<Unmanned Aircraft Remote Pilot Certification Application Edition>

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

MLIT Ministry of Land, Infrastructure, Transport and Tourism

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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

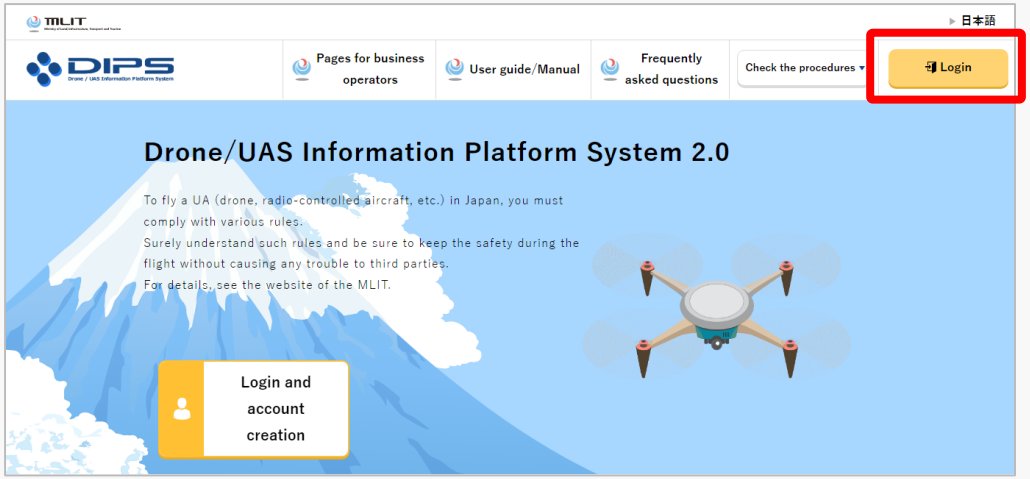
You will be notified by email to you email address when the Civil Aviation Bureau has been completed confirmation procedures.

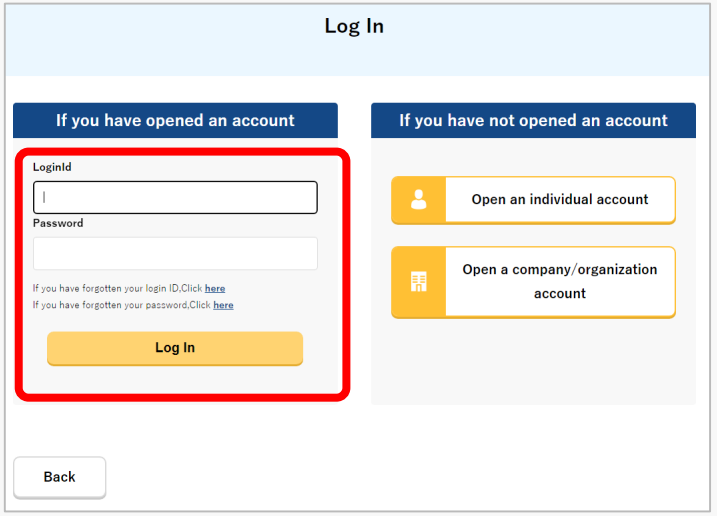
05. Flow from Application to Return to Completion of Procedure

Procedure (1)	**Implement the return application**
Procedure (2)	**Receive an email with a notification of Unmanned Aircraft Remote Pilot Certificate status change**

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/)

Click the “Login” button.

