

Operation Manual for Procedures to Acquire a Remote Pilot Applicant Number

<Application for Remote Pilot Applicant Number>

05. How to Confirm Application Status for Remote Pilot Applicant Number


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01. Introduction (To All Those Who Wish to Confirm Application Status 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 Confirming Application Status for Remote Pilot Applicant Number

If you would like to confirm Application Status for Remote Pilot Applicant Number, prepare the following information.

Types of Information	Items
Other	<ul style="list-style-type: none">• Drone Information Platform System account• Application number

04. Steps for Confirming the Status of an Application for a Remote Pilot Applicant Number

Carry out the steps below on the Drone Information Platform System to confirm application status.

Start the process to confirm Remote Pilot Applicant Number information

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 the Application Status Confirmation Screen

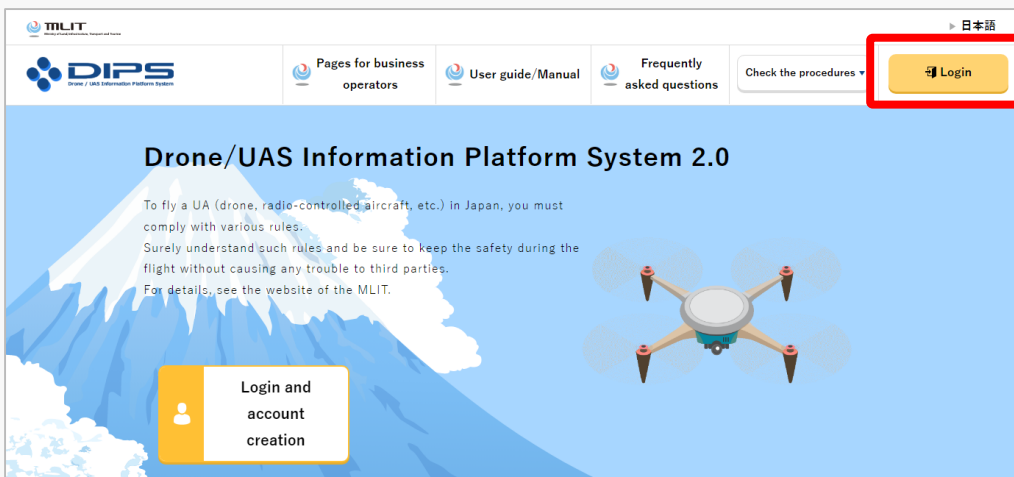
From the competence certificate menu, select the "Confirm application status / cancellation / payment" button.

Step 3: Confirm Application Status Details

Confirm your application information on the Application Status List screen.

Remote Pilot Applicant Number information confirmation complete

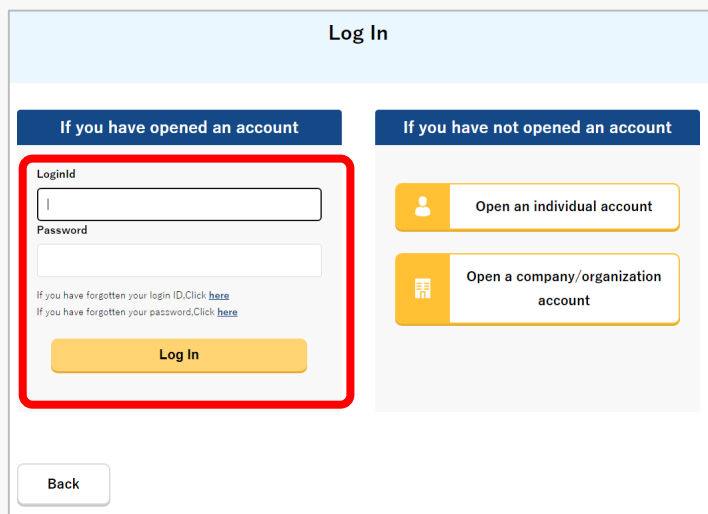
05. Step 1: Log in to the Drone Information Platform System(1/3)



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.

