

Unmanned Aircraft Remote Pilot Certification Application Procedures
Operation Manual

<Unmanned Aircraft Remote Pilot Certification Application Edition>

03. Applying for renewal for a Unmanned Aircraft Remote Pilot Certification Application by Agent

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01. Introduction (For Those Wishing to Apply for a Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform 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 Platform 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. Necessary Items for Applying a Renewal for a Unmanned Aircraft Remote Pilot Certification Application by Agent

The following information is required for renewal of the Unmanned Aircraft Remote Pilot Certificate Application by agent. Please receive the information from the client.

Type of Information	Item
Applicant's information (information from the client)	• Name(*) • Date of birth(*) • Telephone number(*) • E-mail address(*) • Home address/address of applicant(*) • Address for sending documents(*) • Facial photo(*) *Items that can be auto-completed are auto-completed by the system
Information, etc., related to Unmanned Aircraft Remote Pilot Certification	• Application qualification type (Class I, Class II) • Type of airframe (rotorcraft, etc.) • Application restriction type (nighttime flight, etc.) • Conditions for rejection • Information on reasons for disqualification • Renewal Training Course Completion Certificate Number • Renewal Training Course Completion Certificate • Medical Criteria Certificate for Unmanned Aircraft Remote Pilot, etc.
Others	• Client's login ID and name • Password for setting agent • Power of attorney

04. Steps for Application for Renewal of the Unmanned Aircraft Remote Pilot Certificate by Agent

Make your application using the following steps in the Drone Information Platform System.

Start the application for renewal of the Unmanned Aircraft Remote Pilot Certificate by Agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Proceed to the Password (Agent Application) Entry Screen

Click "Enter proxy password" button in "Apply for proof of skill as an agent" item in the main menu.

Step 3: Enter the Password

Enter the client's ID, name, and password for setting agent.

Step 4: Proceed to Applicant-information Entry Screen

Click "Renewal of validity period" button in "Apply for proof of skill as an agent" item in the main menu.

Step 5: Confirm Applicant Information

Select the client's account, then confirm the applicant information on the screen.

Step 6: Select the Renewal Training Course Completion Certificate Number

Select information such as the Renewal Training Course Completion Certificate Number.

Step 7: Enter Other Information

Check items such as the conditions for rejection.

Step 8: Confirm Application Information

Confirm the information that you entered, and apply.

Step 9: Confirm Arrival (Operation by the Client)

A confirmation e-mail is sent to the client, and the client opens the e-mail to confirm receipt.