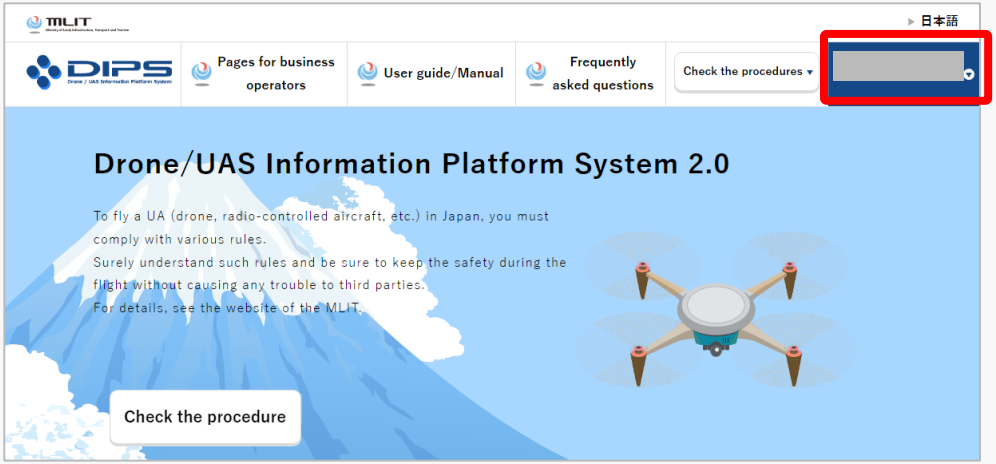
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

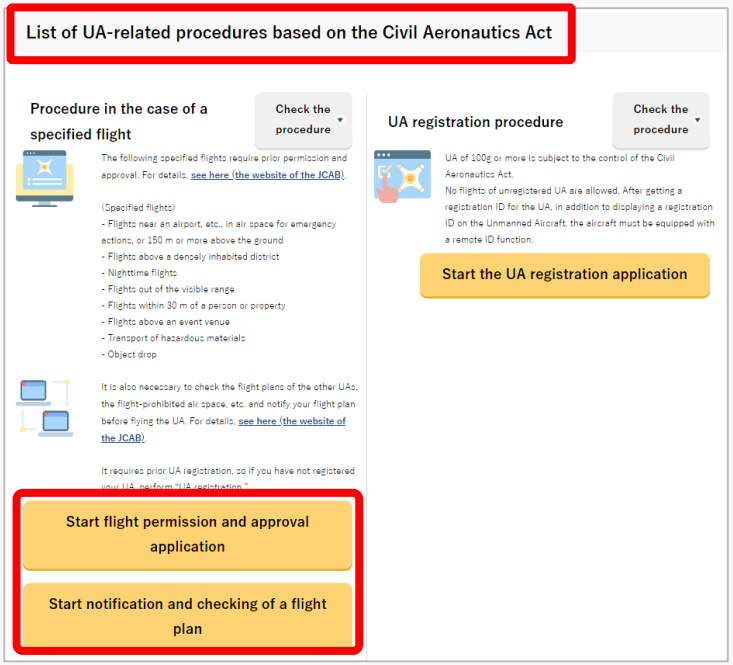
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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".

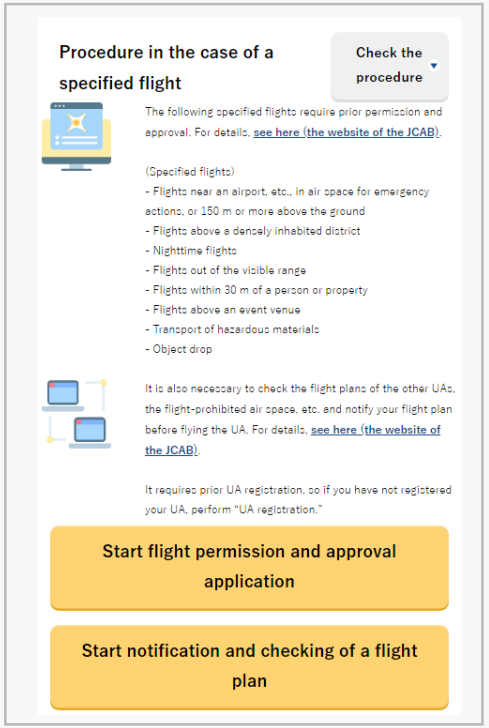
Please see the next page for buttons for various procedures.

