MLIT Ministry of Land, Infrastructure, Transport and Tourism

Operation Manual for Procedures to Acquire a Remote Pilot Applicant Number

< Application for Remote Pilot Applicant Number >

02. How to Change Attribute Information for Remote Pilot Applicant Number

Table of Contents

01. Introduction (To All Those Who Wish to Change Attribute Information for 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. Requirements for Changing Remote Pilot Applicant Number Attribute Information

If you would like to change attribute information for your Remote Pilot Applicant Number, prepare the following information.

Types of Information	Items
Applicant information	• Name • Date of birth • Telephone number • Email address • Home/personal address • Address for mailing documents • Facial photograph* *Please read the precautions before uploading your photograph.
Training agency	• Name of Registered Unmanned Aircraft Remote Pilot Training Organization • Office code
Other	• Drone Information Platform System account • My Number card • Card reader or smartphone for scanning information contained in IC chip on surface of My Number Card • Driver's license • Passport • Other identity verification document

*Note: Identity verification is required if name, date of birth, and/or home address are included in the items to be changed.
If you are verifying your identity using a My Number card, since the name, date of birth, and home address acquired from the My Number card ticket information are automatically applied to these fields, this information cannot be changed from the application input screen.
If you would like to change this information, change it on your My Number card first.

04. Steps for Changing Remote Pilot Applicant Number Attribute Information

Carry out the steps below on the drone information platform system to change attributes.

Start the process to change Remote Pilot Applicant Number attribute information

Step 1: Log in to the Drone Information Platform System

Enter your login ID and password to log in to the system.

Step 2: Confirm Registration Information

From the Unmanned Aircraft Remote Pilot Certificate menu, select the Confirmation/Change of registration information Remote Pilot Applicant Number" button.

Step 3: Choose Items to Change

Select the To choose your identity verification method" or ""To change registration information" buttons, depending on which information you want to change.

Step 4: Carry Out Identity Verification

Select from the following options: My Number, driver's license, passport (eKYC), or mail documentation*.

Step 5: Change Applicant Information

Change your applicant information.

Step 6: Change Registered Unmanned Aircraft Remote Pilot Training Organization Information

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

Step 7: Confirm Application Information

Confirm the entered information and apply for changes.

Step 8: Confirm Receipt of Email

A confirmation email will be sent to the registered applicant for the Unmanned Aircraft Remote Pilot Certificate, so open this email to confirm that it has been received.

Change complete

Your application content will be confirmed at the Aviation Bureau. Upon completion, a notification will be sent to your email address.