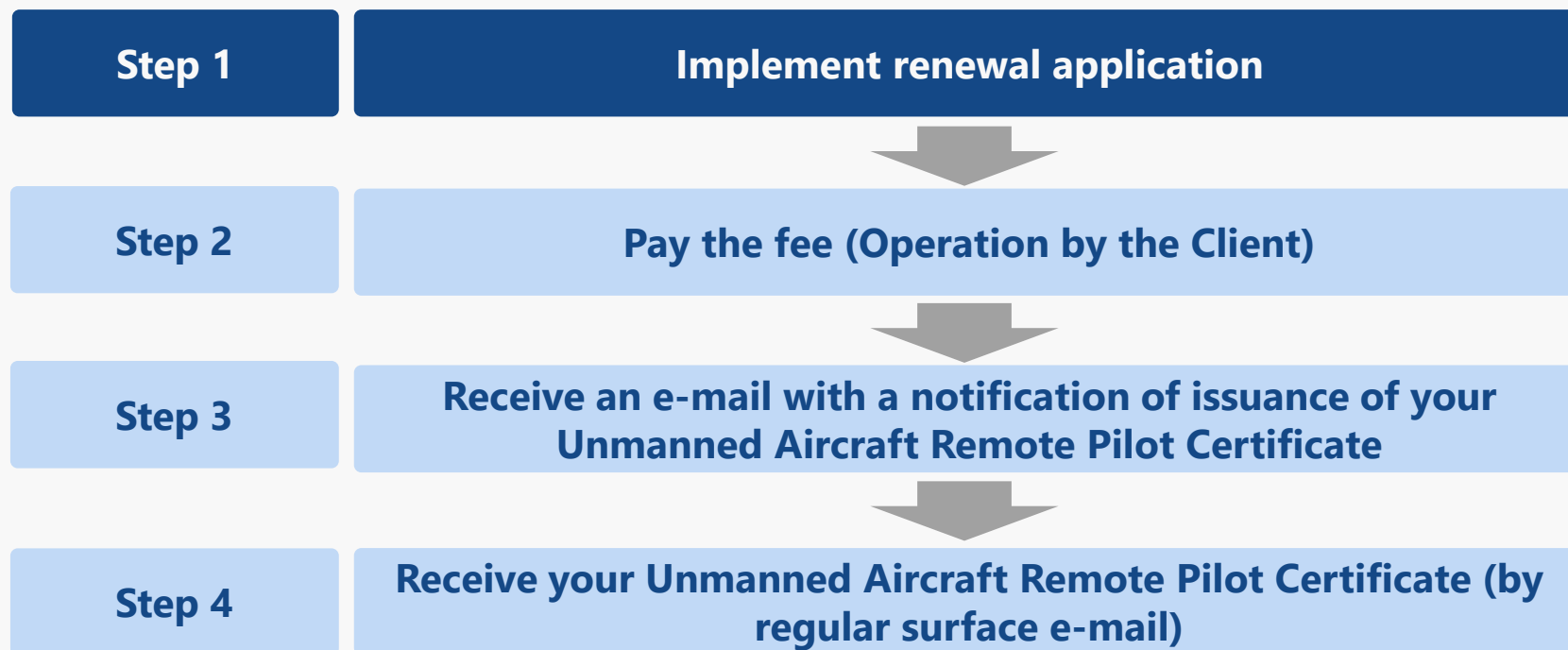
The new application for renewal of the Unmanned Aircraft Remote Pilot Certificate by Agent is completed

Confirm the content of your application at the Civil Aviation Bureau.

Caution!

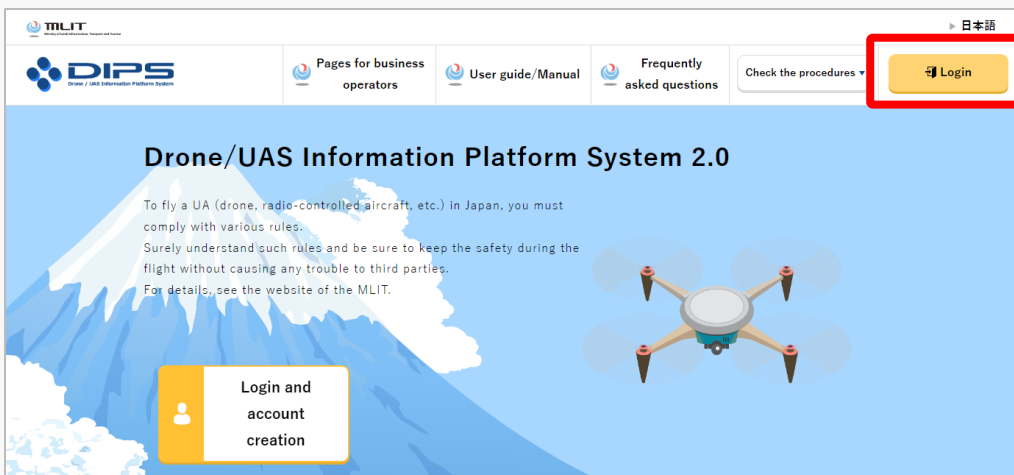
If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Once an agent has been set up, the agent's authority to apply as an agent remains valid unless the agent is cancelled by the client.

05. Flow from Application for Renewal to Completion of Procedures by Agent



In this operation manual, Step 1 shows how to implement the renewal application. After Step 2, a Request for Payment of Fees will be sent to the client's e-mail address you registered at the time of your application, so proceed sequentially according to the e-mail notification.