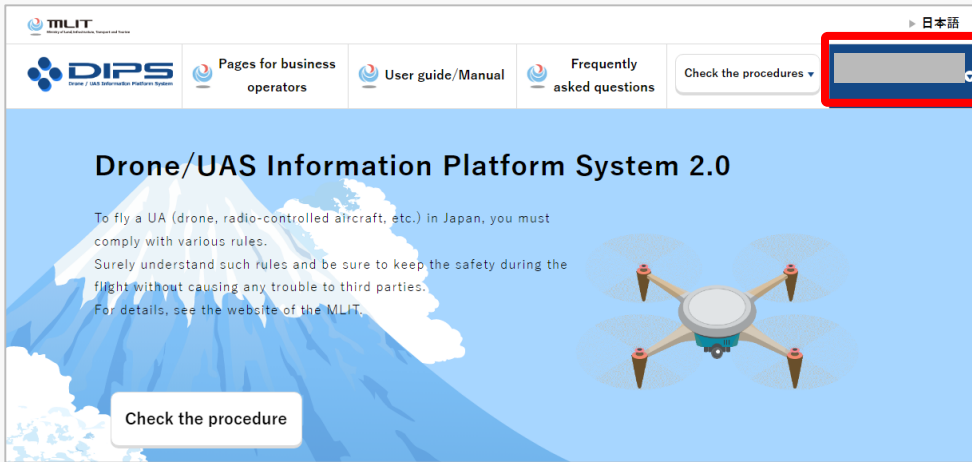


Points to note!

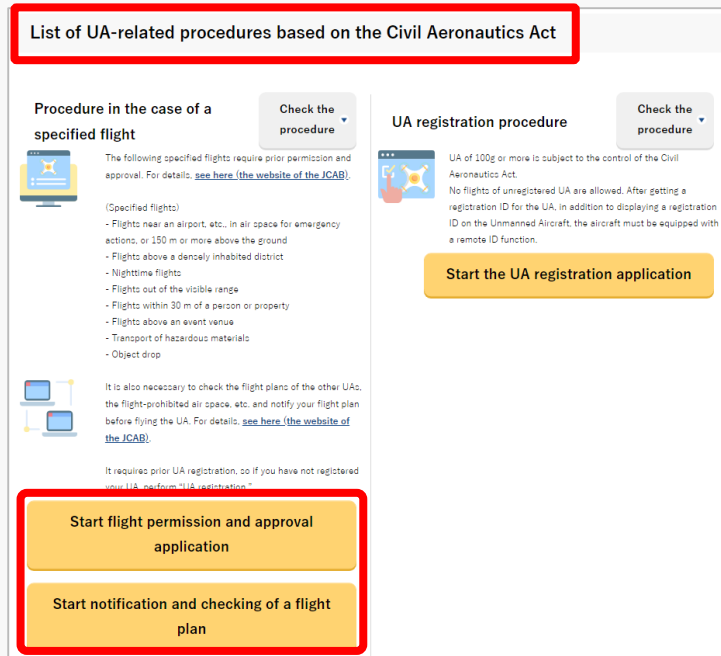
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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: Proceed to the Application Status Confirmation 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

"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.

Confirm your application information.

From the competence certificate menu page, click the "Confirmation of application status / withdrawal / payment" button.

07. Step 3: Confirm Application Status Details (1/2)

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	Waiting for procedure details	Details	Withdrawal	

return

Confirm your application content and carry out the cancellation.

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 confirm the details, click the "Details" button for the application procedure you would like to confirm.

08. Step 3: Confirm Application Status Details (2/2)

Confirm the application status details here.

After you have confirmed the details, click the "return" button

to return to the Application Status List screen.

Application status details for application for Remote Pilot Applicant Number

Details of the application status of application for Remote Pilot Applicant Number are displayed.
Please check the details of your application.

Application status

Application number	[REDACTED]
Type of application	Application for Remote Pilot Applicant Number
Application status	Waiting for procedure details
Application Date	[REDACTED]

Information about the applicant

Remote Pilot Applicant Number	[REDACTED]
Full name	[REDACTED]
Furigana	[REDACTED]
Name (English)	[REDACTED]
Date of birth	[REDACTED]
Phone number	[REDACTED]



Other information

History of acquisition of Unmanned Aircraft Remote Pilot Certificate	None
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return