*Note: Identity verification is required for changing "Name", "Date of Birth", and/or "Home/Address".
When changing the "Name," "Date of Birth," and/or "Home/Address" attribute information, an identity verification review will be conducted.
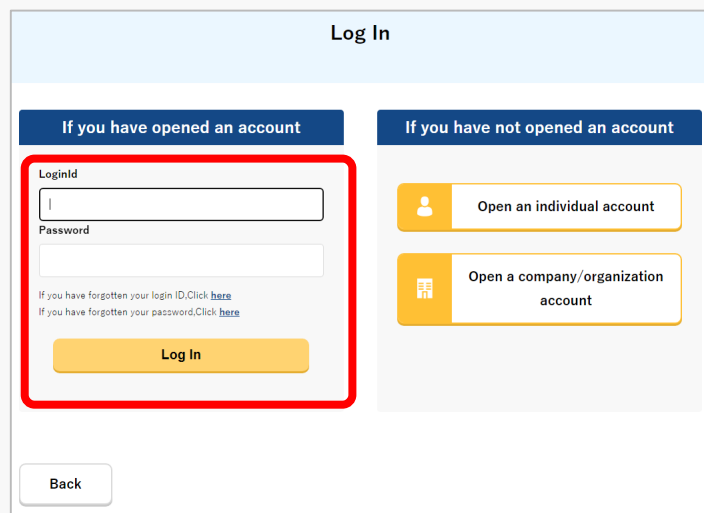
05. Step 1: Log In to the Drone Information Platform System(1/3)
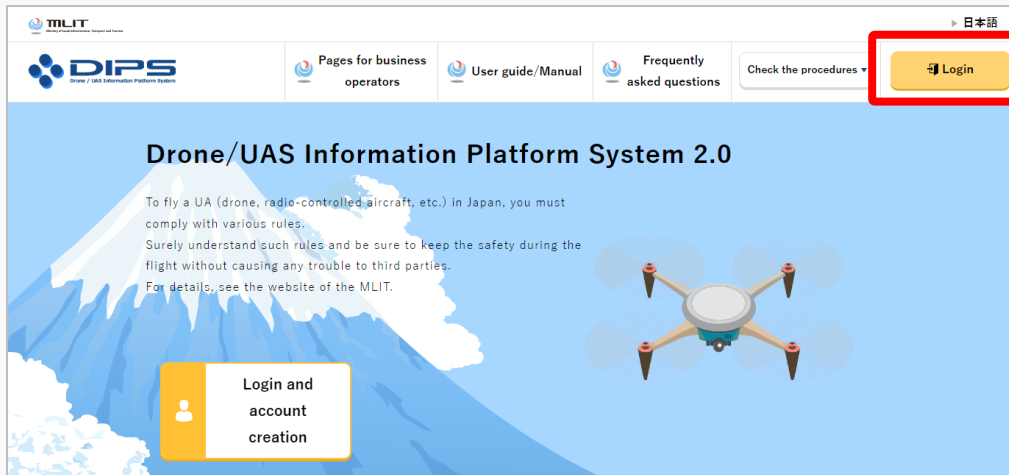
Access to the DIPS2.0 top page.

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

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.
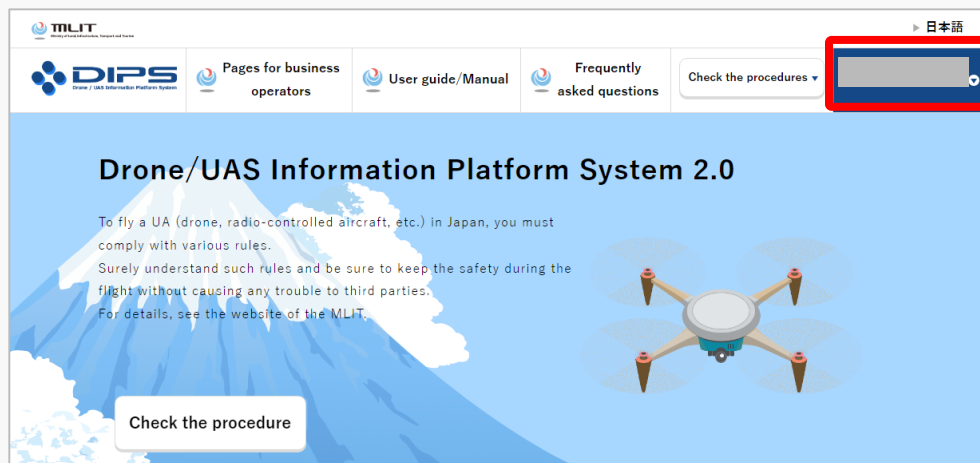
Points to note!

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

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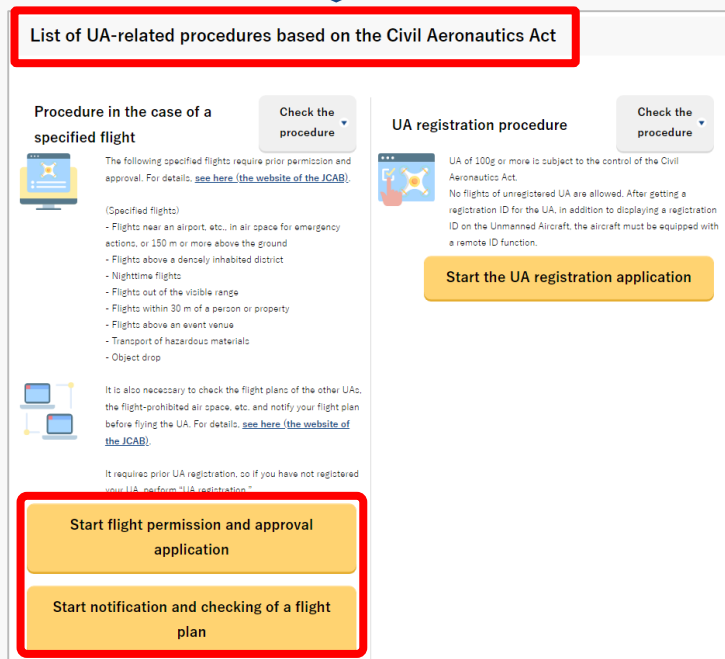
Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

