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	• 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 • 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.

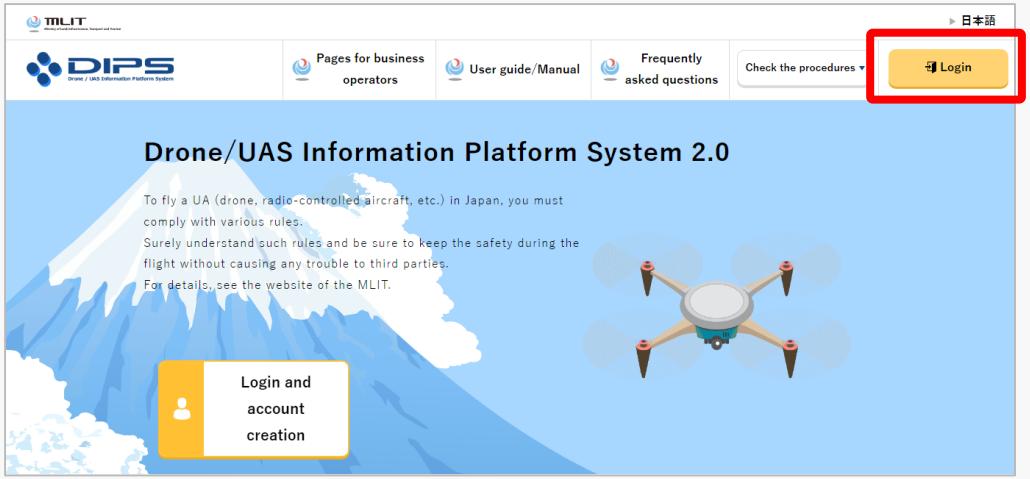
Step 6: Confirm Receipt of Email

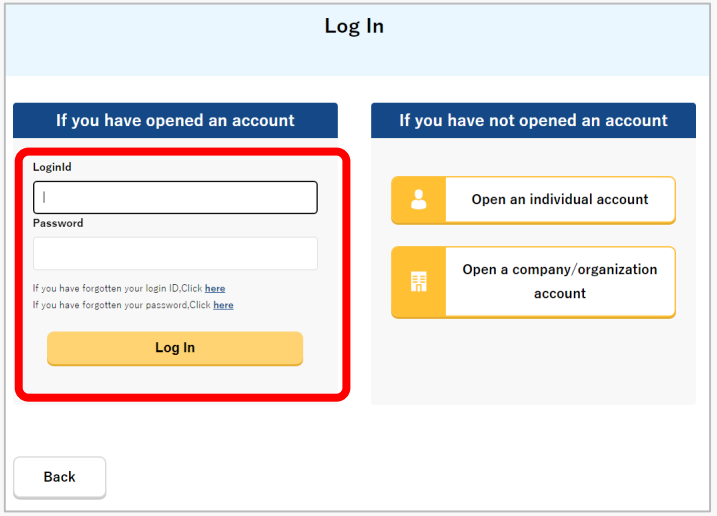
A confirmation email will be sent to those who have resubmitted an application for a Remote Pilot Applicant Number, so open this email to confirm that it has been received.

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/)

Click the “Login” button.

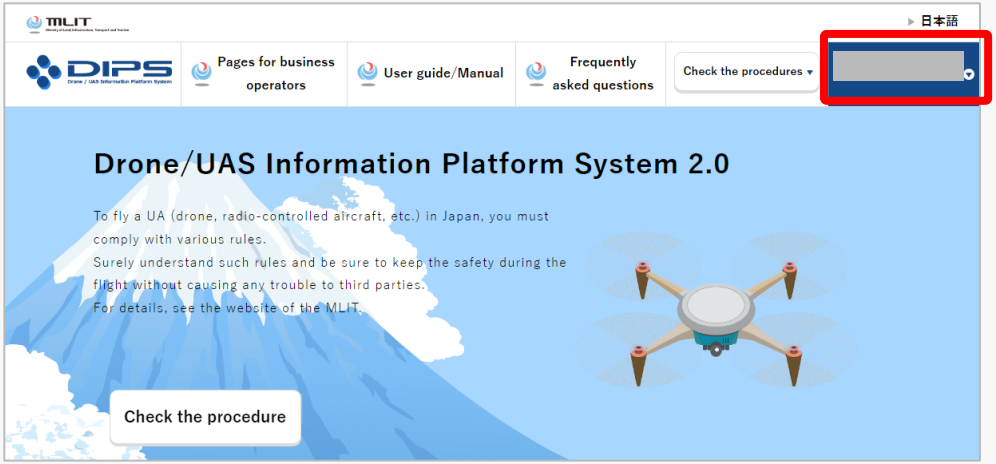
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

