

Operation Manual for Procedures to Acquire a Remote Pilot Applicant Number

<Application for Remote Pilot Applicant Number>

04. How to Resubmit an Application for a Remote Pilot Applicant Number


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01. Introduction (To All Those Who Wish to Resubmit 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 Resubmit an Application for a Remote Pilot Applicant Number

If you would like to resubmit your application for a 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 • Driver's license • Passport • Other identity verification document

04. Steps for Resubmitting an Application for a Remote Pilot Applicant Number

Carry out the steps below on the drone information platform system to resubmit an application.

Start the process to resubmit an application for Remote Pilot Applicant Number

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: Confirm Application Information

From the Unmanned Aircraft Remote Pilot Certificate menu, select the "Confirm application status / cancellation / payment" button.

Step 3: Select the Application Procedure to Resubmit

Choose the application procedure you would like to resubmit from the application status list, then select the "Resubmit" button.

Step 4: Revise Application Content

Revise the "Applicant information," "Office information," and "Other information" fields.

Step 5: Resubmit

If there are no errors in the application content, carry out resubmission.

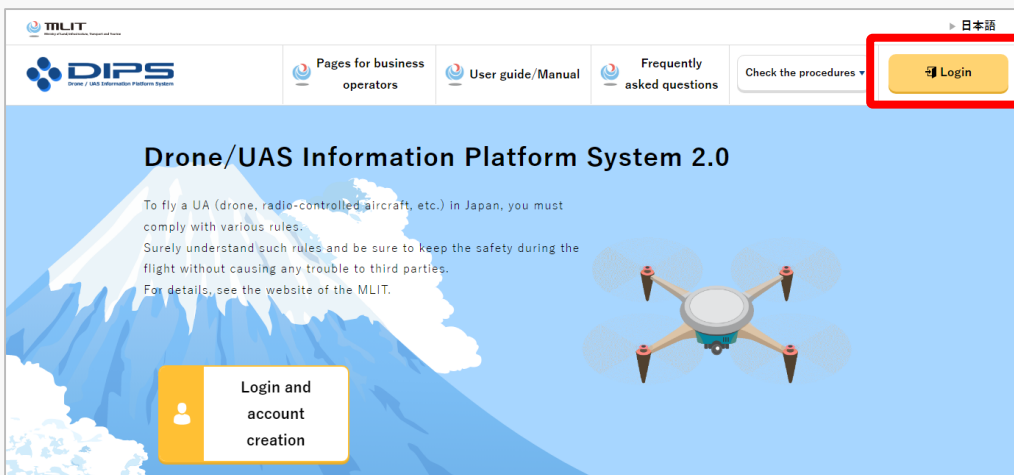
Step 6: Confirm Receipt of Email

A confirmation email will be sent to those who have resubmitted an application for a Remote Pilot Applicant Number, so open this email to confirm that it has been received.

Resubmission complete

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

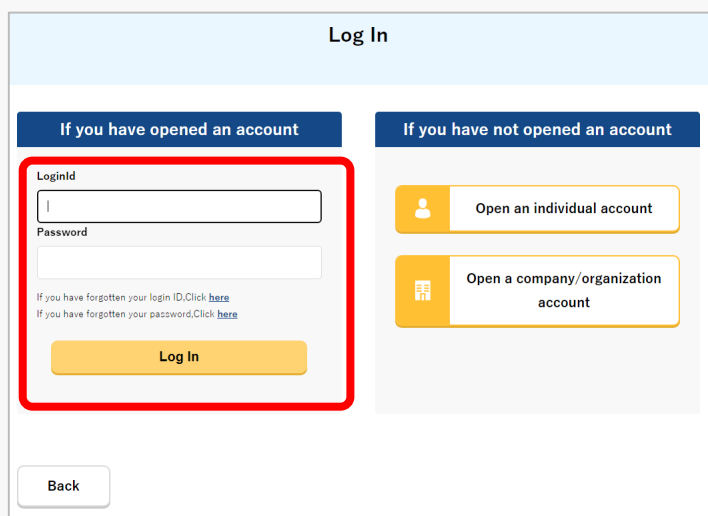
05. Step 1: Log in to the Drone Information Platform System(1/3)



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.