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

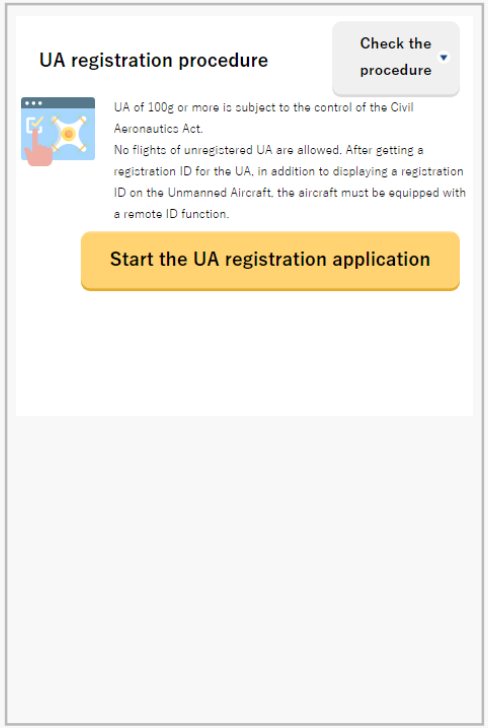
The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

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

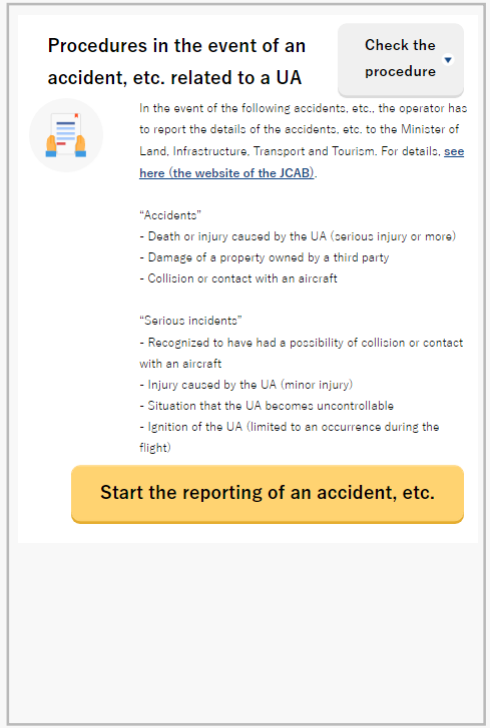
Procedure in the case of a specified flight