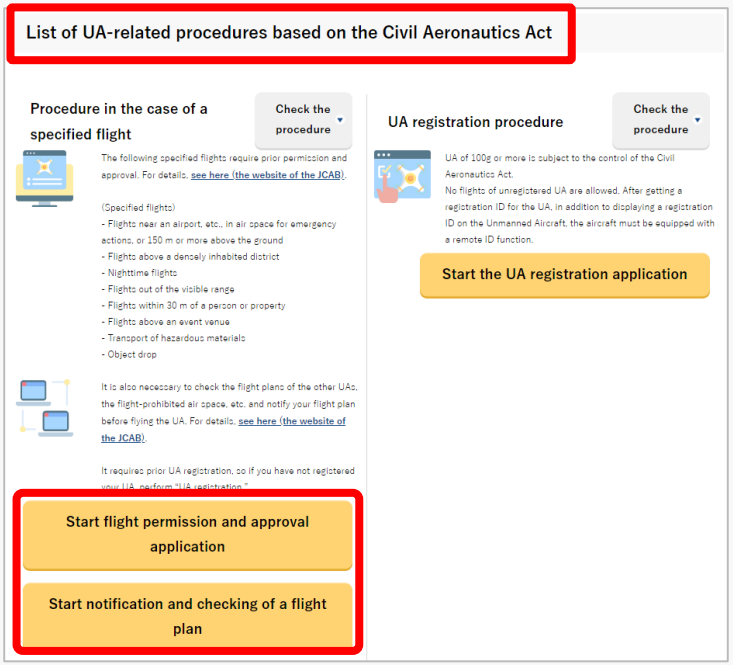
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

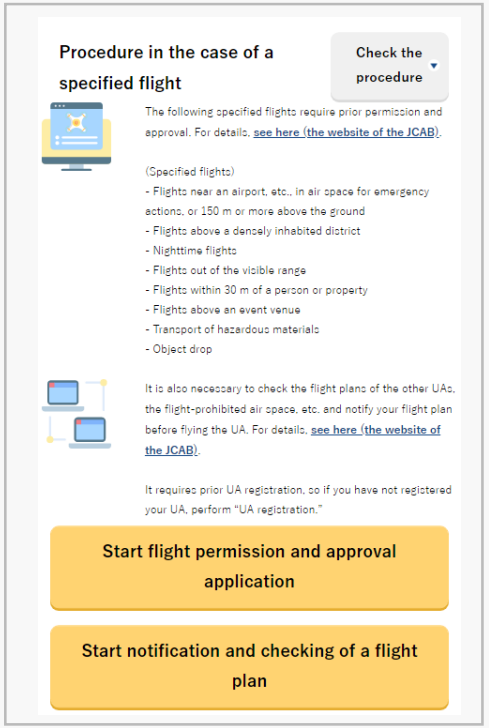
Please see the next page for buttons for various procedures.

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

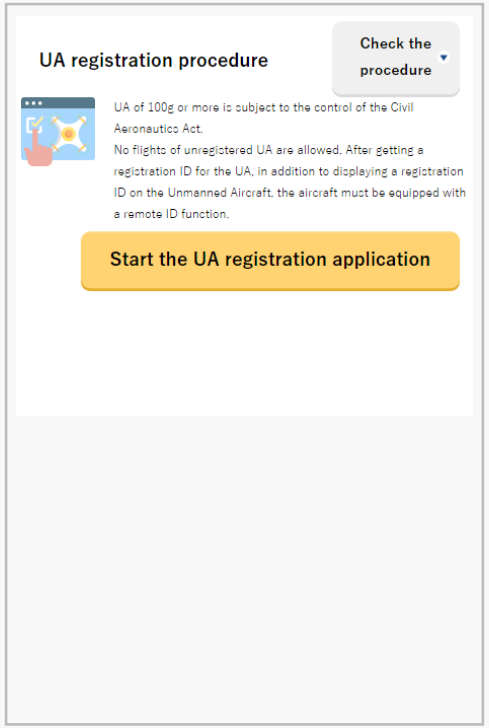
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

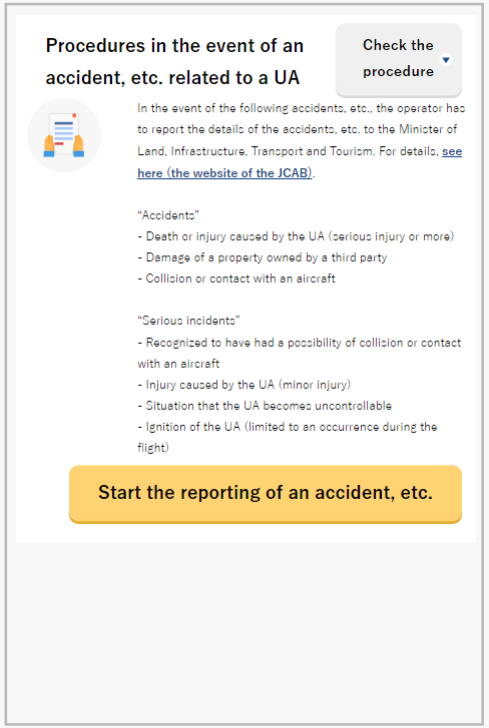
Procedure in the case of a specified flight



