

Operation Manual for Procedures to Acquire a Remote Pilot Applicant Number

<Application for Remote Pilot Applicant Number>

03. How to Cancel an Application for a Remote Pilot Applicant Number

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01. Introduction (To All Those Who Wish to Cancel the Applications 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 Canceling a Remote Pilot Applicant Number Application

If you would like to cancel your Remote Pilot Applicant Number application, prepare the following information.

Various information	Items
Other	• Drone information platform system account • Application number

04. Steps for Canceling a Remote Pilot Applicant Number Application

Carry out the steps below on the drone information platform system to cancel your application.

Start the process to cancel your Remote Pilot Applicant Number application

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 Application Information

From the Unmanned Aircraft Remote Pilot Certificate menu, select the "Confirmation of application status / withdrawal / payment" button.

Step 3: Select an Application Procedure to Cancel

Click the "Withdrawal" button and confirm the details of the application content.

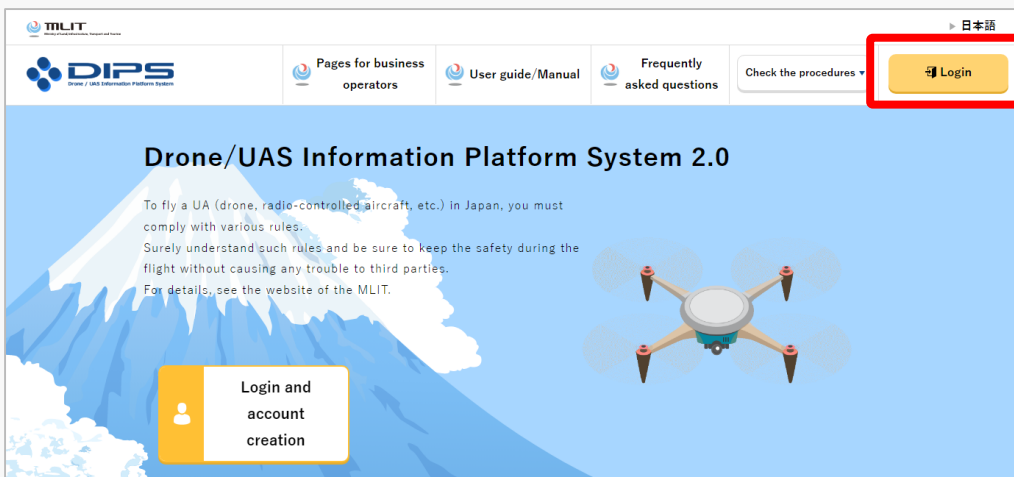
Step 4: Cancel an Application

Click the "Withdrawal" button on the application status details page to cancel the application.

Application cancellation complete

A notification email will be sent to the applicant email address.

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.

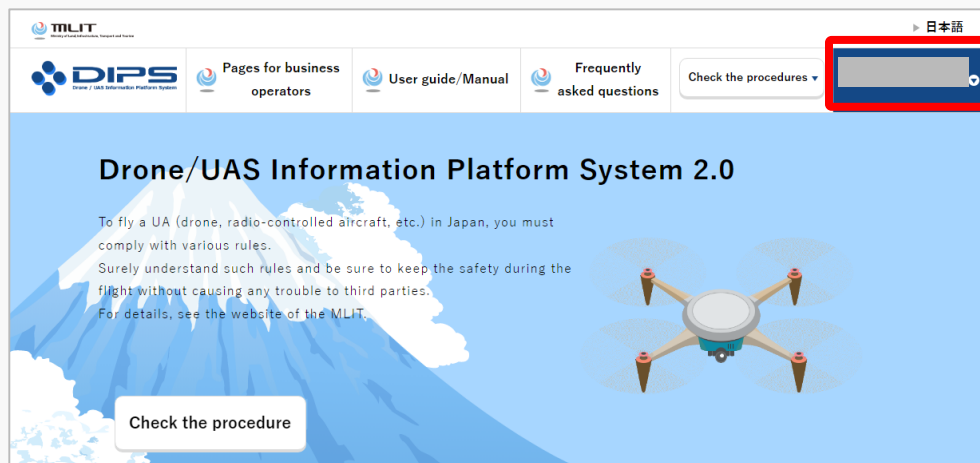
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

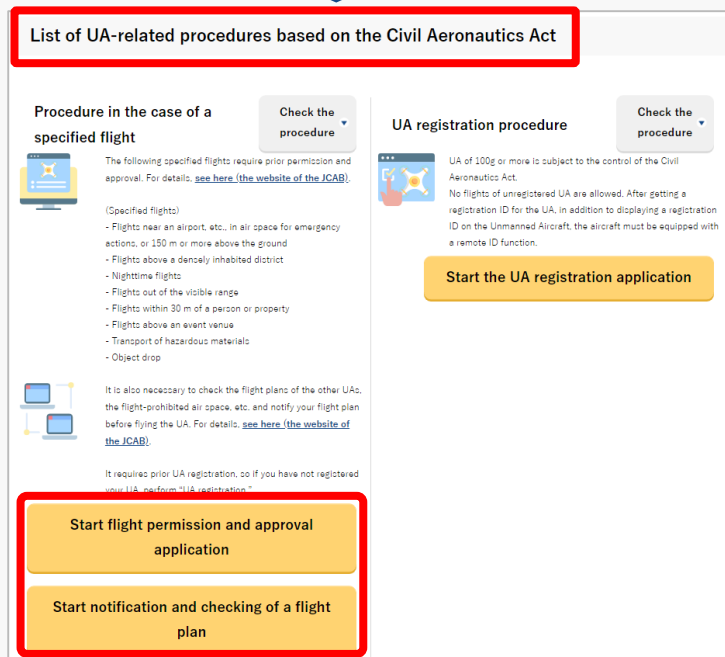
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 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.