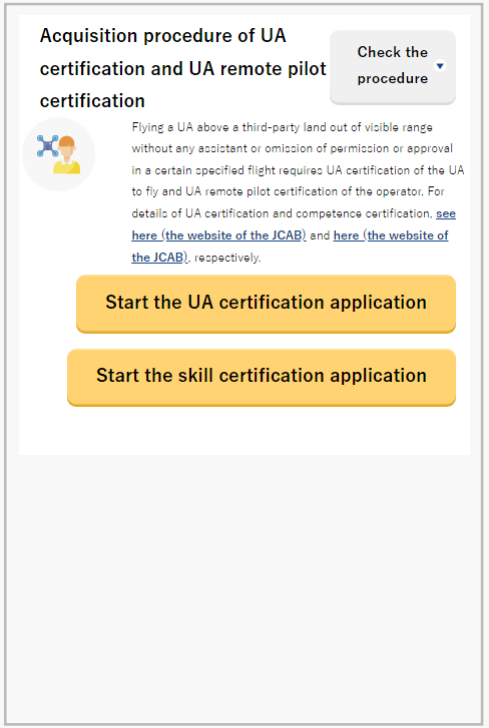
UA registration procedure



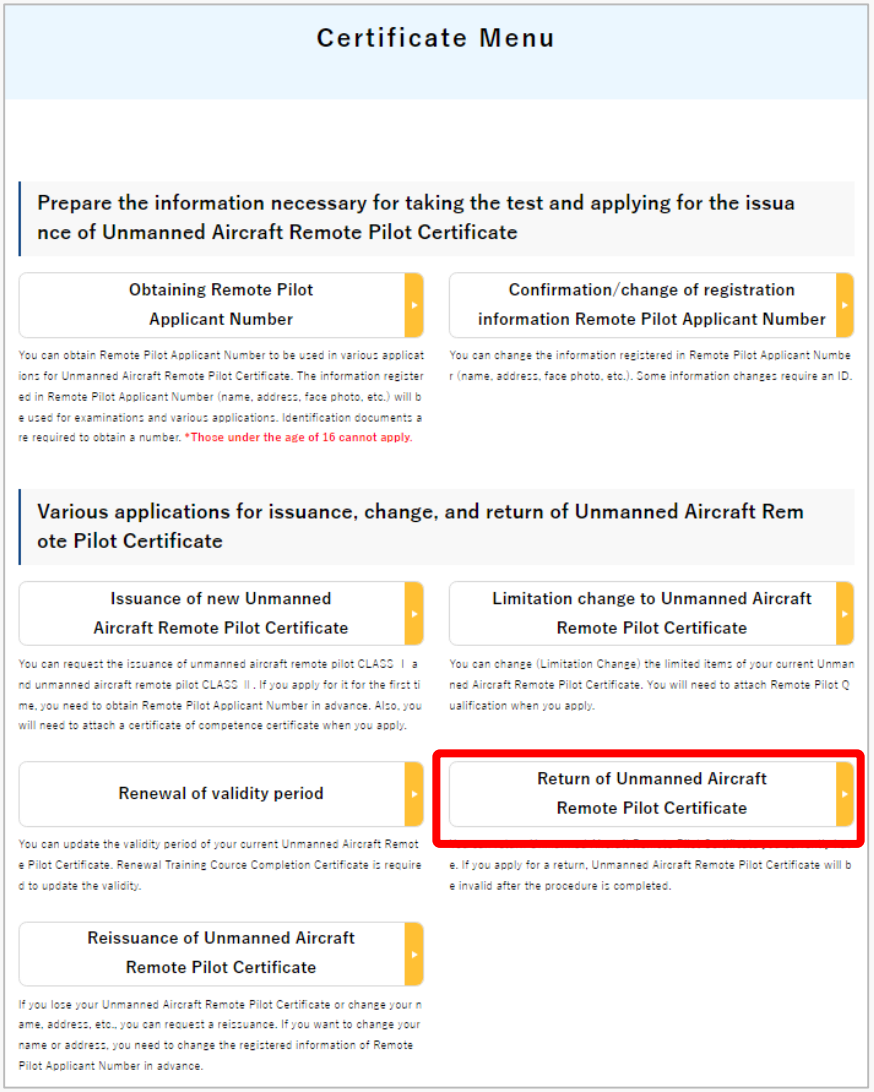
Procedures in the event of an accident, etc. related to a UA



