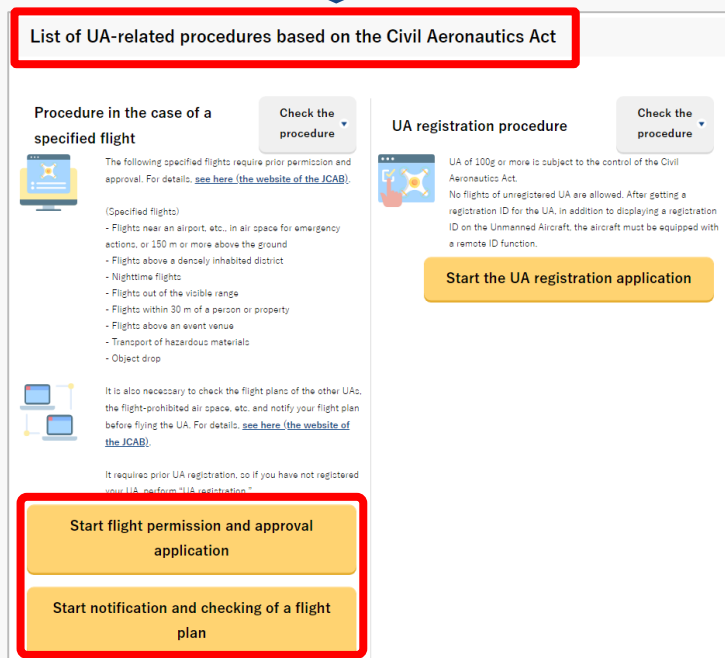
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

## 05. 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.




## 05. 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

## 06. Step 2: Proceed to Number Acquisition

### 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

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.

Reissuance of Unmanned Aircraft Remote Pilot Certificate

As an agent, we will reissue Unmanned Aircraft Remote Pilot Certificate. If you want to change your name or address, you need to change the registered information of Remote Pilot Applicant Number in advance. A power of attorney is required for reissuance.

Confirmation of proof information

As an agent, you can check the information of Unmanned Aircraft Remote Pilot Certificate of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II that you currently have.

At the Unmanned Aircraft Remote Pilot Certification Menu page, click the "Obtaining Remote Pilot Applicant Number."

## 07. Confirm Prior to Selecting Identity Verification Method

There are four methods of verifying your personal identity. From the following table, please select the operation method that matches the identity verification method you will use.

Identity Verification Method	Operation Method
My Number Card	<p>By scanning the information on the front of your My Number Card, the system links with your My Number Card and your identity if verified. The following scanning methods are available depending on the device used to complete procedures. Please refer to the applicable page for an explanation of detailed procedures.</p> <ul style="list-style-type: none"> <li>• <a href="#">Scan using IC card reader (IC card reader authentication)</a></li> <li>• <a href="#">Scan using smartphone (2D barcode authentication)</a></li> </ul>
Online authentication using driver's license	<p>This method consists of verifying identity through an online system called "eKYC." This method is only available if you have access to a smartphone. A 2D barcode will be displayed on the screen during procedures. Please use your smartphone camera to scan the 2D barcode and then follow the instructions on the screen to take a photograph of the front, etc., of your driver's license. Please take a picture of the surface of your driver's license according to the screen. *Please click <a href="#">here</a> for information on using eKYC.</p>
Online authentication using passport	<p>This method consists of verifying identity through an online system called "eKYC." This method is only available if you have access to a smartphone. A 2D barcode will be displayed on the screen during procedures. Please use your smartphone camera to scan the 2D barcode and then follow the instructions on the screen to take a photograph of the identification page, etc., of your passport. After you have finished taking photographs, the page for entering applicant information is displayed. On the page, upload photograph of your identity verification document that shows your name, address, and date of birth in the "Identity Verification Document" item. *Please click <a href="#">here</a> for information on using eKYC.</p>
Mail other documents	<p>This method consists of verifying identity by mailing documents. The mailing address for identity verification documents is written in the email delivered after application. Please check the email and submit identity verification documents by mail. *If you fail to mail the identity verification documents or if required documents are missing, you will not be able to perform subsequent procedures. *Please click <a href="#">here</a> for information on the contents and mailing address of identity verification documents.</p>

## 08. Step 3: Verify Personal Identity

Choose your identity verification method

Following the change of registration information, we will confirm the identity of the applicant.  
Please select your identification method below and press the "Proceed" button.  
If you are a foreigner visiting Japan, select "Passport (eKYC)" and press the "Next" button.

