

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)	p.02-2
02. Notes on Using the Drone Information Platform System	p.02-3
03. Requirements for Changing Remote Pilot Applicant Number Attribute Information	p.02-4
04. Steps for Changing Remote Pilot Applicant Number Attribute Information	p.02-5
05. Step 1: Log In to the Drone Information Platform System	p.02-6
06. Step 2: Confirm Registration Information	p.02-9
07. Step 3: Choose Items to Change	p.02-10
08. Step 4: Carry Out Identity Verification	p.02-11
09. Step 5: Change Applicant Information	p.02-12
10. Step 6: Change Registered Unmanned Aircraft Remote Pilot Training Organization Information	p.02-13
11. Step 7: Confirm Application Information	p.02-16
12. Step 8: Confirm Receipt of Email	p.02-18

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	<ul style="list-style-type: none"> • Name • Date of birth • Telephone number • Email address • Home/personal address • Address for mailing documents • Facial photograph* <p>*Please read the precautions before uploading your photograph.</p>
Training agency	<ul style="list-style-type: none"> • Name of Registered Unmanned Aircraft Remote Pilot Training Organization • Office code
Other	<ul style="list-style-type: none"> • 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.

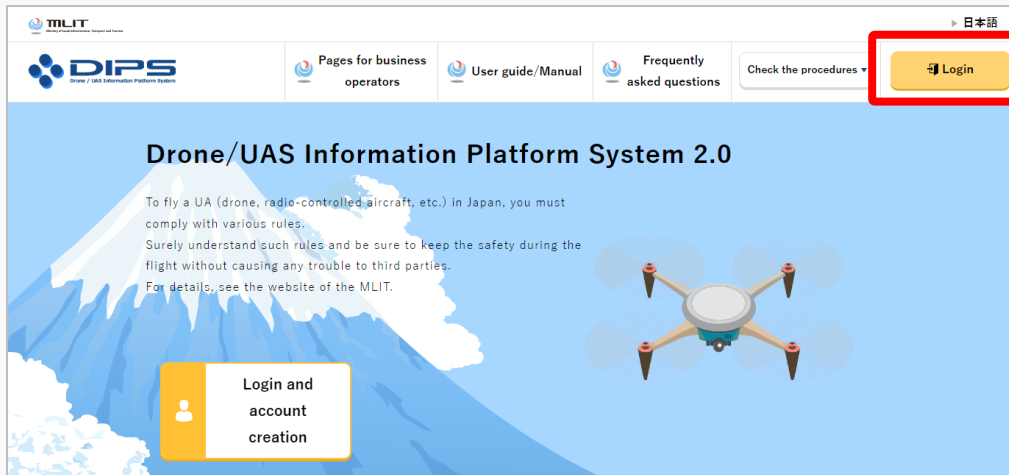
Step 8: Confirm Receipt of Email
A confirmation email will be sent to the registered applicant for the Unmanned Aircraft Remote Pilot Certificate, so open this email to confirm that it has been received.

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.

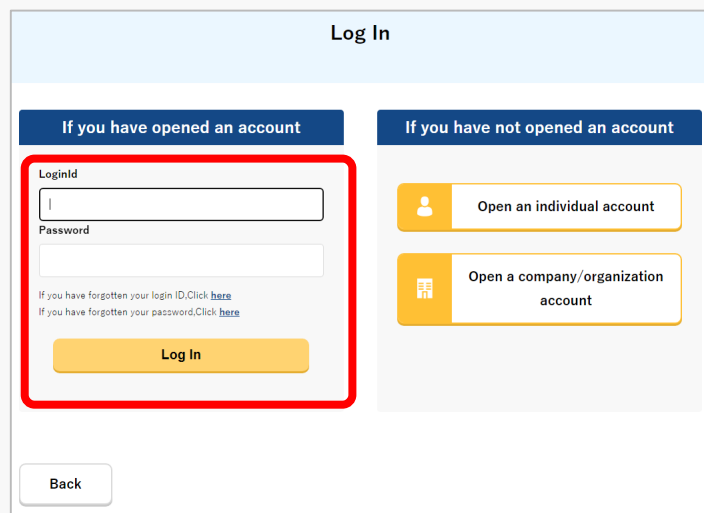
05. Step 1: Log In to the Drone Information Platform System(1/3)