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

UA registration procedure

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

Acquisition procedure of UAS certification and UA remote pilot certification

06. Step 2: Confirm Registration Information

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.

e invalid after the procedure is completed. For return, a power of attorney is required.

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.

Confirm your registration information.

From the Unmanned Aircraft Remote Pilot Certificate menu page, click the "Confirmation/Change of registration information Remote Pilot Applicant Number" button.

07. Step 3: Choose Items to Change

Choose the items to change.

If the attributes you would like to change include your name, date of birth, and/or home address, click the "To choose your identity verification method" button.

If the attributes you would like to change do not include your name, date of birth, and/or home address, click the "To change registered information" button and proceed to "Step 5. Change applicant information."

08. Step 4: Carry Out Identity Verification

After selecting an identity verification method, click the "Continue" button.

An external site or app will open for the selected identity verification method. Carry out identity verification in accordance with the instructions of the applicable external site or app. Information about these procedures is listed in the identity verification methods manual.

09. Step 5: Change Applicant Information

Change your applicant information.

If you are changing your "Name", "Date of Birth", and/or "Home/address", enter the reason for the change in the "Other information" field.

After you have entered the information, click the "Next" button.

10. Step 6: Change Registered Unmanned Aircraft Remote Pilot Training Organization Information (1/3)

Change your Registered Unmanned Aircraft Remote Pilot Training Organization information.

Click the "Selection" button for training agency information you would like to register or change.

Click the "Cancel" button if you would like to delete Registered Unmanned Aircraft Remote Pilot Training Organization information, or the Registered Unmanned Aircraft Remote Pilot Renewal Training Organization information.

10. Step 6: Change 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				
First Class	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	Yes	Yes
	Whether or not the course	Weight less than 25 kg	visual line of sight	Daytime flight (Limitation

				Change)
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* for the Registered Unmanned Aircraft Remote Pilot Training Organization, or the Registered Unmanned Aircraft Remote Pilot Renewal Training Organization where you will attend classes, then click the "Search" button.

*Note: Confirm the office code for the Registered Unmanned Aircraft Remote Pilot Training Organization, or the Registered Unmanned Aircraft Remote Pilot Renewal Training Organization where you will attend classes before entering it.

Confirm the content displayed in the search results, and click the "Confirm" button if it is correct.

10. Step 6: Change Registered Unmanned Aircraft Remote Pilot Training Organization Information (3/3)

Confirm your training agency information.

If the information for Registered Unmanned Aircraft Remote Pilot Training Organization, or the Registered Unmanned Aircraft Remote Pilot Renewal Training Organization where you will attend classes is accurate, click the "Next" button.