ID confirmation method selection

**My Number Card** [Limited to an Individual Number Card issued in Japan](#)

IC Card Reader Authentication  2D barcode authentication

If you have an IC card reader, please select 'IC Card Reader Authentication' or '2D Barcode Authentication' if you have an NFC-enabled smartphone, and press the 'Next' button.

For identification using my number card, I will use the minor portal AP. If you have not installed the minor portal AP, please check the minor portal AP installation instructions.

\*If you would like to check if your smartphone supports NFC, please check [Here](#) (external site opens).

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**Driver's license (eKYC)** [Limited to a driver's license issued in Japan](#)

eKYC (electronic Know Your Customer) is an online identification method.

Only smartphone owners can use it.

Select here and press the Continue button to display a 2D barcode. Please use the camera function of your smartphone to read the 2D barcode and follow the screen to take pictures of the surface of your driver's license.

\*You cannot use it on a PC or tablet device. Please check [here](#) to use eKYC.

**Passport (eKYC)** [If you are a foreigner visiting Japan, select this](#)

eKYC (electronic Know Your Customer) is an online identification method.

Only smartphone owners can use it.

Select here and press the Continue button to display a 2D barcode. Please use the camera function of your smartphone to read the 2D barcode and follow the screen to take pictures of your passport's identity page.

Also, after the shooting, it will be transitioned to the applicant information entry screen. Please upload an image of the identification document that shows your name, address and date of birth on the 'Identification Document' section.

\*You cannot use it on a PC or tablet device. Please check [here](#) to use eKYC.

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**Other IDs (mailing documents)** [Limited to those who live in Japan](#)

Select here and press the Continue button to enter the applicant information screen.

After that, please enter your office code information and other information, apply, and submit your identification documents by mail to your designated address.

\*If you have not mailed the identification documents or if you do not have the necessary documents to submit, you cannot proceed with the procedure.

\*Please make sure to check [here](#) when you mail identity verification documents.

return

Continue

Select an identity verification method and then click the "Continue" button.

An external site or app will open according to the selected identity verification method. Please follow the instructions on the external site or app to verify your identity. Procedures are also explained in the [manual on identity verification methods](#).

## 09. Please check before entering applicant information

The facial photograph will be used for the notation on the Unmanned Aircraft Remote Pilot Certificate card. Please read the following instructions when uploading photos.

### Precautions!

The ratio of length to width should be 3 cm in height and 2.4 cm in width.

Please attach in .jpg or .png format of 2M bytes or less.

The photo should be taken facing forward.

The photo must be taken within the last 6 months.

No hat should be worn.

The background should be plain (including shadows).

The outline should be exposed.

No part of hair, masks, glasses, false eyelashes, eyelash extensions, etc. or their shadows should be placed around the eyes.

We may ask you to reshoot if the image is out of focus, has been manipulated, or has noise (image distortion) due to compression or other unsuitable factors.

# 10. Step 4: Enter applicant information

### Enter applicant information

STEP01  
Applicant information

STEP02  
Training Institution Information

STEP03  
Additional Information

STEP04  
Confirmation of application information

STEP05  
Completion of application

Please enter your applicant information. In each item, the information registered in the account is entered as the initial value.

#### Information about the applicant

Full name

Furigana ?

}}

Face photograph ? Selection  Delete

return
Next

Identity verification document 1

Identity verification document 2 ? Selection  Delete

Identity verification document 3 ? Selection  Delete

Enter the applicant information.

