

Operation Manual for Procedures to Acquire a Remote Pilot Applicant Number

<Application for Remote Pilot Applicant Number>

05. How to Resubmit an Application for a Remote Pilot Applicant Number by Agent

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01. Introduction (To All Those Who Wish to Resubmit Applications for Remote Pilot Applicant Number by Agent)

- 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 by Agent

Please prepare the following information in order to acquire a Remote Pilot Applicant Number. Please receive the information from the client.

Type of Information	Item
Applicant's information (information from the client)	• 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
Others	• Client's login ID and name • Password for setting agent • Power of attorney • Client's 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 resubmit an application for a Remote Pilot Applicant Number by agent

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.

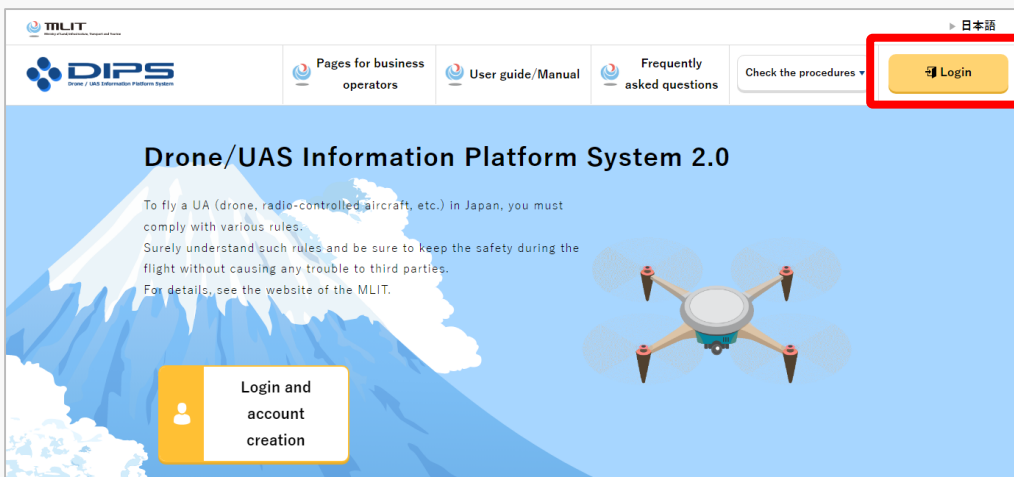
Step 6: Confirm Receipt of Email

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.

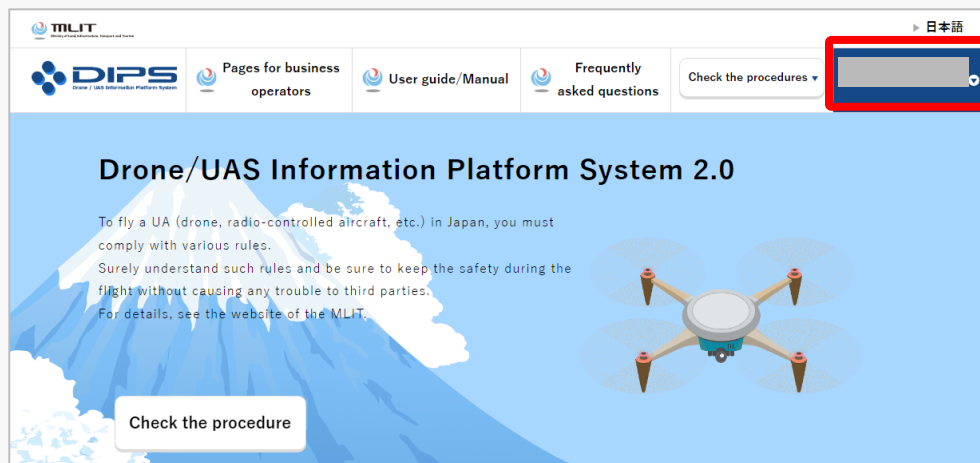
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