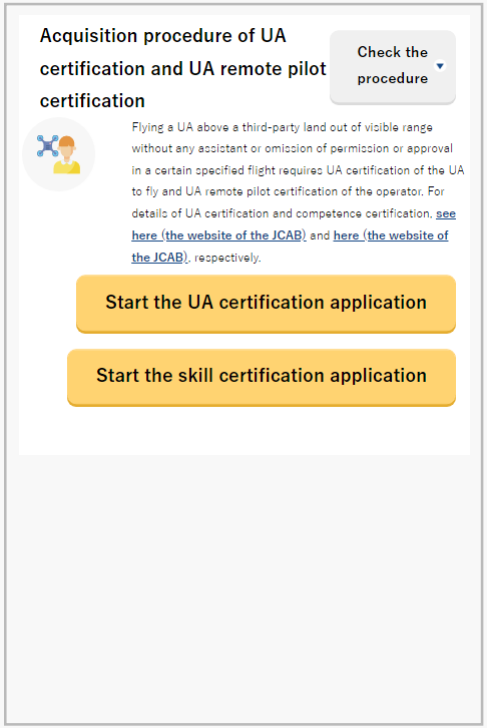
UA registration procedure



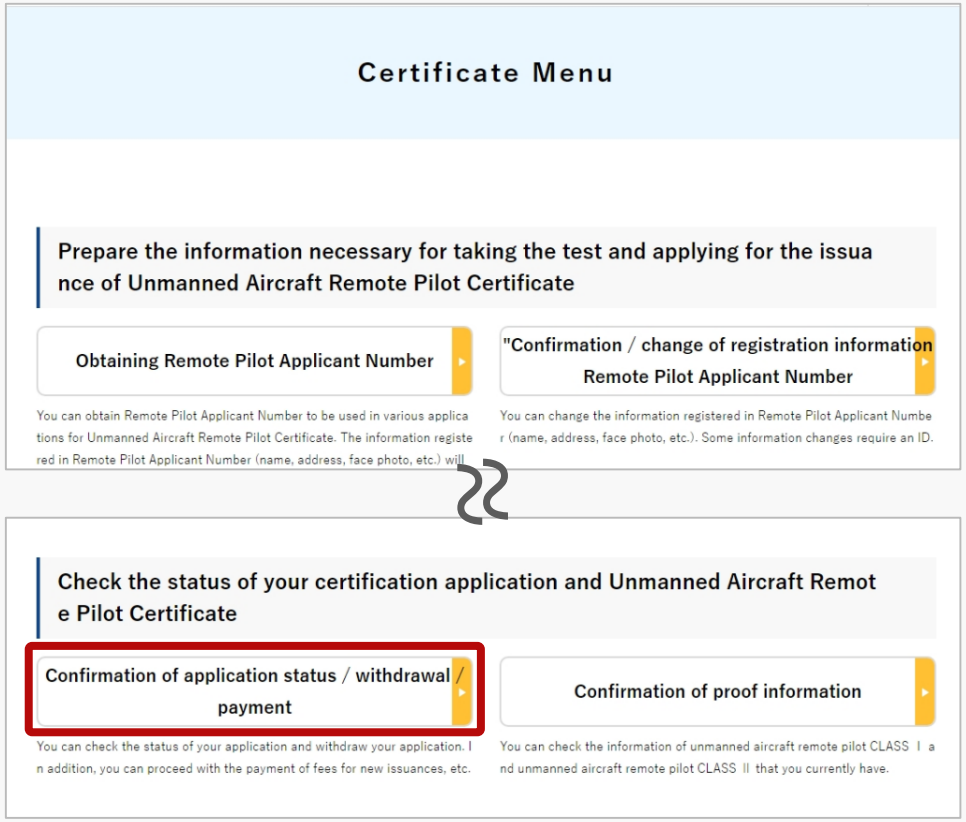
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UAS certification and UA remote pilot certification