If you selected My Number Card as your identity verification method, the information registered on your My Number Card will be entered for your name, date of birth, and home/personal address.


If you selected a passport as your identity verification method, please upload an identity verification document that shows your name, date of birth, and home/personal address in the item entitled "Identity verification document 3."

When you are finished, click the "Next" button.

\*If you select driver's license or passport as your identity verification method, the identification document field will be displayed.

# 11. Step 5: Enter Registered Unmanned Aircraft Remote Pilot Training Organization Information (1/3)


### Input training institution information



[Click here](#) Registered Unmanned Aircraft Remote Pilot Training Organization, and [click here](#) for Registered Unmanned Aircraft Remote Pilot Renewal Training Organization.

#### Information about Registered Unmanned Aircraft Remote Pilot Training Organization

The Office Code of Registered Unmanned Aircraft Remote Pilot Training Organization 1	<input type="text"/>	<input style="border: 2px solid red;" type="button" value="Selection"/>
The Office Code of Registered Unmanned Aircraft Remote Pilot Training Organization 2	<input type="text"/>	<input type="button" value="Selection"/>



#### Information Registered Unmanned Aircraft Remote Pilot Renewal Training Organization

The Office Code of Registered Unmanned Aircraft Remote Pilot Renewal Training Organization	<input type="text"/>	<input style="border: 2px solid red;" type="button" value="Selection"/>
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Enter Registered Unmanned Aircraft Remote Pilot Training Organization information.

Click the "Selection" button for information of the training agency where you will undergo training.

\*You can register information for up to 5 training agencies where you will undergo training.

\*You can continue the procedures without registering the Registered Unmanned Aircraft Remote Pilot Training Organization information, or the Registered Unmanned Aircraft Remote Pilot Renewal Training Organization information. If you will take a course at a Registered Unmanned Aircraft Remote Pilot Training Organization, you must register the office code before taking the course. If you want to register training agency information after obtaining a Remote Pilot Applicant Number, please apply to change your attribute information.

# 11. Step 5: Enter Registered Unmanned Aircraft Remote Pilot Training Organization Information (2/3)

**The Office Code search** ✕

Please enter the office code of Registered Unmanned Aircraft Remote Pilot Training Organization and press the 'Search' button.  
Please review the search results and press the 'Confirm' button if you are sure.

**Search Items**

The Office Code  Search

**Search Results**

Name of Registered Unmanned Aircraft Remote Pilot Training Organization	Whether or not the course is held	Weight less than 25 kg (Limitation Change)	visual line of sight operation (Limitation Change)	Daytime flight (Limitation Removal)
First Class				
Rotor Aircraft (Multi-Rotor)	Yes	Yes	Yes	Yes
Rotorcraft (helicopter)	Yes	Yes	Yes	Yes
Airplane	Yes	Yes	Yes	Yes

⤵

Name of Registered Unmanned Aircraft Remote Pilot Training Organization	Whether or not the course is held	Weight less than 25 kg (Limitation Change)	visual line of sight operation (Limitation Change)	Daytime flight (Limitation Removal)
Rotor Aircraft (Multi-Rotor)	Yes	Yes	Yes	Yes
Rotorcraft (helicopter)	Yes	Yes	Yes	Yes
Airplane	Yes	Yes	No	No

Cancel
Confirm

Search for the office code.

Enter the office code\* of the Registered Unmanned Aircraft Remote Pilot Training Organization, or the Registered Unmanned Aircraft Remote Pilot Renewal Training Organization where you will undergo training and then click the "Search" button.

\*Confirm and enter the office code of the Registered Unmanned Aircraft Remote Pilot Training Organization, or the Registered Unmanned Aircraft Remote Pilot Renewal Training Organization where you plan to undergo training.

Confirm that the search results are correct and then click the "Confirm" button.