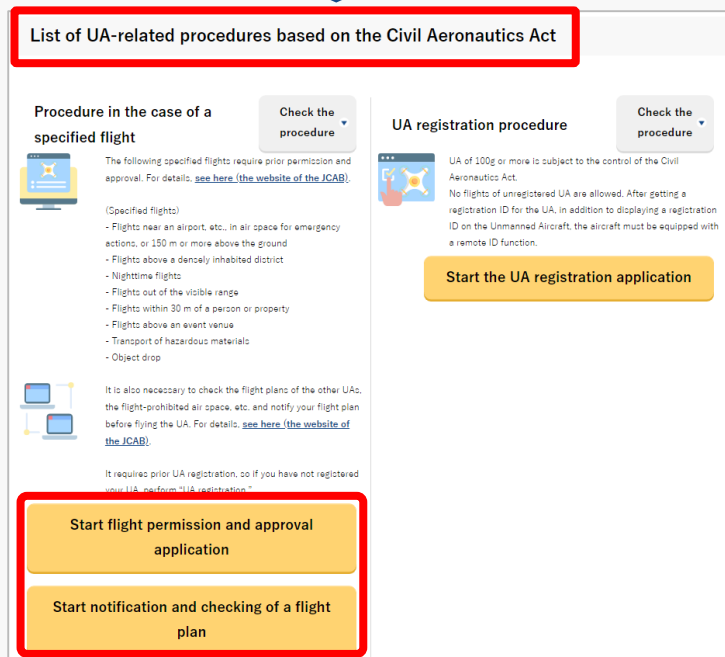
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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.

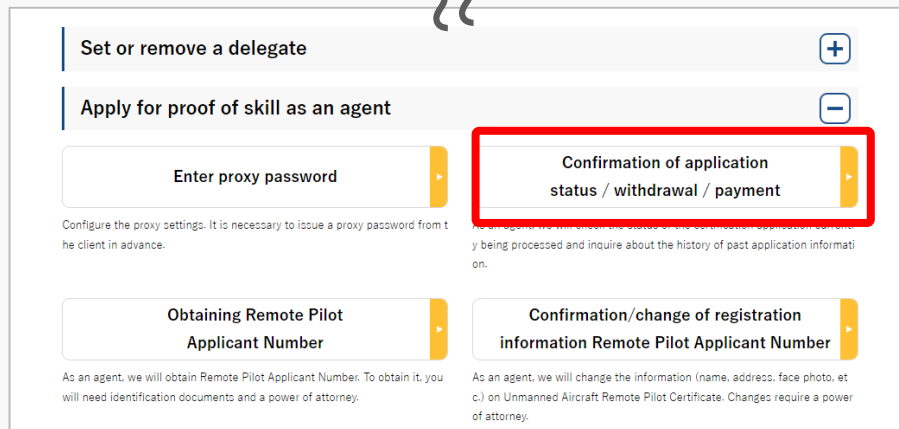
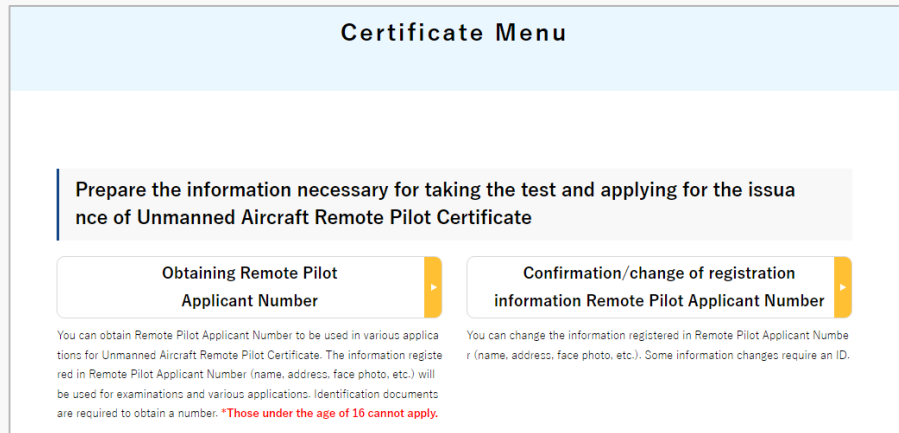
Start the UA certification application

Start the skill certification application

06. Step 2: Confirm Application Information (1/2)

Confirm your application information.