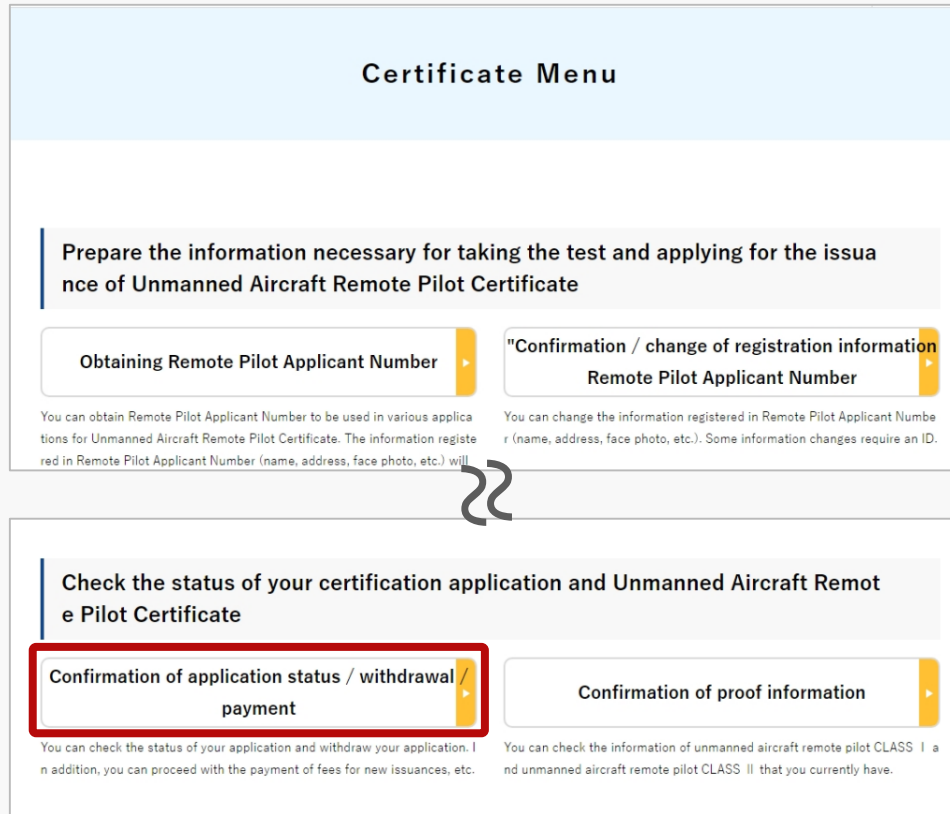
Start the UA certification application

Start the skill certification application

06. Step 2: Confirm Application Information

Confirm your application information.

From the Unmanned Aircraft Remote Pilot Certificate menu page, click the "Confirmation of application status / withdrawal / payment" button.



Precautions!

If the application status is either "Completed", "Canceled", or "Suspended", the withdrawal operation is not available.

07. Step 3: Select an Application Procedure to Cancel

List of submission status

The list of applications currently being applied for is displayed.

Please note that it may take some time for the details of the application to be reflected in the application status list.

Click the 'Details' button to check the details of the application status.

By pressing the 'Select Payment' button, you can pay the fee and registration license tax.

If you press the 'Withdraw' button, you can check the details of the application status and withdraw the application.

If you press the 'Reapply' button, you can edit the application details and reapply.

Application number

Type of application

Please select

Application status

Please select

Search

Application Date	Application number	Type of application	Application status	Details	Withdrawal/re-application	Payment selection
		Application for Remote Pilot Applicant Number	Waiting for procedure details	Details	Withdrawal	

return

Confirm your application content and carry out the cancellation.

Application content can be searched by "Application number", "Type of application" or "Application status".

Application status information is displayed in the "Application status" column.

To cancel, click the "Withdrawal" button for the applicable application procedure.

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08. Step 4: Cancel an Application

Cancel your application.

Confirm the application content, and if you are sure you would like to cancel the application, click the “Withdrawal” button.

After you click the “Withdrawal” button, your application will be canceled.

Application status details for application for Remote Pilot Applicant Number

Details of the application status of application for Remote Pilot Applicant Number are displayed.
If you wish to withdraw this application, please press the 'Withdraw' button.

Application status

Application number	
Type of application	Application for Remote Pilot Applicant Number
Application status	Waiting for procedure details
Application Date	

Information about the applicant

Remote Pilot Applicant Number	
Full name	
Furigana	
Name (English)	
Date of birth	

Other information

History of acquisition of Unmanned Aircraft Remote Pilot Certificate	None
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Click this button to withdraw your application. Please confirm that you can withdraw your application again and press this button.

return

Withdrawal

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

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