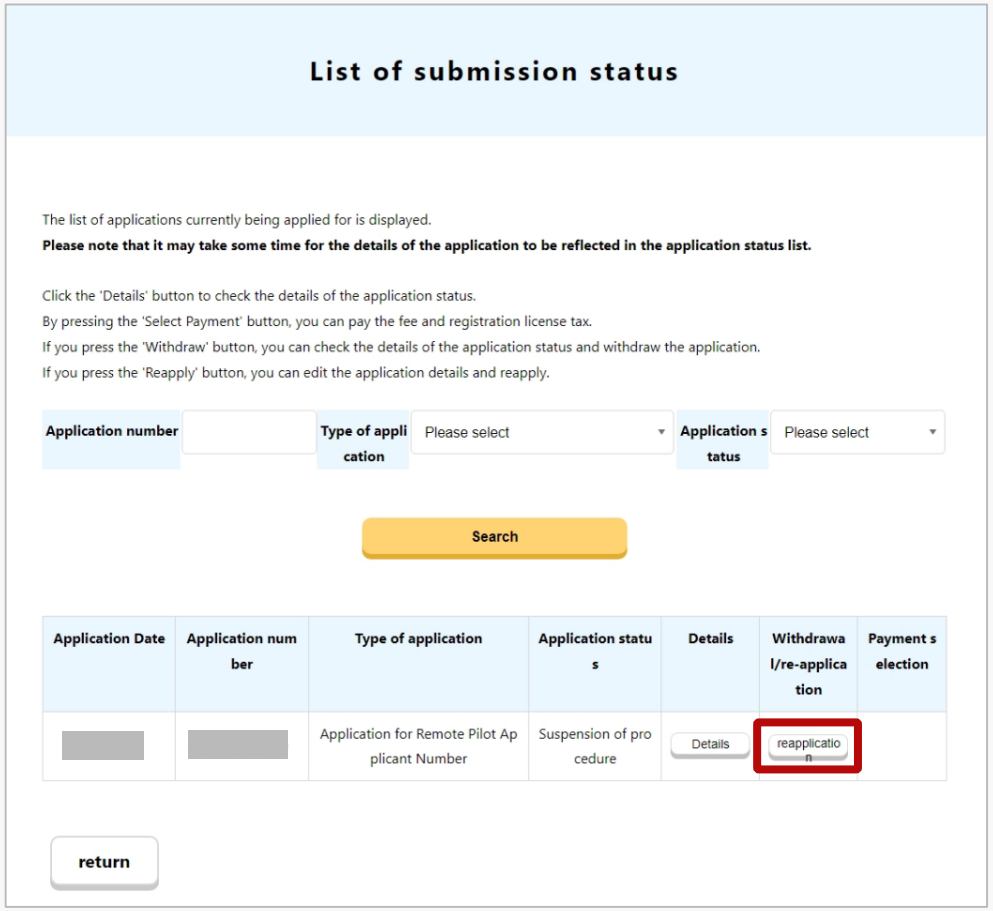
06. Step 2: Confirm Application Information



Confirm your application information.

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

07. Step 3: Select the Application Procedure to Resubmit



Confirm your application content and carry out the resubmission.

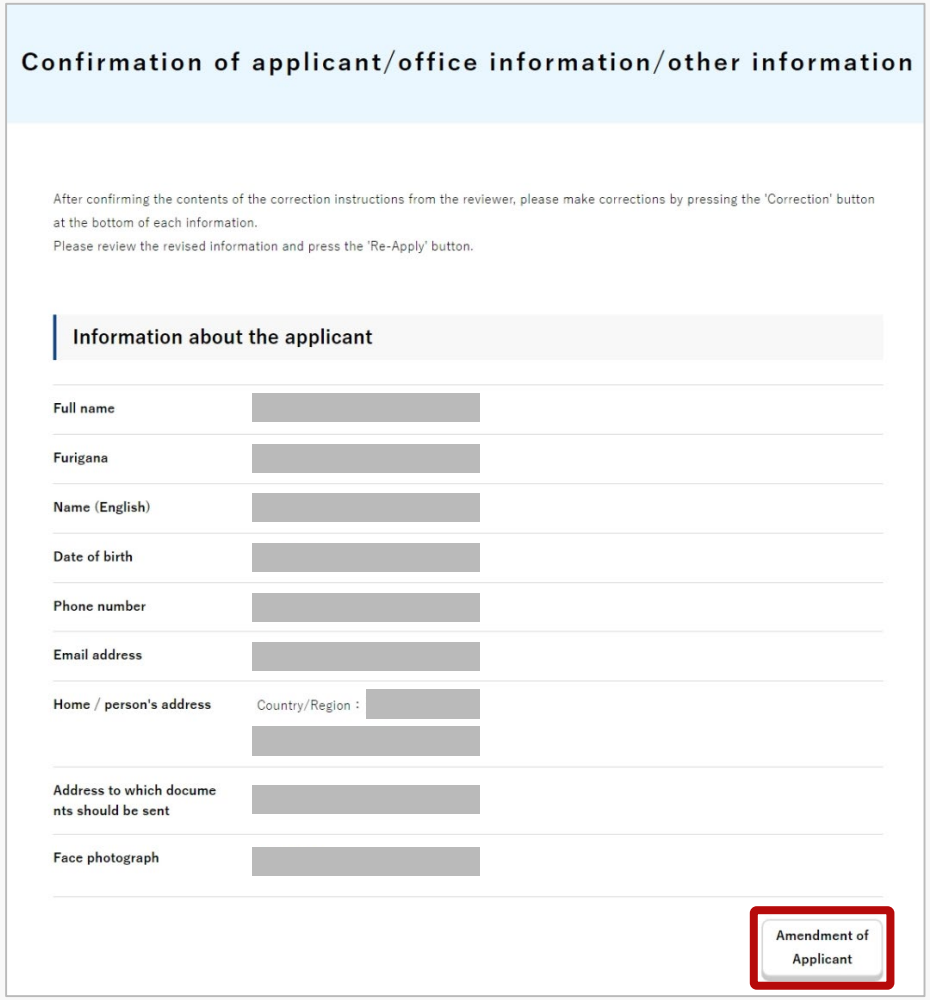
Application content can be searched by “Application number”, “Type of application” or “Application status”.