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

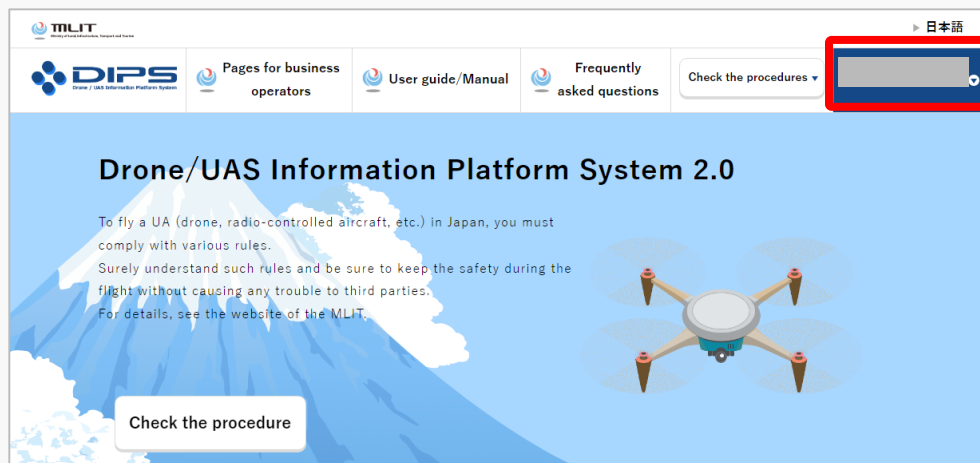


Points to note!

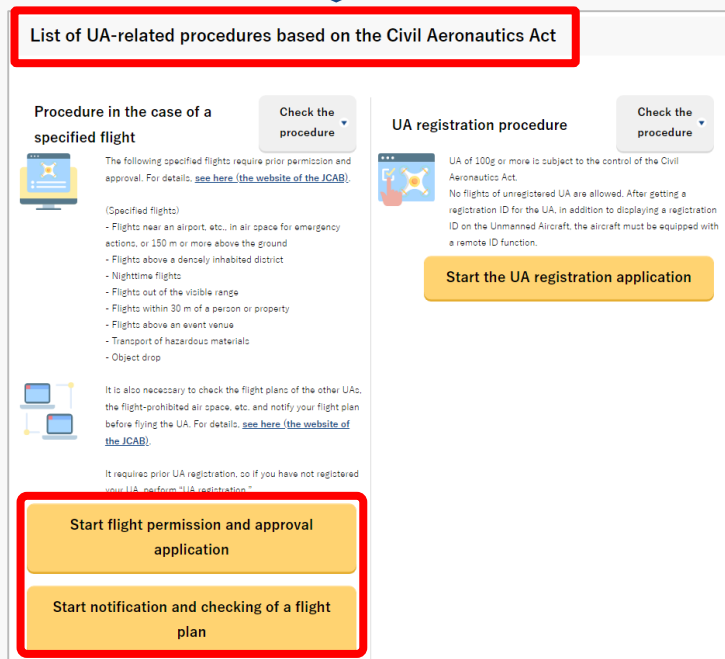
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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

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 UAS 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: Confirm Registration Information

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.

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.

07. Step 3: Choose Items to Change

Remote Pilot Applicant Number details

Profile information used for procedures related to the issuance of Unmanned Aircraft Remote Pilot Certificate. You can change the registered information from this screen. If the information you want to change includes "name", "date of birth" or "home/address of the person", please press "Select Identity verification method" because you need to verify your identity in advance. If you do not include such information, please click "To change registered information".

Information about the applicant

Remote Pilot Applicant Number

Full name

Furigana



Information Registered Unmanned Aircraft Remote Pilot Renewal Training Organization

The Office Code of Registered Unmanned Aircraft Remote Pilot Renewal Training Organization

Click here if you want to include "name", "date of birth" or "home/address of the person" in the change to [Click here if the change does not include "name", "date of birth" or "home/address of the person" in the change to](#)

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

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).

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.

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

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

Enter applicant information

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

Please enter your applicant information.

Information about the applicant

Full name

Furigana

Name (English)

Date of birth Year Month Day



Other information

Reason for change

*If you change your name or address, please write down the reason.