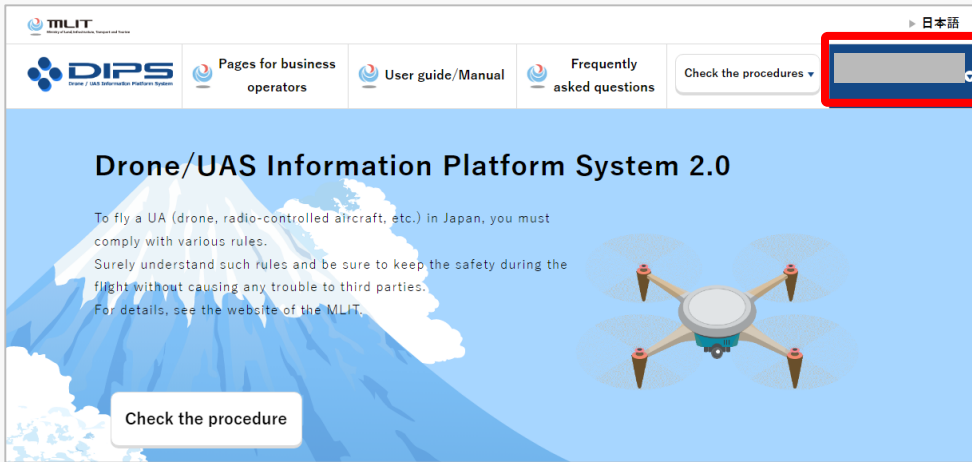


Points to note!

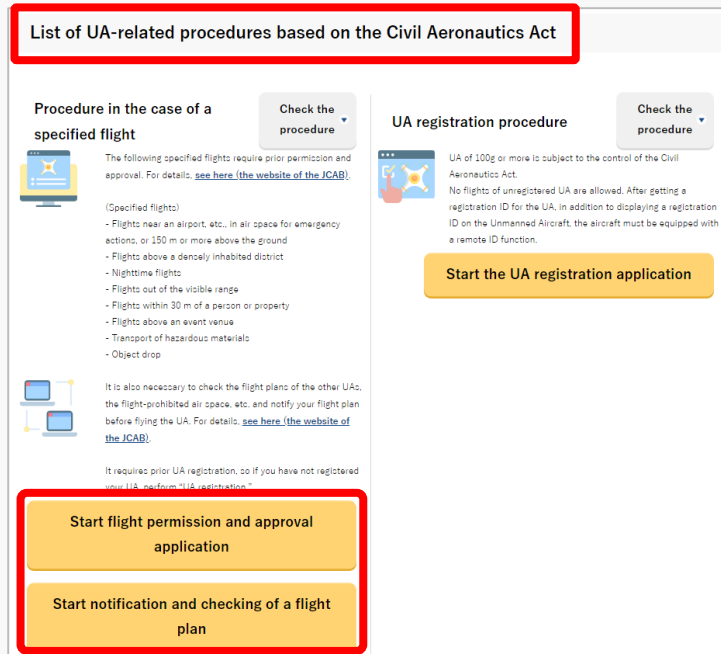
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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.

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

"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.



Check the status of your certification application and Unmanned Aircraft Remote Pilot Certificate

Confirmation of application status / withdrawal / payment

You can check the status of your application and withdraw your application. In addition, you can proceed with the payment of fees for new issuances, etc.

Confirmation of proof information

You can check the information of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II that you currently have.

07. Step 3: Select the Application Procedure to Resubmit

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	Suspension of procedure	Details	reapplication	

return

Confirm your application content and carry out the resubmission.

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 resubmit, click the "reapplication" button for the applicable application procedure.

08. Step 4: Revise Application Content (1/4)

Confirmation of applicant/office information/other information

After confirming the contents of the correction instructions from the reviewer, please make corrections by pressing the 'Correction' button at the bottom of each information.
Please review the revised information and press the 'Re-Apply' button.

Information about the applicant

Full name	<input type="text"/>
Furigana	<input type="text"/>
Name (English)	<input type="text"/>
Date of birth	<input type="text"/>
Phone number	<input type="text"/>
Email address	<input type="text"/>
Home / person's address	Country/Region : <input type="text"/> <input type="text"/>
Address to which documents should be sent	<input type="text"/>
Face photograph	<input type="text"/>

Amendment of Applicant

When you click the “reapplication” button on the Application Status List page, the “Confirmation of applicant / office information / other information” will be displayed.

Click the “Amendment of applicant” button to revise applicant information.

08. Step 4: Revise Application Content (2/4)

When you click the “Amendment of applicant” button, the “Enter applicant Information” will be displayed.

After revising each applicable item, click the “Correction complete” button to confirm the entered content.