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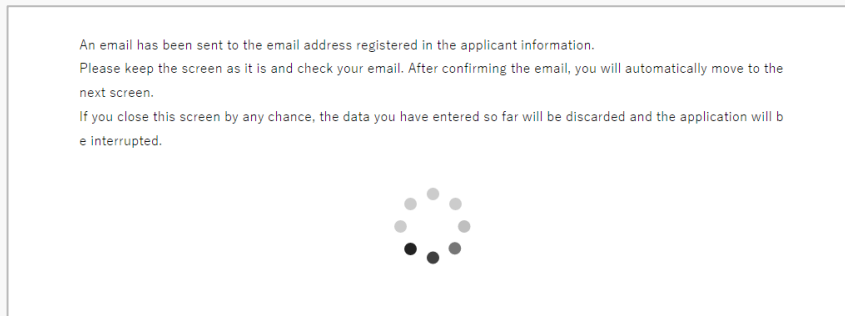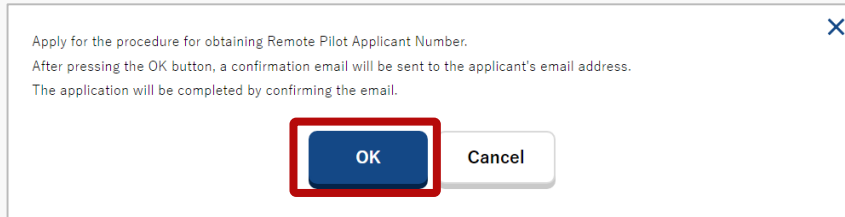

Confirm applicant, office information, and other information.

If there are any errors in the entered content, click the "Edit" button underneath the applicable information to correct it.

If there are no problems with the entered content, click the "Change application" button.

11. Step 7: Confirm Application Information (2/2)

Apply for the procedure for obtaining Remote Pilot Applicant Number.
After pressing the OK button, a confirmation email will be sent to the applicant's email address.
The application will be completed by confirming the email.

OK   **Cancel**

An email has been sent to the email address registered in the applicant information.
Please keep the screen as it is and check your email. After confirming the email, you will automatically move to the next screen.
If you close this screen by any chance, the data you have entered so far will be discarded and the application will be interrupted.

A dialog box stating a confirmation email will be sent to your registered email address will appear. If there are no problems, click "OK."

When you click the "OK" button, an email with the title "Procedure confirmation notification" will be sent to your registered email address. Check to make sure you receive this email.

Precatuions!

Application processing will be placed on hold until arrival confirmation is completed, so make sure to carry out this process.

Do not close the application page until you have clicked the arrival confirmation email URL. If you close the page, your application content will be deleted.

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

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.
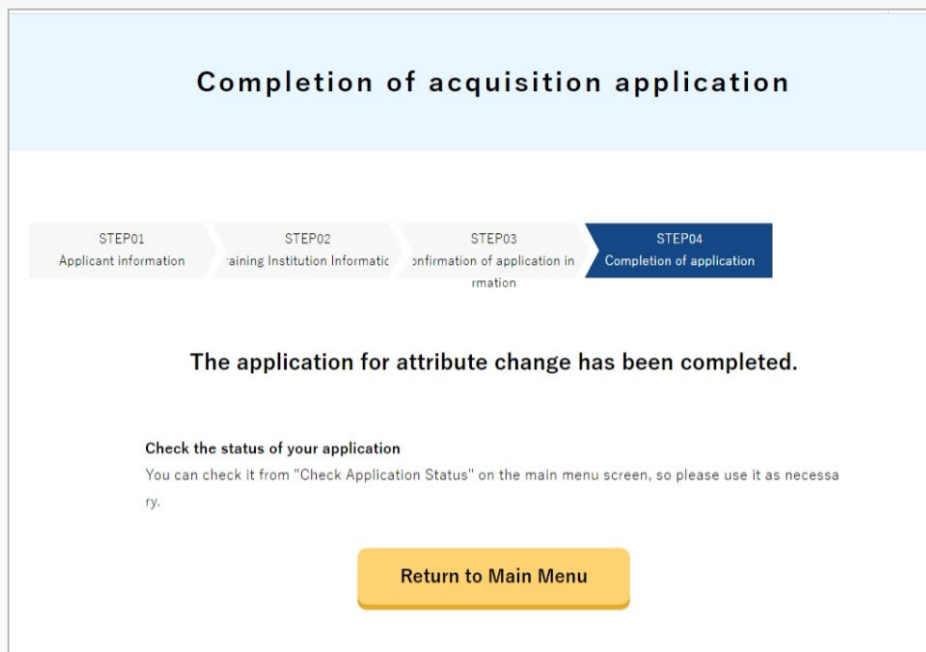
Points to note!

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

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

Completion of acquisition application

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

The application for attribute change 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.