Application status information is displayed in the “Application status” column.

To resubmit, click the “reapplication” button for the applicable

application procedure.

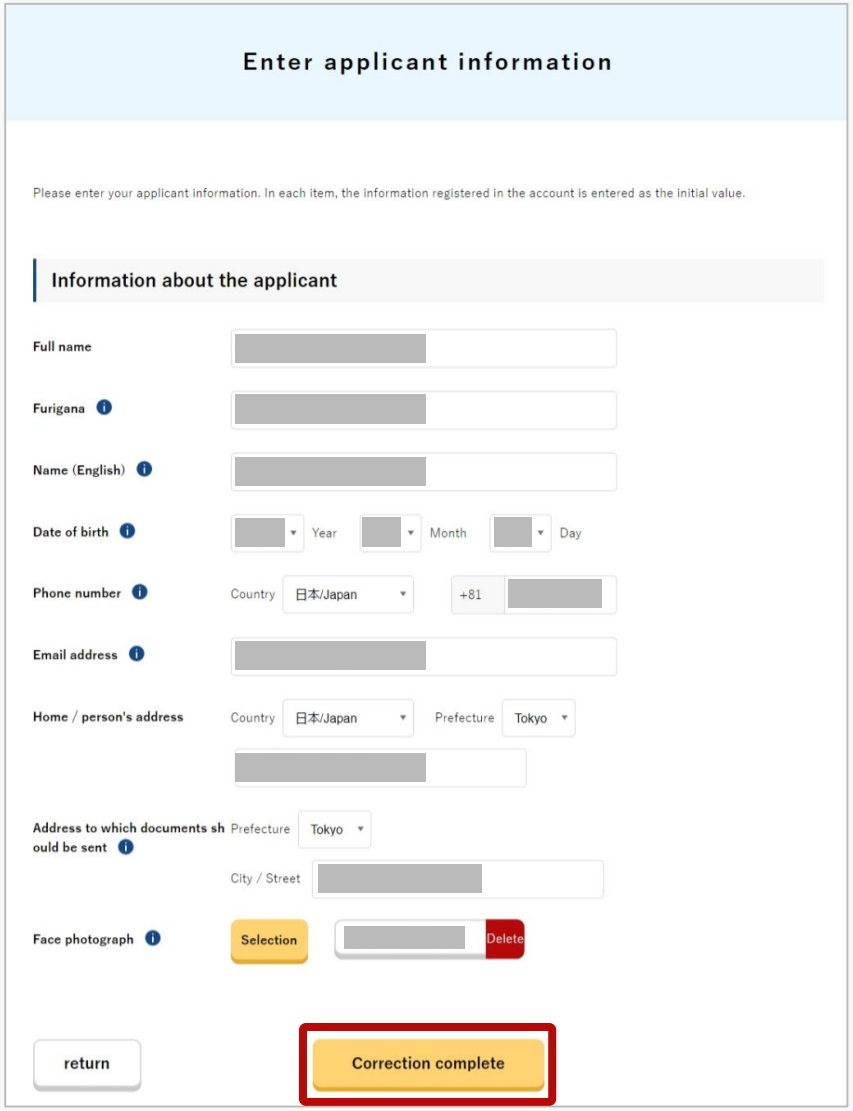
08. Step 4: Revise Application Content (1/4)



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.

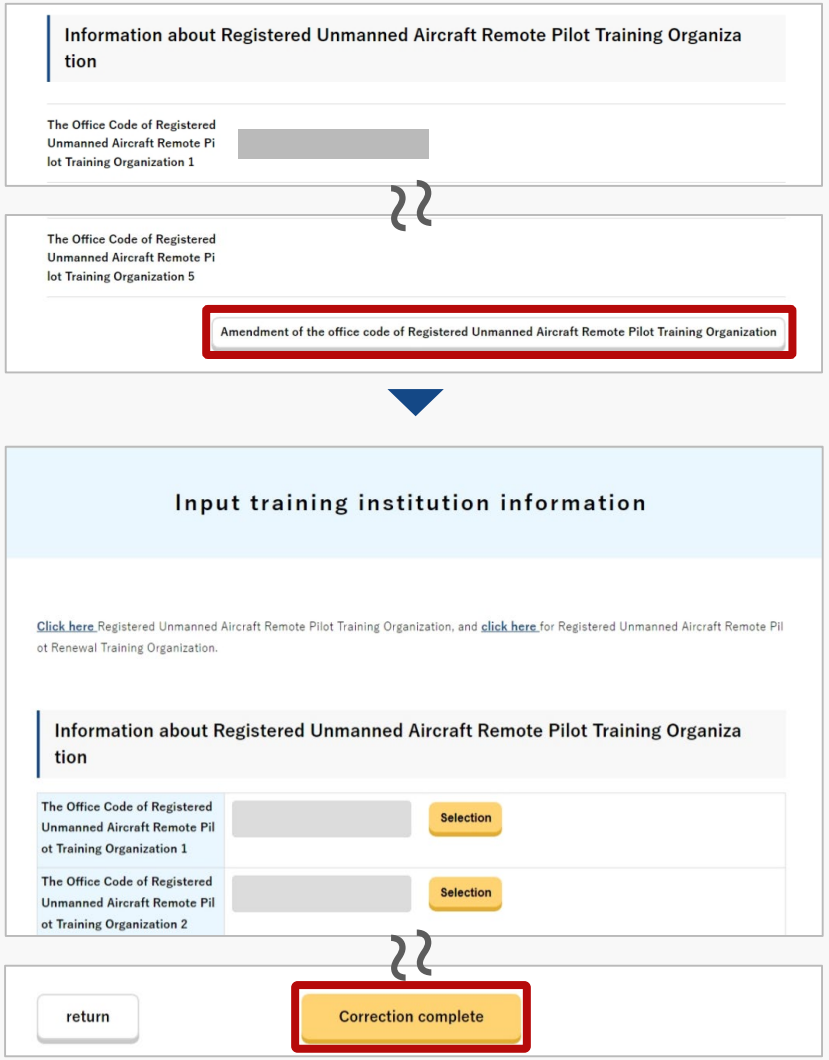
08. Step 4: Revise Application Content (2/4)