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)

Input training institution information

STEP01
Applicant registration

STEP02
TI registration

STEP03
Confirmation

STEP04
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 Training Organization 1	<input type="text"/>	Selection	Cancel
The Office Code of Registered Unmanned Aircraft Remote Pilot Training Organization 2	<input type="text"/>	Selection	
The Office Code of Registered Unmanned Aircraft Remote Pilot	<input type="text"/>	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"/>	Selection	Cancel
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return

Next

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	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
	Whether or not the course is held	Weight less than 25 kg	visual line of sight	Daytime flight (Limitation
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)

Input training institution information

STEP01
Applicant registration

STEP02
TI registration

STEP03
Confirmation

STEP04
Finalization

[Click here](#) Registered Unmanned Aircraft Remote Pilot Training Organization, and [click here](#) for Registered Unmanned Aircraft Remote Pilot of 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"/>	Selection	Cancel	
The Office Code of Registered Unmanned Aircraft Remote Pilot of Training Organization 2	<input type="text"/>	Selection		
The Office Code of Registered Unmanned Aircraft Remote Pil	<input type="text"/>	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"/>	Selection	Cancel	
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return

Next

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)

Confirmation of applicant/office information/other information

STEP01
Applicant information

STEP02
Training Institution Information

STEP03
Confirmation of application information

STEP04
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

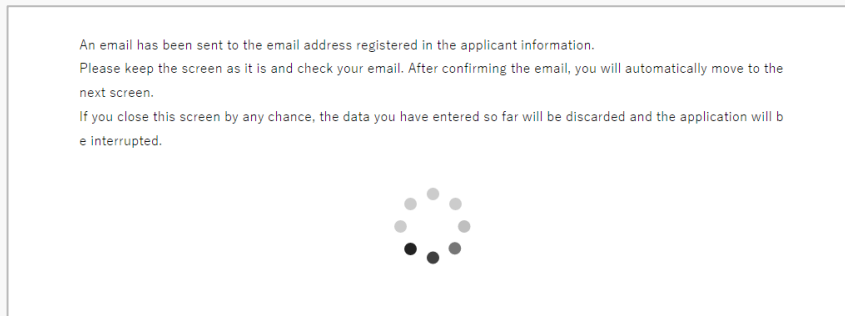
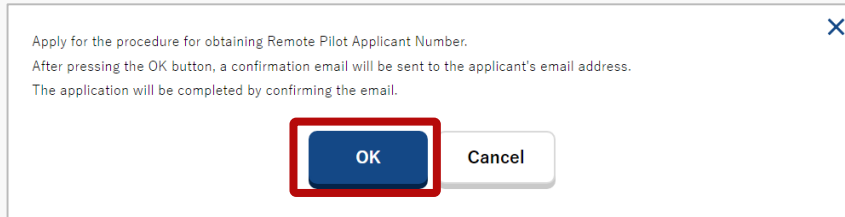
Change application

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)



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.

Precautions!

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)

* 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.

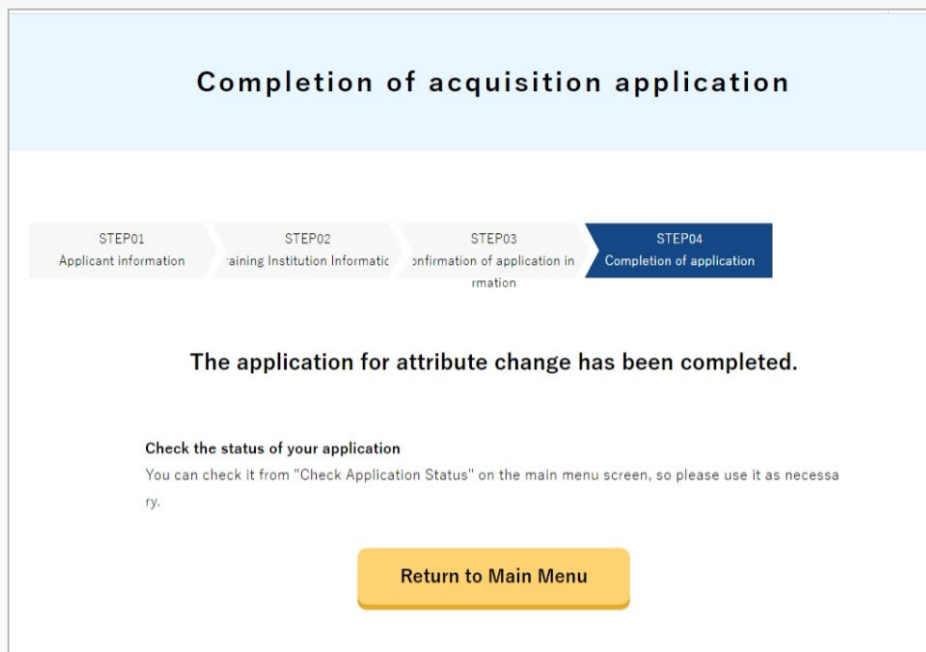
Points to note!

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

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



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.