# 11. Step 5: Enter Registered Unmanned Aircraft Remote Pilot Training Organization Information (3/3)

**Input training institution information**

STEP01 Applicant registration    **STEP02 TI registration**    STEP03 Other registration    STEP04 Confirmation    STEP05 Finalization

[Click here](#) Registered Unmanned Aircraft Remote Pilot Training Organization, and [click here](#) for Registered Unmanned Aircraft Remote Pilot Renewal Training Organization.

**Information about Registered Unmanned Aircraft Remote Pilot Training Organization**

The Office Code of Registered Unmanned Aircraft Remote Pilot of Training Organization 1	<input type="text"/>	<input type="button" value="Selection"/>	<input type="button" value="Cancel"/>
The Office Code of Registered Unmanned Aircraft Remote Pilot of Training Organization 2	<input type="text"/>	<input type="button" value="Selection"/>	
The Office Code of Registered Unmanned Aircraft Remote Pilot of Training Organization 3	<input type="text"/>	<input type="button" value="Selection"/>	



**Information Registered Unmanned Aircraft Remote Pilot Renewal Training Organization**

The Office Code of Registered Unmanned Aircraft Remote Pilot of Renewal Training Organization	<input type="text"/>	<input type="button" value="Selection"/>	<input type="button" value="Cancel"/>
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Confirm the Registered Unmanned Aircraft Remote Pilot Training Organization information.

If the information for the Registered Unmanned Aircraft Remote Pilot Training Organization, or the Registered Unmanned Aircraft Remote Pilot Renewal Training Organization where you will undergo training is correct, click the "Next" button.

## 12. Step 6: Enter Other Information

### Enter other information

STEP01 Applicant registration    STEP02 TI registration    **STEP03 Other registration**    STEP04 Confirmation    STEP05 Finalization

Those who meet the conditions for refusal listed below cannot obtain Remote Pilot Applicant Number. Also, those who already have an Unmanned Aircraft Remote Pilot Certificate cannot obtain duplicate Remote Pilot Applicant Number because they have obtained Remote Pilot Applicant Number in the past. 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  Yes.  No
- Diseases that may interfere with the flight of unmanned aerial vehicles, etc.

#### Other information

History of acquisition of Unmanned Aircraft Remote Pilot Certificate ⓘ  Available  None

Select other information.

Select terms of acceptance.

Select the other information (acquisition history of Unmanned Aircraft Remote Pilot Certificate).

After you are done selecting, click the "Next" button.

# 13. Step 7: Confirm Application Information (1/2)

**Confirmation of applicant/office information/other information**

STEP01 STEP02 STEP03 STEP04 STEP05  
Applicant information Training Institution Information Additional Information Confirmation of application information Completion of application

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    Country/Region :

Address to which documents should be sent

Face photograph

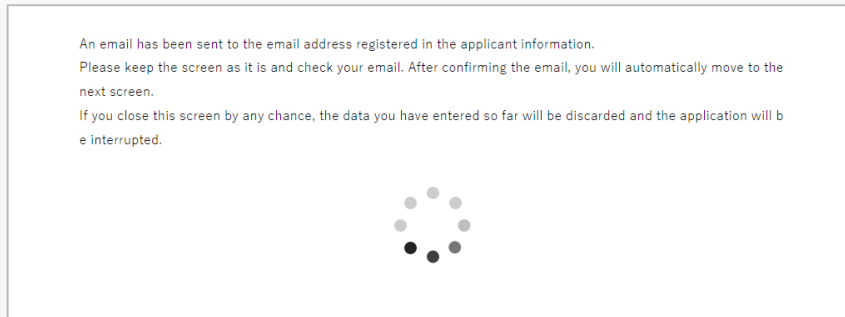
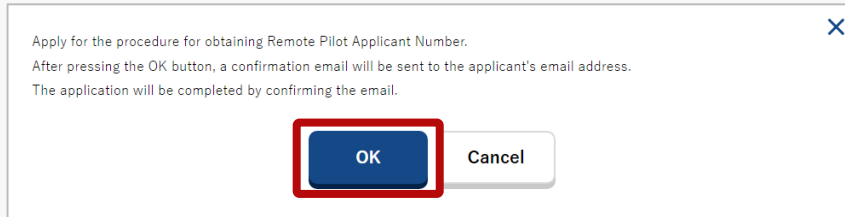
return    Application for acquisition

Confirm the applicant, office information, and other information.