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.

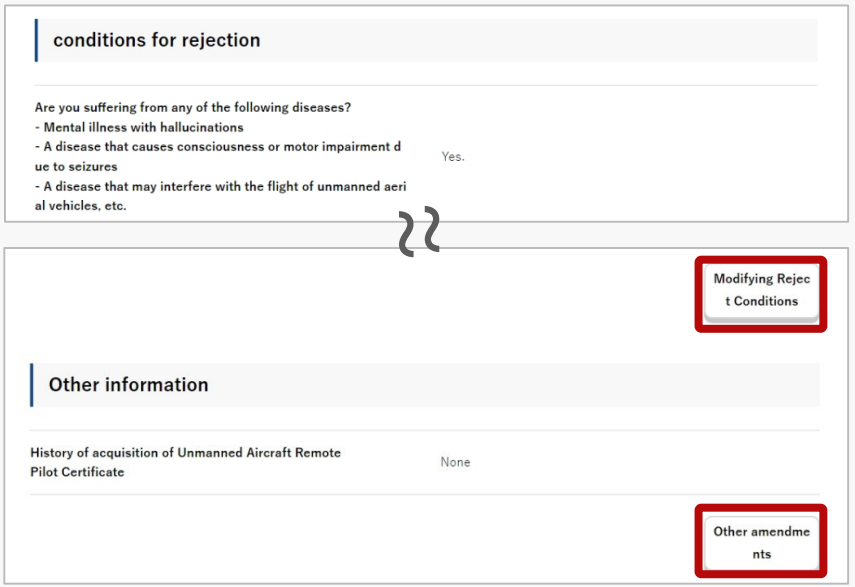
08. Step 4: Revise Application Content (3/4)

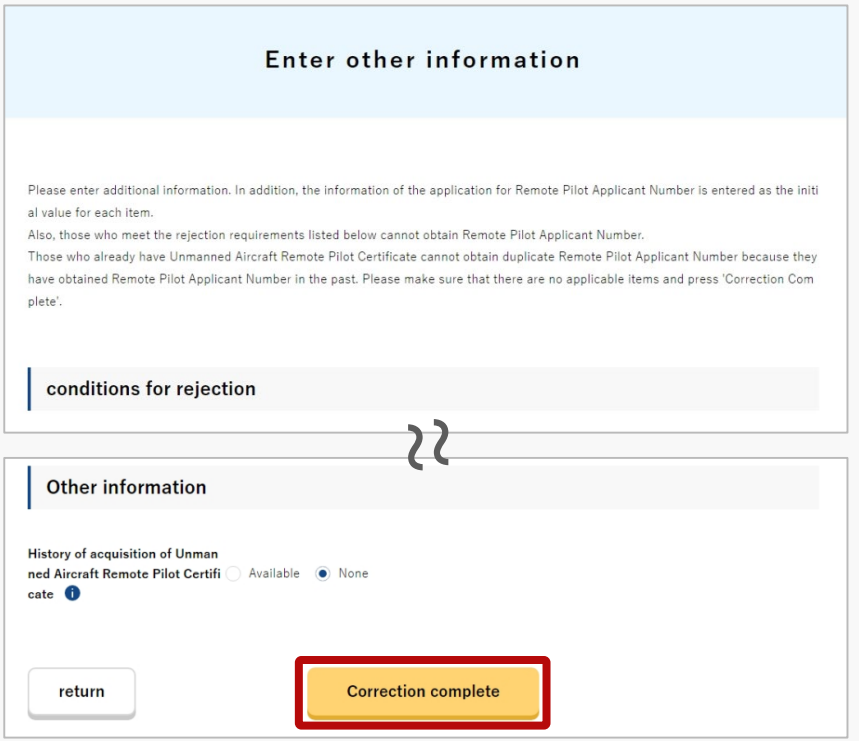


When you click the “Amendment of the office code of Registered Unmanned Aircraft Remote Pilot Training Organization” button, the “Input training institution information” will be displayed.