Enter applicant information

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 ⓘ

Name (English) ⓘ

Date of birth ⓘ Year Month Day

Phone number ⓘ Country 日本/Japan +81

Email address ⓘ

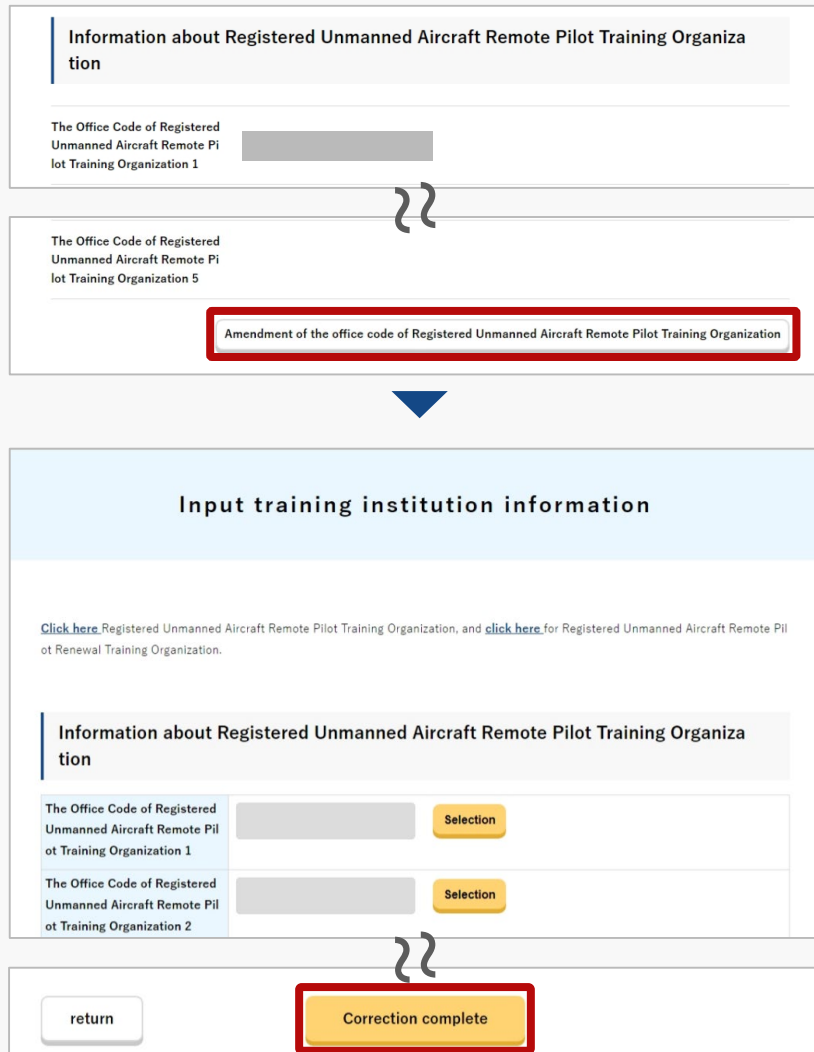
Home / person's address Country 日本/Japan Prefecture Tokyo

Address to which documents should be sent ⓘ Prefecture Tokyo

City / Street

Face photograph ⓘ

08. Step 4: Revise Application Content (3/4)



Information about Registered Unmanned Aircraft Remote Pilot Training Organization

The Office Code of Registered Unmanned Aircraft Remote Pilot Training Organization 1

??

The Office Code of Registered Unmanned Aircraft Remote Pilot Training Organization 5

Amendment of the office code of Registered Unmanned Aircraft Remote Pilot Training Organization

▼

Input training institution information

[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 Selection

The Office Code of Registered Unmanned Aircraft Remote Pilot of Training Organization 2 Selection

??

return Correction complete

When you click the “Amendment of the office code of Registered Unmanned Aircraft Remote Pilot Training Organization” button, the “Input training institution information” will be displayed.

After revising each applicable item, click the “Correction complete” button to confirm the entered content.

08. Step 4: Revise Application Content (4/4)

conditions for rejection

Are you suffering from any of the following diseases?

- Mental illness with hallucinations
- A disease that causes consciousness or motor impairment due to seizures Yes.
- A disease that may interfere with the flight of unmanned aerial vehicles, etc.

??

Modifying Reject Conditions

Other information

History of acquisition of Unmanned Aircraft Remote Pilot Certificate None

Other amendments



Enter other information

Please enter additional information. In addition, the information of the application for Remote Pilot Applicant Number is entered as the initial value for each item.

Also, those who meet the rejection requirements listed below cannot obtain Remote Pilot Applicant Number.

Those who already have 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 that there are no applicable items and press 'Correction Complete'.

conditions for rejection

??