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.

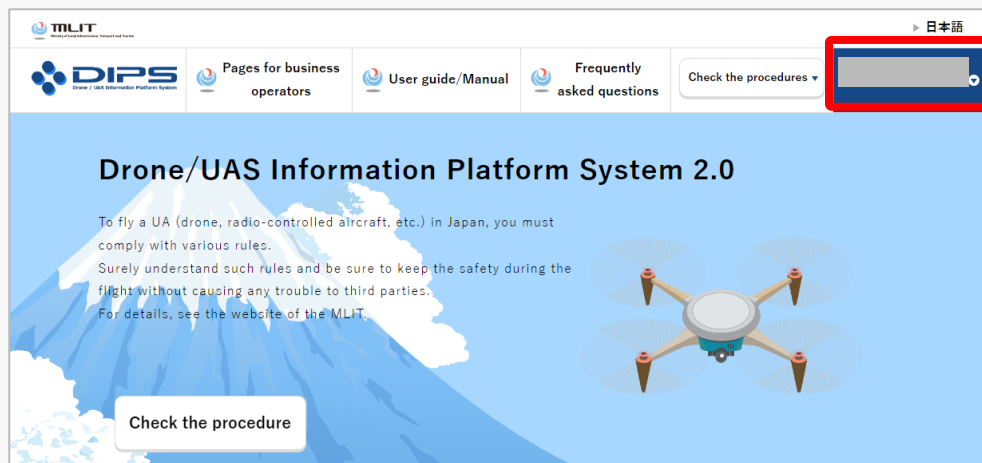
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

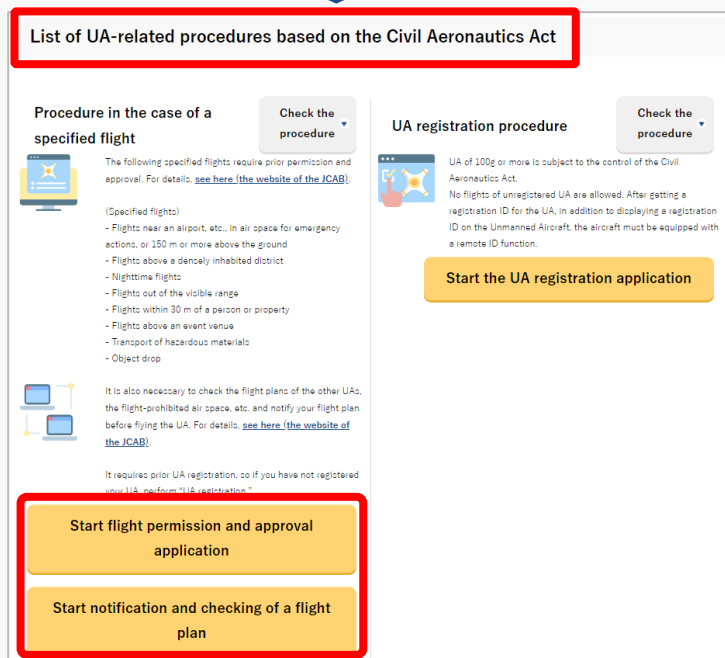
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 the Password (Agent Application) 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.

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Click the “Enter proxy password” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

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

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

08. Step 3: Enter the Password

Password input screen (proxy application)

Enter the client's login ID, name, and password received from the client, and press the 'Register' button.

Login ID ⓘ

Full name ⓘ

Proxy password ⓘ

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Enter the following information.

Login ID: Client's login ID

Full name: Client's name

Proxy password:

Password in the e-mail sent to the client

After entering, click the "Registration" button.
Return to the menu screen.

09. Step 4: 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



Click “Renewal of validity period” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

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

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Renewal of validity period

As an agent, we will renew the validity period of Unmanned Aircraft Remote Pilot Certificate. A power of attorney is required for renewal.

Return of Unmanned Aircraft Remote Pilot Certificate

As an agent, we will return Unmanned Aircraft Remote Pilot Certificate. If a return application is made, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed. For return, a power of attorney is required.

