MLIT
Ministry of Land, Infrastructure, Transport and Tourism

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

Table of Contents

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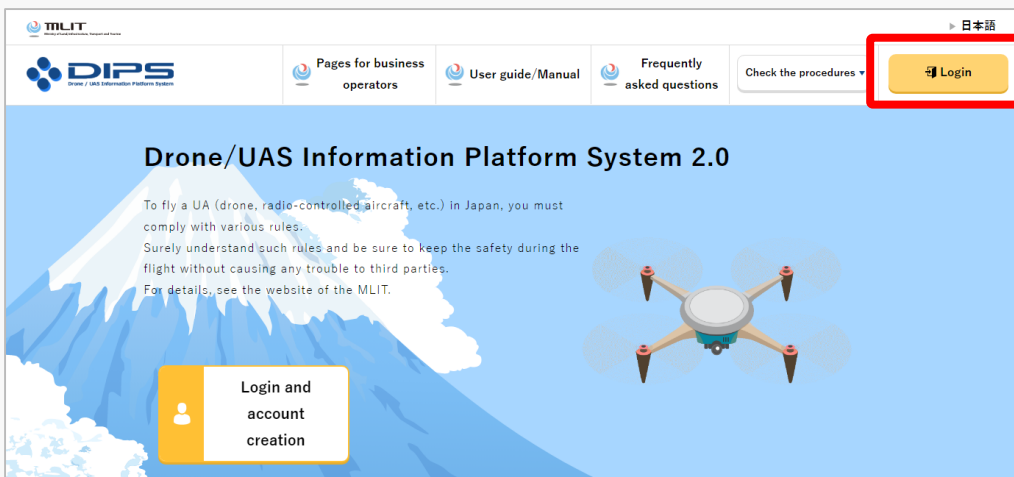
Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(https://www.ossportal.dips.mlit.go.jp/portal/top/)

Click the "Login" button.

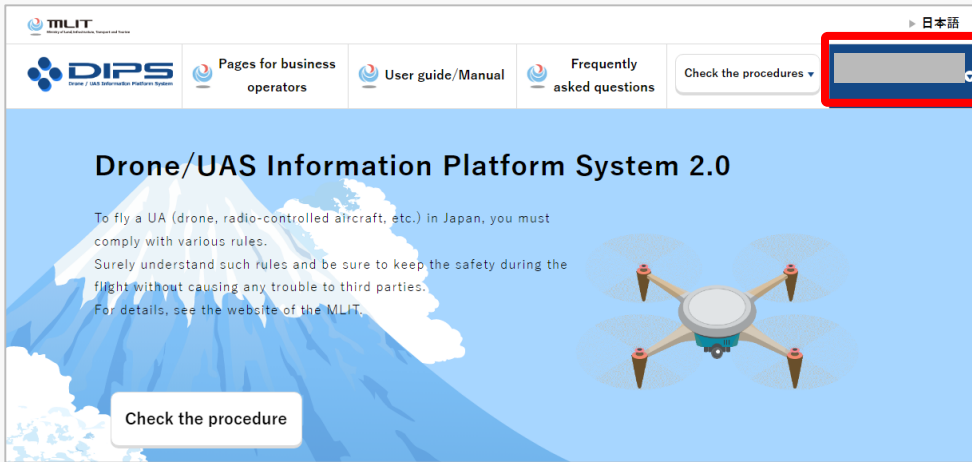On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.
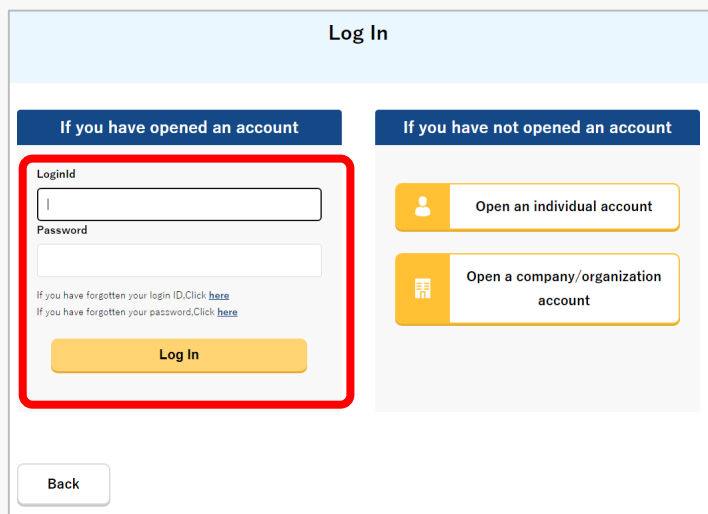
Points to note!

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.
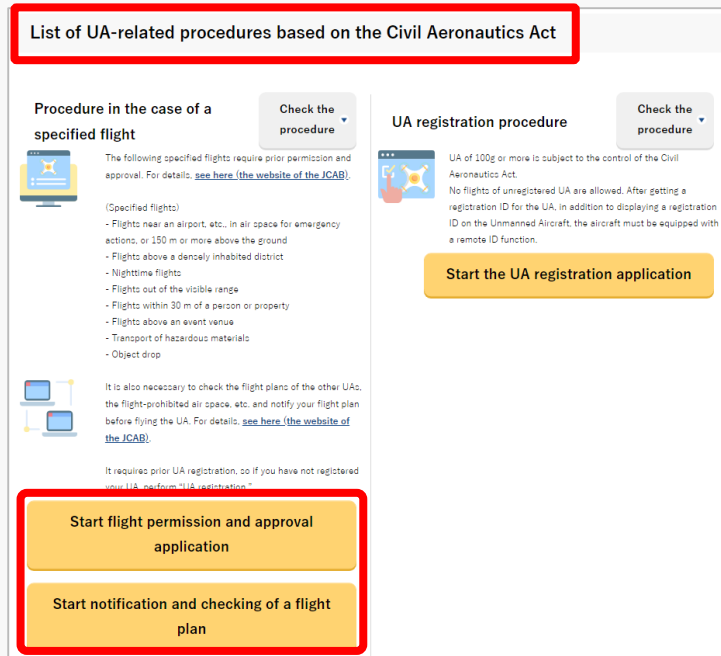
Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

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

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: Proceed to the Application Status Confirmation Screen

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 appli cation | Please select ▾ | Application s tatus | Please select ▾ |

Search

Application Date	Application num ber	Type of application	Application statu s	Details	Withdrawa l/re-applica tion	Payment s election
		Application for Remote Pilot Ap plicant Number	Waiting for proce dure 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)

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	
Type of application	Application for Remote Pilot Applicant Number
Application status	Waiting for procedure details
Application Date	

Information about the applicant

Remote Pilot Applicant Number

Full name	
Furigana	
Name (English)	
Date of birth	
Phone number	

Other information

History of acquisition of Unmanned Aircraft Remote Pilot Certificate	None

[return]

Confirm the application status details here.

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

to return to the Application Status List screen.