Other information

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

return

Correction complete

When you click the “Modifying Reject Conditions” button or the “Other amendments” button, the “Enter other information” will be displayed.

After revising each applicable item, click the “Correction complete” button to confirm the entered content.

09. Step 5: Resubmit (1/2)

Confirmation of applicant/office information/other information

After confirming the contents of the correction instructions from the reviewer, please make corrections by pressing the 'Correction' button at the bottom of each information.
Please review the revised information and press the 'Re-Apply' button.

Information about the applicant

Information about Registered Unmanned Aircraft Remote Pilot Training Organization

Information Registered Unmanned Aircraft Remote Pilot Renewal Training Organization

conditions for rejection

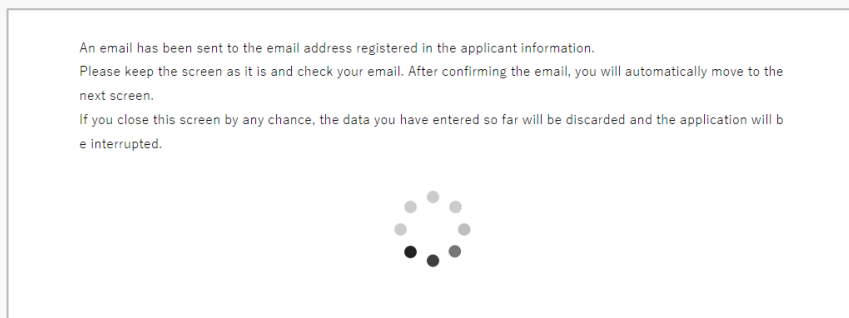
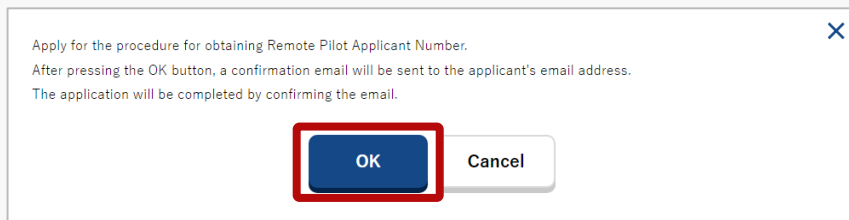
Other information

return reapplication

After completing revisions, click the “reapplication” button at the bottom of the “Confirmation of applicant/office information/other information” to confirm resubmission.

A dialog box stating a confirmation email will be sent to the email address of the registered applicant will appear. If there are no problems, click “OK.”

09. Step 5: Resubmit (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.

10. Step 6: 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.

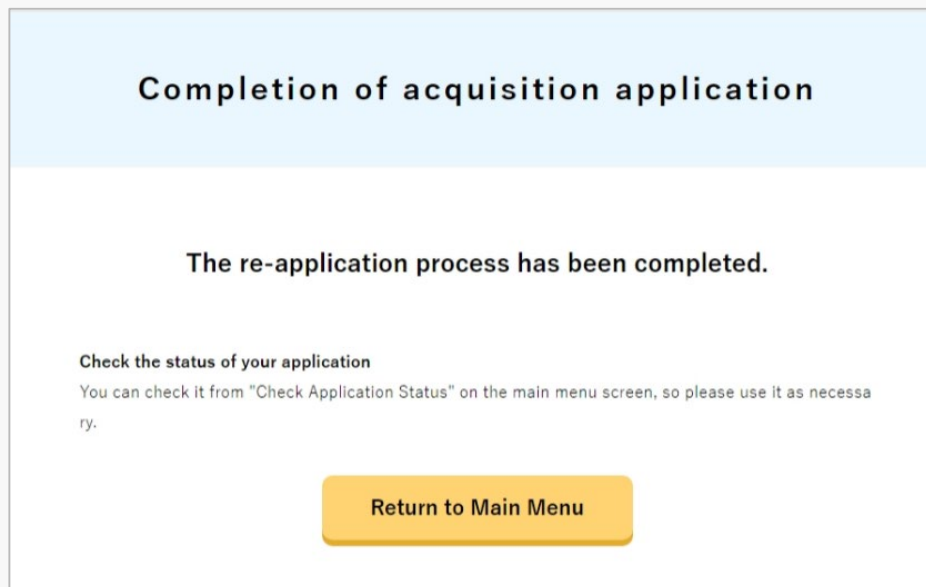
If you have performing the application operation on the terminal / screen, continue the operation.

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.

10. Step 6: 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.

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

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.