Acquisition procedure of UAS certification and UA remote pilot certification

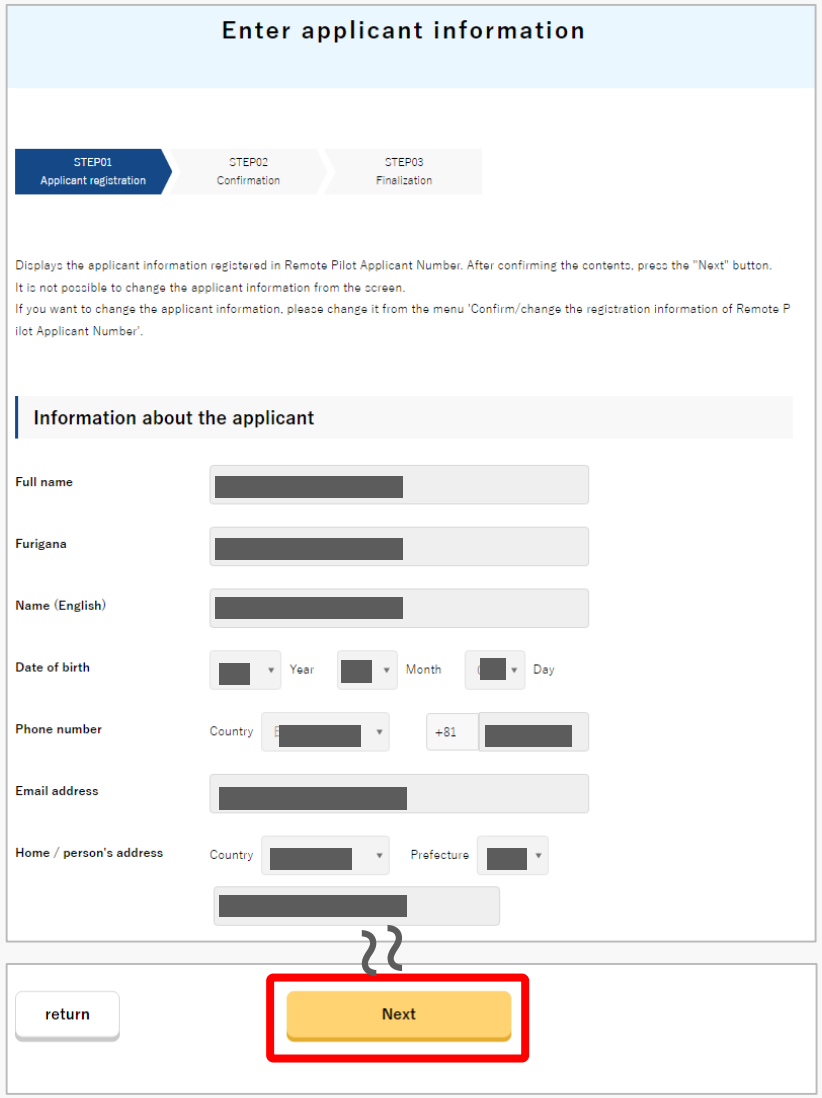


07. Step 2: Proceed to Applicant-information Entry Screen



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



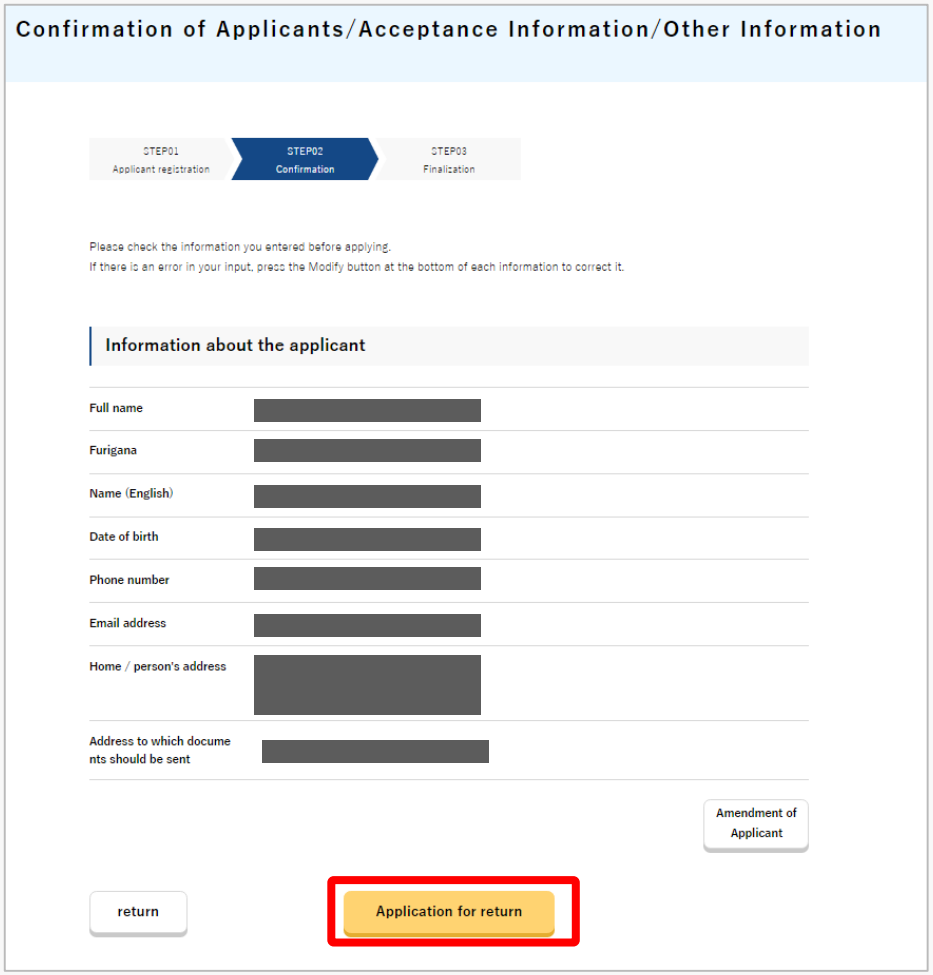
Confirm the applicant information.