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

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

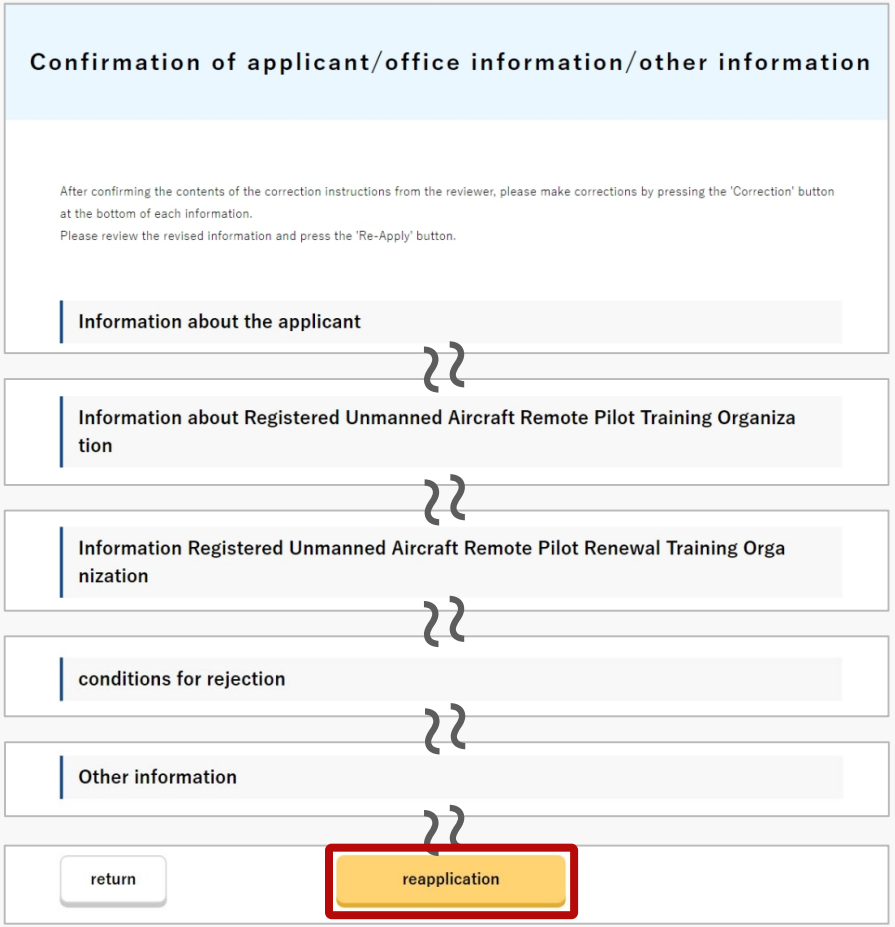




When you click the “Modifying Reject Conditions” button or the “Other amendments” button, the “Enter other information” will be displayed.

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

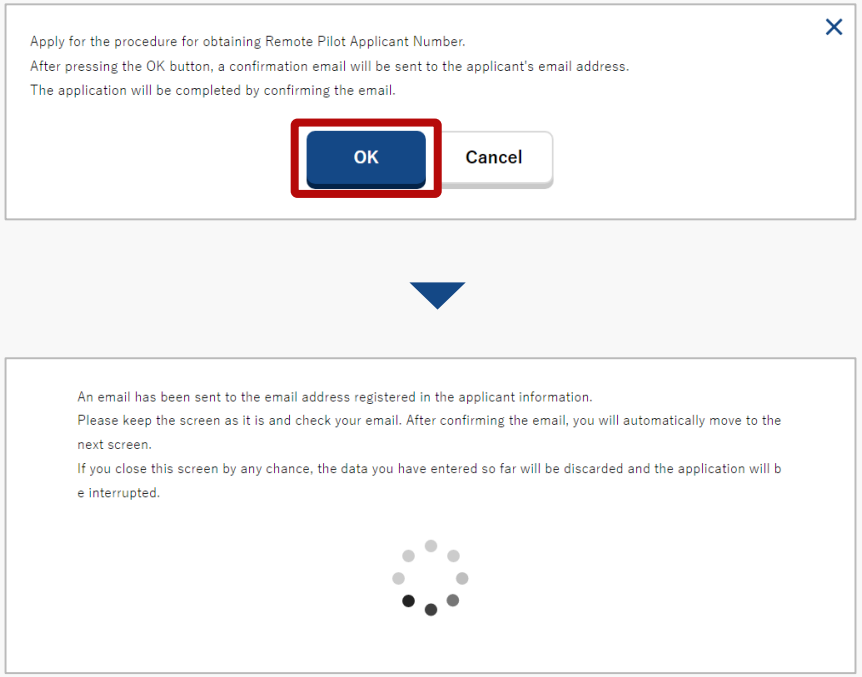
09. Step 5: Resubmit (1/2)



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.”

