
<Unmanned Aircraft Remote Pilot Certification Application Edition>

05. Applying to Return of the Unmanned Aircraft Remote Pilot Certification Application


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01. Introduction (to users who want to apply for Unmanned Aircraft Remote Pilot Certification)

- 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 to Return an Update of Unmanned Aircraft Remote Pilot Certification Application

For application for return of Unmanned Aircraft Remote Pilot Certificate, there is no information to be prepared beforehand.

04. Steps for Applying to Return an Update of the Unmanned Aircraft Remote Pilot Certificate

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

Start the application for returning the Unmanned Aircraft Remote Pilot Certificate

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 Applicant-information Entry Screen

Select the "Return of Unmanned Aircraft Remote Pilot Certificate" button in the main menu.

Step 3 Confirm Applicant Information

Review the information relating to the displayed applicant.

Step 4: Confirm Application Information

Confirm the information that you entered, and apply.

Step 5: Confirm Delivery

A confirmation email will be sent to you when you have applied to return the Unmanned Aircraft Remote Pilot Certificate, so open the email and confirm its arrival.

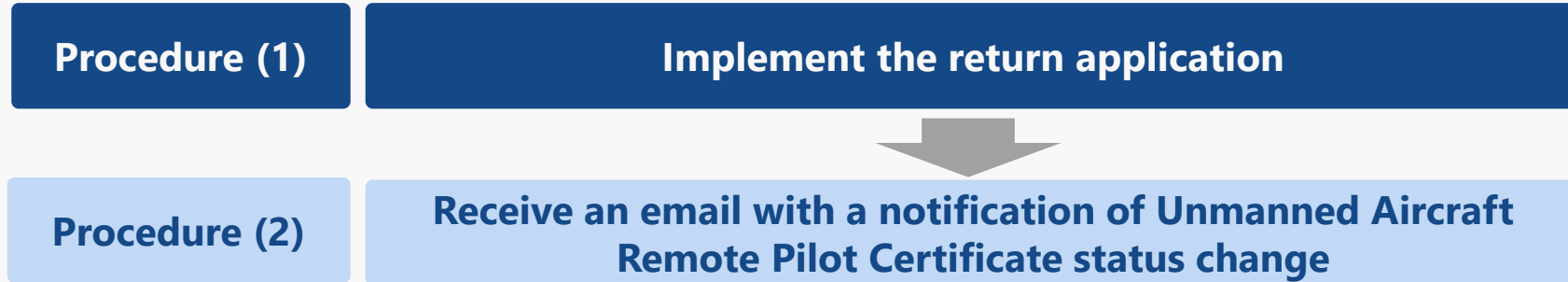
The application for returning the Unmanned Aircraft Remote Pilot Certificate is completed.

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

Notification of Unmanned Aircraft Remote Pilot Certificate Status Change

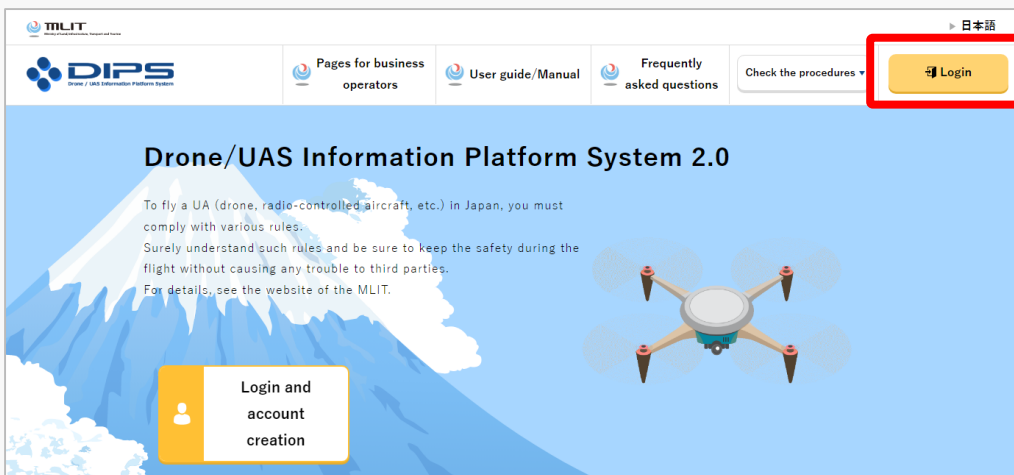
You will be notified by email to you email address when the Civil Aviation Bureau has been completed confirmation procedures.

05. Flow from Application to Return to Completion of Procedure



In this operation manual, procedure (1) shows how to implement the return application.