If any of the information is correct, edit the information by clicking the "Edit" button located under the applicable item.

If all of the entered information is correct, click the "Application for acquisition" button.

## 13. Step 7: Confirm Application Information (2/2)



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

Clicking the "OK" button will send an email entitled "Notification for Confirming Procedures" to the registered email address. Please confirm the email.

### Precautions!

Processing of the application will be paused until confirmation of receipt. Please be sure to complete confirmation of receipt.

Please do not close the application screen until after you have clicked the URL in the confirmation email. Your application will be discarded if you close the screen.

## 14. Step 8: Confirm Receipt of Email(1/2)

\* 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.

If you do not know how to contact us, please contact us from the 'Frequently Asked Questions' below.



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 email for confirmation of receipt and check the email address of the recipient. If the address matches the applicant who is performing application procedures, click the receipt confirmation URL.

Click the URL in the email to complete authentication of the email address, and close the "Authentication Complete" browser.

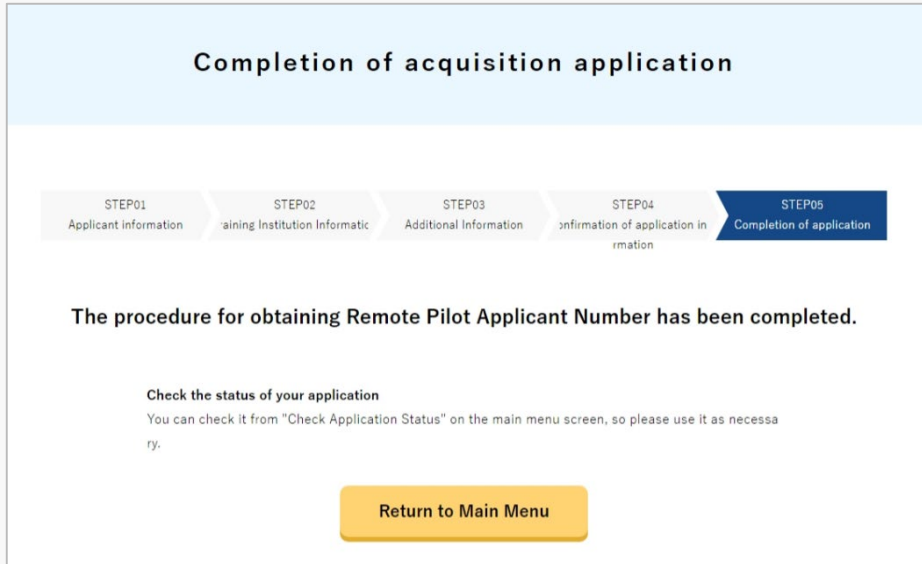
### Points to note!

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

## 14. Step 8: Confirm Receipt of Email(2/2)



**Completion of acquisition application**

STEP01 Applicant information    STEP02 Training Institution Informatic    STEP03 Additional Information    STEP04 Confirmation of application information    **STEP05 Completion of application**

**The procedure for obtaining Remote Pilot Applicant Number has been completed.**

**Check the status of your application**  
You can check it from "Check Application Status" on the main menu screen, so please use it as necessary.

[Return to Main Menu](#)

Once you have completed receipt confirmation, all application procedures are finished.

You can check the status of your application on the View Application Status page.

### Precautions!

If you have chosen to send your identification documents by mail, please mail your identification documents to the designated address after completing the application. Please click [here](#) for information on the contents and mailing address of the identification documents.

If you have not mailed the identification documents or if you do not have all the necessary documents for submission, subsequent procedures will not be able to proceed.