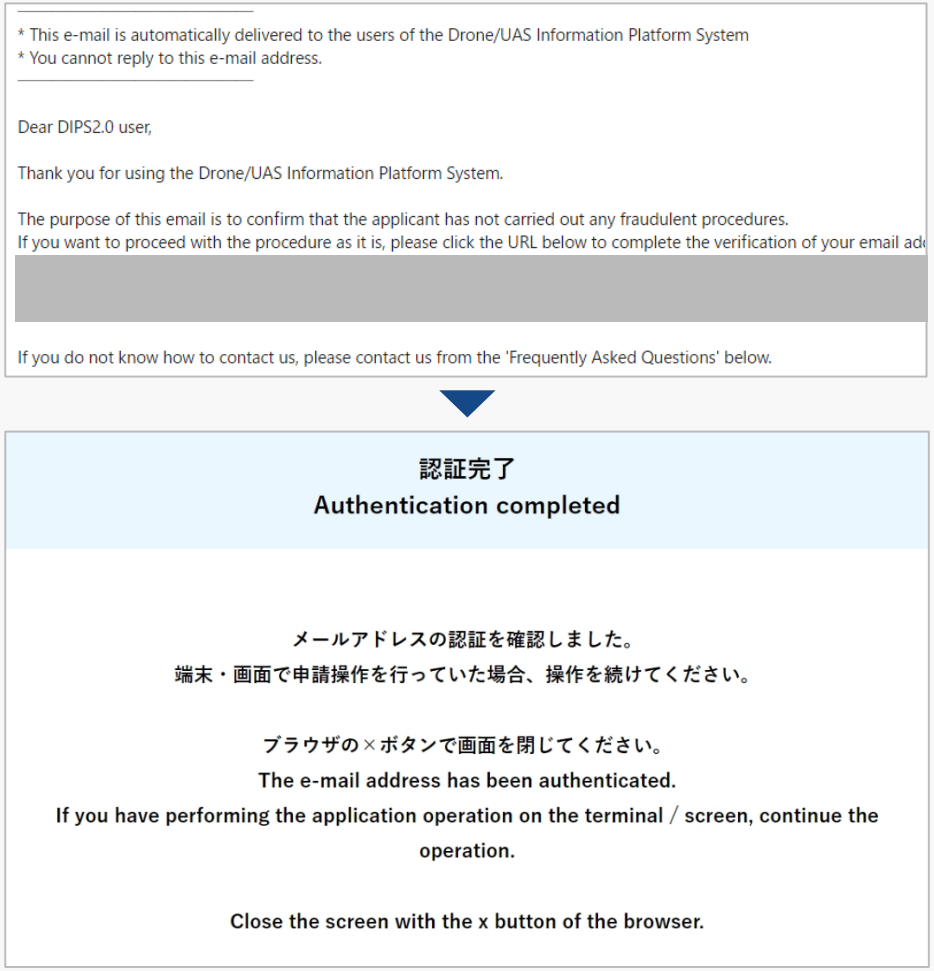
When you click the “OK” button, an email with the title “Procedure confirmation notification” will be sent to your registered email address. Check to make sure you receive this email.

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 ad

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。

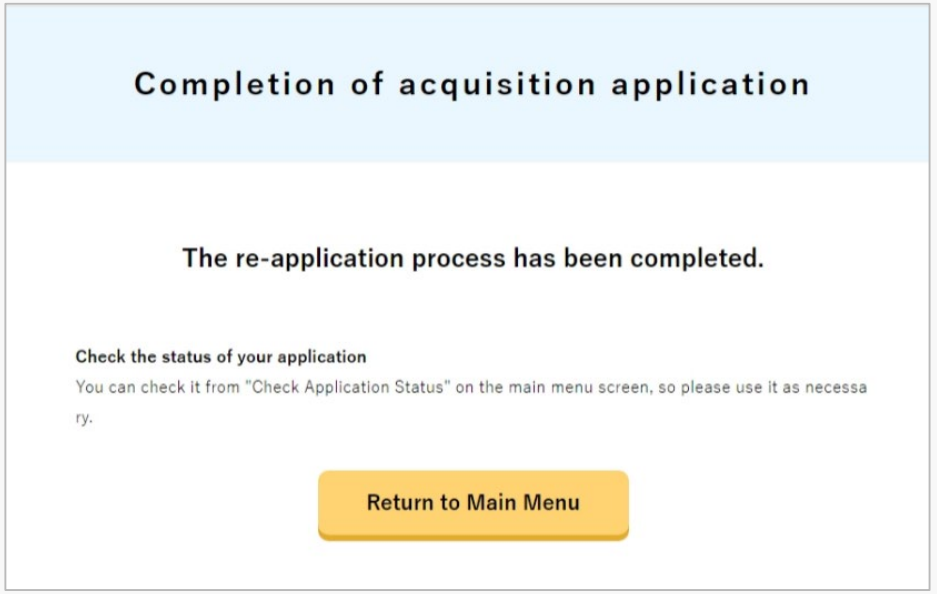
ブラウザの×ボタンで画面を閉じてください。
The e-mail address has been authenticated.
If you have performing the application operation on the terminal / screen, continue the operation.

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.