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

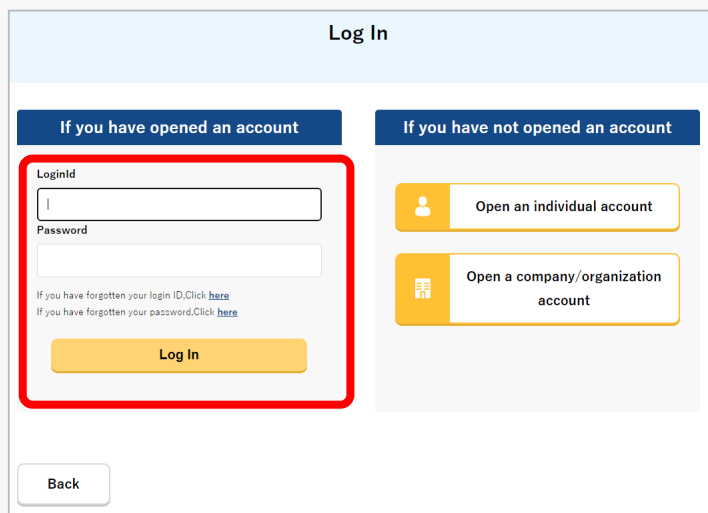


Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<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.



Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID,Click [here](#)
If you have forgotten your password,Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

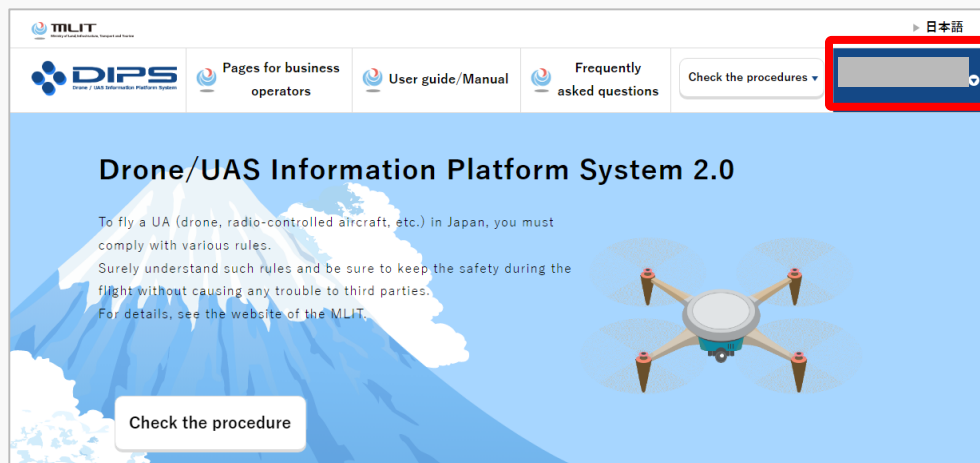
Back

Points to note!

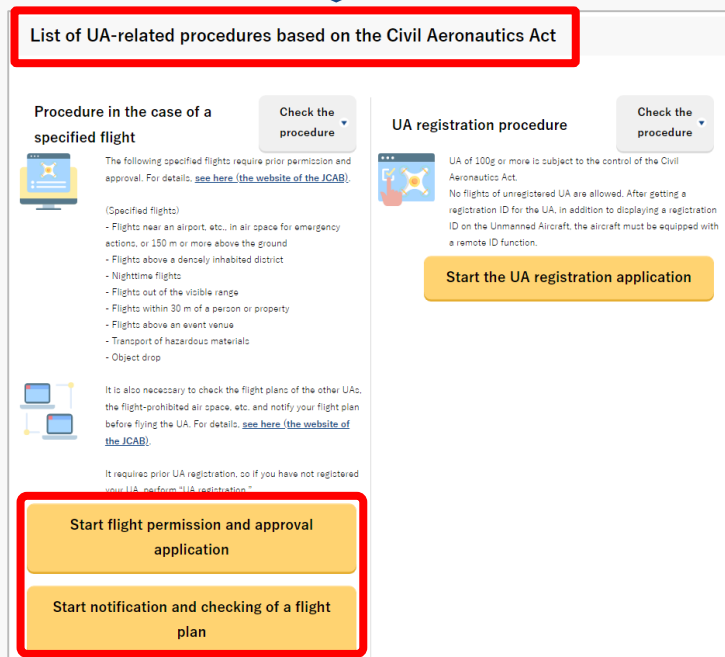
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 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

07. Step 2: 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

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 CLACC I and unmanned aircraft remote pilot CLACC 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

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.