10. Step 5 Confirm Applicant Information (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

10. Step 5 Confirm Applicant Information (2/2)

Enter applicant information

STEP01 Applicant registration STEP02 SC 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

Email address

Home / person's address Country Prefecture

Address to which documents should be sent Prefecture
City / Street

Face photograph

Information about agent

Power of attorney ⓘ Selection Delete

return Next

Double-check the client information you selected.
Click "Selection" button to upload the Power of Attorney, then click "Next."

* To change applicant information, withdraw the application for renewal temporarily, then change it from "Confirmation/change of registration information Remote Pilot Applicant Number" menu. After making changes, apply for renewal again.

11. Step 6: Select the Renewal Training Course Completion Certificate Number

Enter passing information

STEP01 Applicant registration → **STEP02 SC registration** → STEP03 Other registration → STEP04 Confirmation → STEP05 Finalization

Please select Renewal Training Course Completion Certificate Number to be used for this application from the pull-down menu. You can check the information of Renewal Training Course Completion Certificate linked to Renewal Training Course Completion Certificate Number by pressing the + button of 'Information on Renewal Training Course Completion Certificate' and opening it.
It is necessary to attach the Renewal Training Course Completion Certificate and a Medical Criteria Certificate for Unmanned Aircraft Remote Pilots. Please convert all documents into electronic files, combine them into a single file, and upload it.

Renewal Training Course Completion Certificate Number

Renewal Training Course Completion Certificate Number

Information on skill certification

Based on the renewal course completion certificate number you entered, the types of limited aircraft to be applied for are shown below.

☐ Category:

Limited types

Limitation of flight methods

Conditions etc.

Information on the Renewal Training Course Completion Certificate and a Medical Criteria Certificate for Unmanned Aircraft Remote Pilot

Renewal Training Course Completion Certificate Number

The Renewal Training Course Completion Certificate and a Medical Criteria Certificate for Unmanned Aircraft Remote Pilot, etc.

Select the Renewal Training Course Completion Certificate Number for this application.

To apply, you need to attach the Renewal Training Course Completion Certificate and a Medical Criteria Certificate for Unmanned Aircraft Remote Pilots (or any official certificate). Please press the "Select" button to choose the file you want to attach and upload it. **Note that the file to be uploaded should be consolidated into a single file in .pdf, .jpeg, .jpg, or .png format.** You cannot select multiple files or upload compressed files such as ZIP files.

If you have been staying abroad for the entire renewal period and wish to apply for renewal before the start date, please also attach documents proving that you have been staying abroad (such as a residence certificate).

After selecting the file to upload, please click "Next".

12. Step 7: Enter Other Information

Enter other information

STEP01
Applicant registration

STEP02
SC 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? ⓘ ☒ Yes. ☐ No

Does the institution violate the medical examination order when suspending the competence certificate? ⓘ ☒ Yes. ☐ No

Does the organization violate the provisions and dispositions of orders under the Aviation Act or the Act in the past? ⓘ ☒ Yes. ☐ No

Other information

Remarks ⓘ

return

Next

Select other information.

Select conditions for rejection.

Select information on reasons for disqualification.

Please enter any other necessary information in the "Remarks" column under "Other Information."

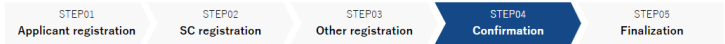
Additionally, if you have been staying abroad for the entire renewal period and wish to apply for renewal before the start date,

please state: "I wish to apply for renewal before the start date because I have been staying ○○○ (place of stay) for the entire renewal period".

After entering the required information, please click "Next."

13. Step 8: Confirm Application Information (1/2)

Confirmation of Applicants/Acceptance Information/Other Information



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	

Amendment of Applicant

Confirm application information.

If there is an error in the entered information, please correct it by clicking the “Amendment” button under each item.