From the competence certificate menu page, click the “Confirmation of application status / withdrawal / payment” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.



06. Step 2: Confirm Application Information (2/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

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.

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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	
Furigana	
Name (English)	
Date of birth	
Phone number	
Email address	
Home / person's address	Country/Region :
Address to which documents should be sent	
Face photograph	

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)

Enter applicant information

STEP01 Applicant registration STEP02 TI registration STEP03 Other registration STEP04 Confirmation STEP05 Finalization

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

Email address

Home / person's address Country Prefecture

Address to which documents should be sent Prefecture City / Street

Face photograph Selection Delete

Information about agent

Power of attorney Selection Delete

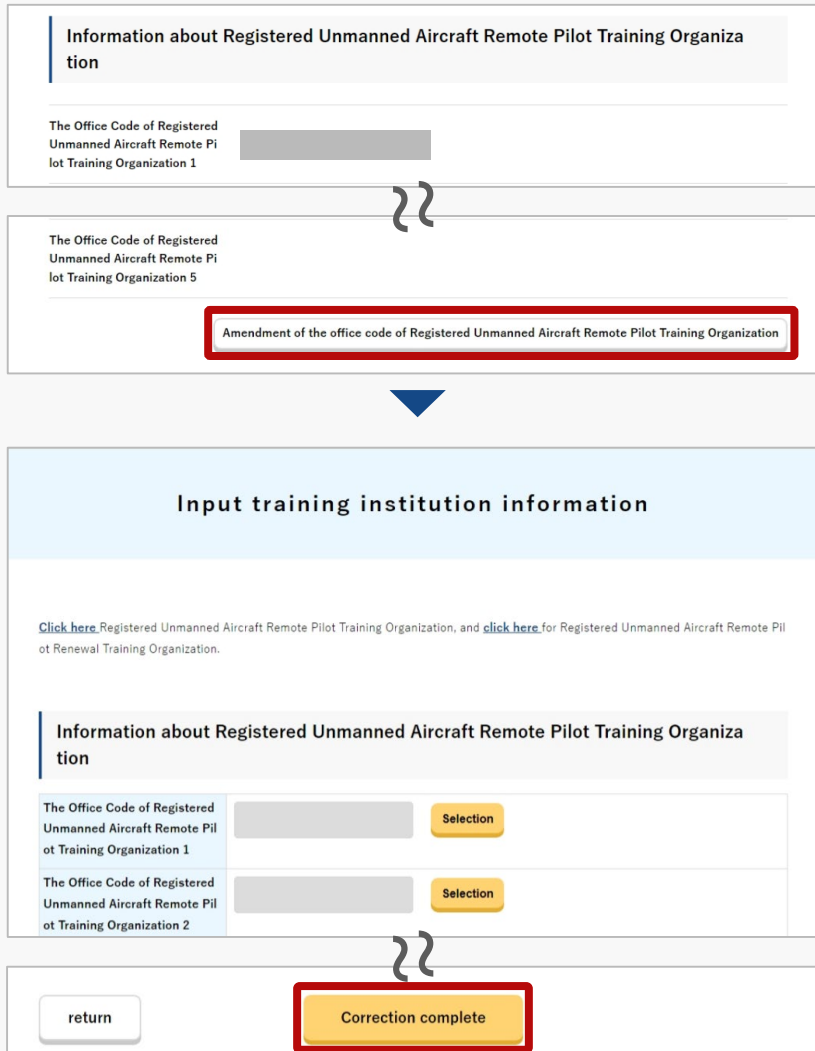
When you click the “Amendment of applicant” button, the “Enter applicant Information” will be displayed.

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.



Information about Registered Unmanned Aircraft Remote Pilot Training Organization

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

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 Renewal Training Organization.

Information about Registered Unmanned Aircraft Remote Pilot Training Organization

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

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

return Correction complete

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
- A disease that may interfere with the flight of unmanned aerial vehicles, etc.