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.

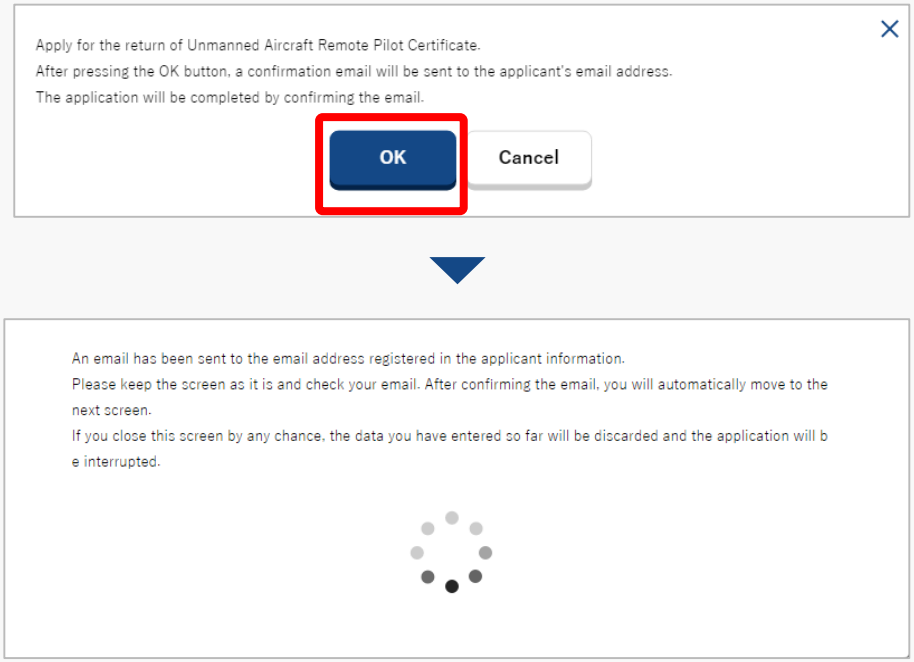
09. Step 4: Confirm Application Information (1/2)



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.

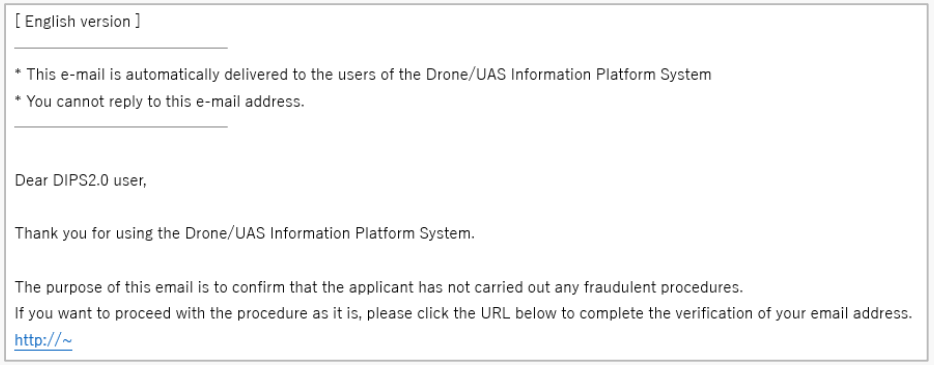
Click the “OK” button to send an “Notice of various procedures confirmation” email. Please confirm the email.