Renewal of validity period

You can update the validity period of your current Unmanned Aircraft Remote Pilot Certificate. Renewal Training Course Completion Certificate is required to update the validity.

Return of Unmanned Aircraft Remote Pilot Certificate

If you apply for a return, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed.

Reissuance of Unmanned Aircraft Remote Pilot Certificate

If you lose your Unmanned Aircraft Remote Pilot Certificate or change your name, address, etc., you can request a reissuance. If you want to change your name or address, you need to change the registered information of Remote Pilot Applicant Number in advance.

At the Unmanned Aircraft Remote Pilot Certification menu page, click the “Return of Unmanned Aircraft Remote Pilot Certificate” button.

08. Step 3 Confirm Applicant Information

Enter applicant information

STEP01
Applicant registration

STEP02
Confirmation

STEP03
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 +81

Email address

Home / person's address Country Prefecture

return

Next

Confirm the applicant information.

The applicant information registered in the Remote Pilot Applicant Number is displayed.

Check the contents, and press the "Next" button.

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

09. Step 4: Confirm Application Information (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

STEP01 Applicant registration **STEP02 Confirmation** STEP03 Finalization

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

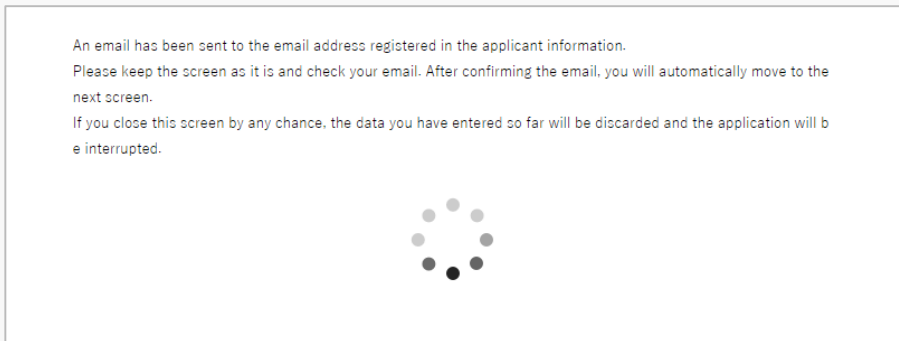
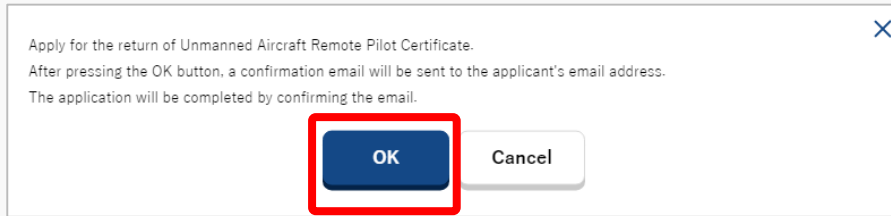
Amendment of Applicant

return **Application for return**

If there is an error in the entered information, please correct it by clicking the “Corrected information about Skill certificates” button, “Modifying Reject Conditions” button, “information on reasons for disqualification” button, or “Other amendments” button.

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

09. Step 4: Confirm Application Information (2/2)



A dialog box stating that a confirmation email will be sent to the registered email address is displayed. If everything is correct, click the "OK" button.

Click the "OK" button to send an "Notice of various procedures confirmation" email. Please confirm the email.

Caution!

The processing of the application will be suspended until delivery confirmation is completed. Please continue operation until delivery confirmation.

Please do not close the application screen until you click the URL in the delivery confirmation email. If you close the screen before clicking the URL, your application will be discarded.

10. Step 5: Confirm Delivery (1/2)

[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.

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.

<http://~>



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.

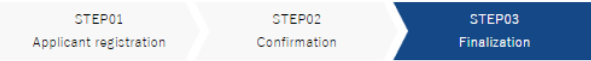
Close the screen with the x button of the browser.

Open the delivery confirmation email and check the email address. If the recipient is the applicant and it is OK to proceed with application procedures, click the URL to perform delivery confirmation.

Clicking the URL in the email will complete authentication of the email address. Please close the browser that displays the message "Authentication completed."

10. Step 5: Confirm Delivery (2/2)

Completion of application



The application for return has been completed.

Check the status of your application
You can check it from "Check Application Status" on the main menu screen, so please use it as necessary.

[Return to Main Menu](#)

Once the email address has been verified, the application operation is complete.

You can confirm the "List of submission 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