Yes.

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

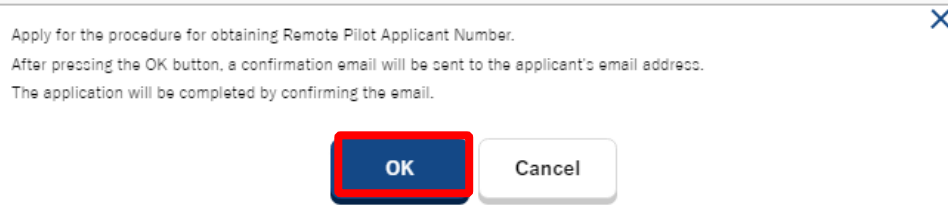
return

reapplication

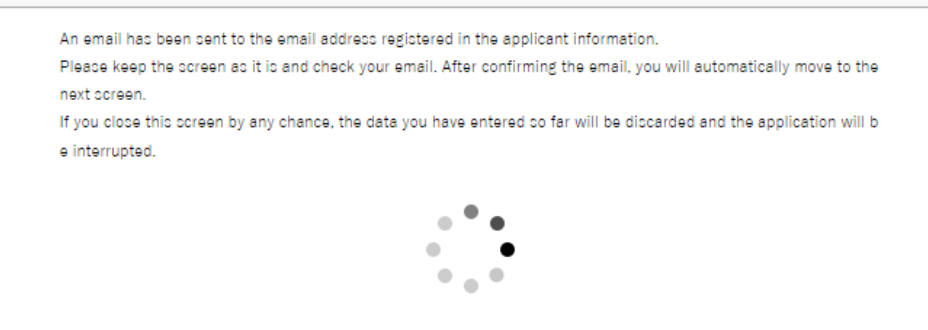
After completing revisions, click the "reapplication" button at the bottom of the "Confirmation of applicant/office information/other information" to confirm resubmission.

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."

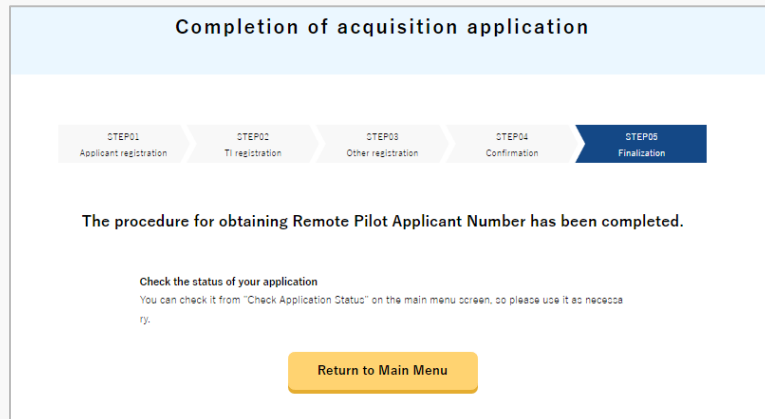
09. Step 5: Resubmit (2/2)



A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.



When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.



Caution!

The URL in the arrival confirmation e-mail has an expiration date (one month).

If the URL is not clicked by the client within the deadline, the application must be redone again.

10. Step 6: Confirm Receipt of Email

*Step 6 is operated by the client.

[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.

This e-mail is for confirming whether any unauthorized procedures have been carried out regarding various proficiency certification procedures by the agent.
If you would like to proceed with the procedure by proxy, please complete the verification of your email address by clicking the URL below.

<https://~>

認証完了

Authentication completed

メールアドレスの認証を確認しました。
代理人に認証が完了した旨の連絡をお願いします。

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.
Notify the agent of the completion of authentication.

Close the screen with the x button of the browser.

Open the arrival confirmation e-mail at the client and confirm the destination of the e-mail. If the recipient is the applicant himself/herself and there is no problem in proceeding with the application procedure, click the URL for the arrival confirmation.

When you click the URL in the e-mail, the authentication of the e-mail address is completed, so please close the browser that shows "Authentication completed."

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