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]

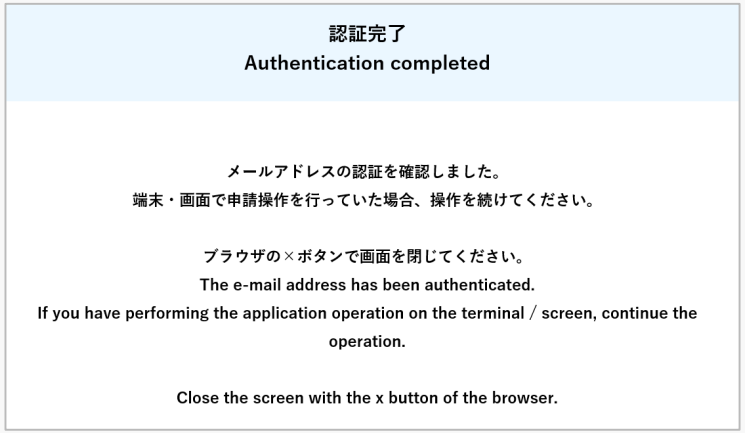
* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System
* You cannot reply to this e-mail address.

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://~

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.



認証完了
Authentication completed

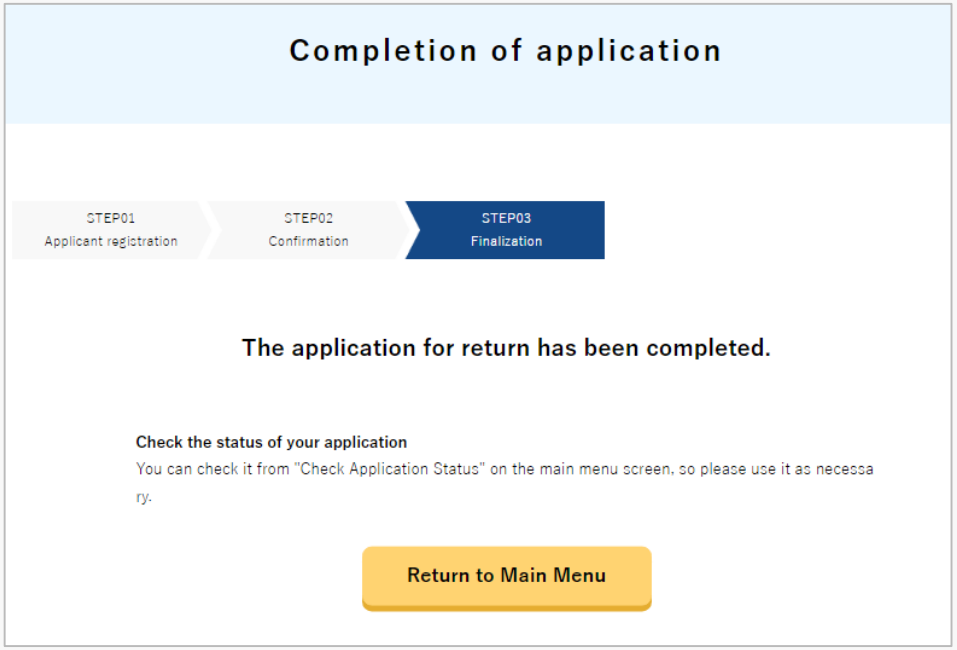
メールアドレスの認証を確認しました。
端末・画面で申請操作を行っていた場合、操作を続けてください。

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.

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)



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