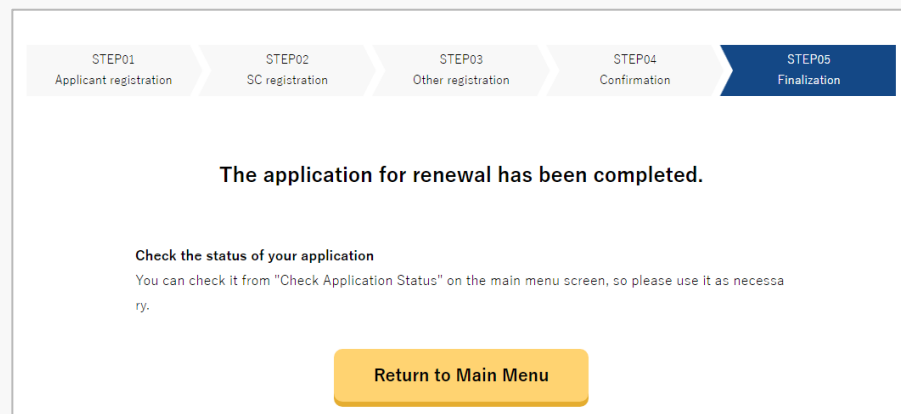
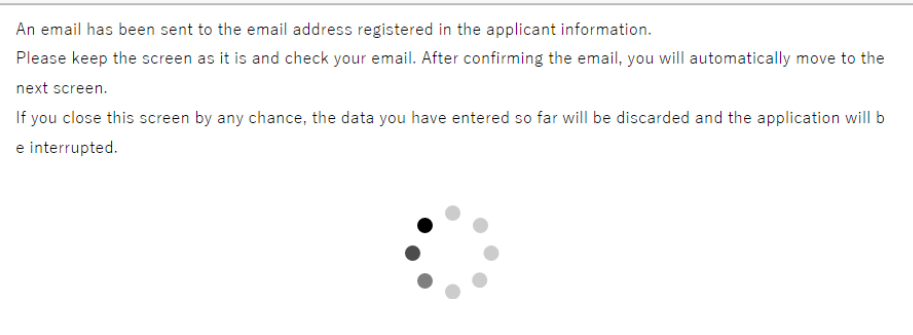
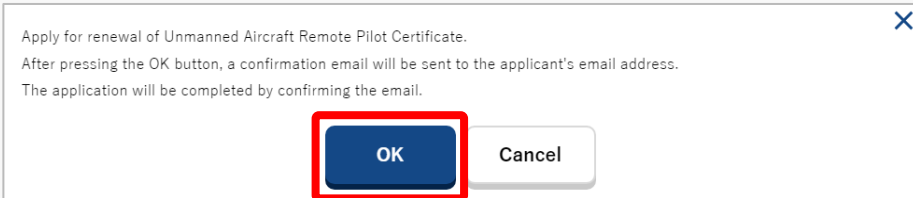
If the entered information is correct, click the “Application for renewal” button.



return

Application for renewal

13. Step 8: Confirm Application Information (2/2)



A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Caution!

The URL in the arrival confirmation e-mail has an expiration date (one month).

If the URL is not clicked by the client within the deadline, the application must be redone again.

14. Step 9: Confirm Arrival (Operation by the Client)

*Step 9 is operated by the client.

[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.

This e-mail is for confirming whether any unauthorized procedures have been carried out regarding various proficiency certification procedures by the agent.
If you would like to proceed with the procedure by proxy, please complete the verification of your email address by clicking the URL below.

<https://~>



認証完了
Authentication completed

メールアドレスの認証を確認しました。
代理人に認証が完了した旨の連絡をお願いします。

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.
Notify the agent of the completion of authentication.

Close the screen with the x button of the browser.

Open the arrival confirmation e-mail at the client and confirm the destination of the e-mail. If the recipient is the applicant himself/herself and there is no problem in proceeding with the application procedure, click the URL for the arrival confirmation.

When you click the URL in the e-mail, the authentication of the e-mail address is completed, so please close the browser that shows "Authentication completed."

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