
< Unmanned Aircraft Remote Pilot Certification Application Edition >

06. How to Confirm the Status of Unmanned Aircraft Remote Pilot Certification Application and Pay Fees and Registration/License Tax

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01. Introduction (to users who want to confirm, etc., the status of Unmanned Aircraft Remote Pilot Certification application)

- You can use the Drone Information Infrastructure System to submit a new application for Unmanned Aircraft Remote Pilot Certification, change an application, withdraw an application, re-apply, and confirm the application status.
- This manual describes how to operate the Drone Information Infrastructure 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 Infrastructure 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. List of application status by type

- When the application status is “procedures complete,” the Unmanned Aircraft Remote Pilot Certificate will be printed and sent.

Application status	Details
Email delivery being confirmed	• Waiting for confirmation of delivery of email at time of application
Waiting for confirmation of procedures contents	• Screening being conducted at Aviation Bureau
Corrections being made	• Corrections being made for errors on application
Fees being paid	• Fees currently being paid by applicant
Waiting for procedures	• Approval procedures being conducted at Aviation Bureau (application cannot be withdrawn by applicant)
Registration and license tax being paid	• Registration and license tax being paid by applicant
Procedures suspended	• Application withdrawn by applicant
Procedures complete	• Procedures complete and Unmanned Aircraft Remote Pilot Certificate printed/sent by Aviation Bureau
Cancelled	• When the applicant does not make the indicated corrections • When application was withdrawn by applicant

04. About fees and registration/license tax

Fees and registration/license tax differ depending on the application type and content. The corresponding fees and registration/license tax are listed in the following table.

By application type	unmanned aircraft remote pilot CLASS I		unmanned aircraft remote pilot CLASS II	
	Fees	Registration and license tax	Fees	Registration and license tax
New application	3,000 yen	3,000 yen	3,000 yen	—
Application for attribute change	—	—	—	—
Application for limitation change	2,850 yen	—	2,850 yen	—
Application for renewal	2,850 yen	—	2,850 yen	—
Application for reissuance	2,850 yen	—	2,850 yen	—
Application for return	—	—	—	—

05. Items required to confirm, etc., the status of Unmanned Aircraft Remote Pilot Certification application

Please prepare the following information for confirming the status of Unmanned Aircraft Remote Pilot Certification application and paying fees and registration/license tax.

Type of Information	Item
Information required for payment	• Payment institution number • Payment number • Confirmation number • Payment URL
Other information *Differs depending on payment method	• Account for Drone Information Platform System • Application receipt number • Credit card • Cash card • Account information for internet banking

*The payment method that can be used differs for fees and registration/license tax.

Payment Type	Payment Method		
	Credit card	ATM	Internet banking
Fees			
Registration/license tax			

- For information on payment methods described later in this manual, please refer to the [Fee Payment Manual for the Drone Registration System](#).

06. Steps to confirm the status of Unmanned Aircraft Remote Pilot Certification application

Use the following steps to confirm the application status and to pay fees and registration/license tax in the Drone Information Platform System.

Start confirmation of status for Unmanned Aircraft Remote Pilot Certification application status

Step 1: Log in to the Drone Information Platform System

Enter the login ID and password to log in to the Drone Information Platform System.

Step 2: Proceed to the application information entry screen

At the Main Menu, click the "Confirmation of application status / withdrawal / payment" button.

Step 3: Select application procedures you want to confirm

Click the "Details" button for the application procedures that you want to confirm.

Step 4: Confirm application status details

Confirm the application status details.

Step 5: Pay fees

Click the "Payment selection" button to pay the fees.

Step 6: Pay registration and license tax (*)

Click the "Payment selection" button to pay the registration and license tax.

Send/receive Unmanned Aircraft Remote Pilot Certificate (complete procedures)

The Unmanned Aircraft Remote Pilot Certificate will be mailed to the address registered at the time of application. Procedures are complete once the certificate has been received.

Once confirmation of application contents has been completed at the Aviation Bureau, the payment number and payment URL for fees and registration/license tax(*) will be sent in order to the email address registered in the account. After the email notification, it will be possible to make the respective payments.

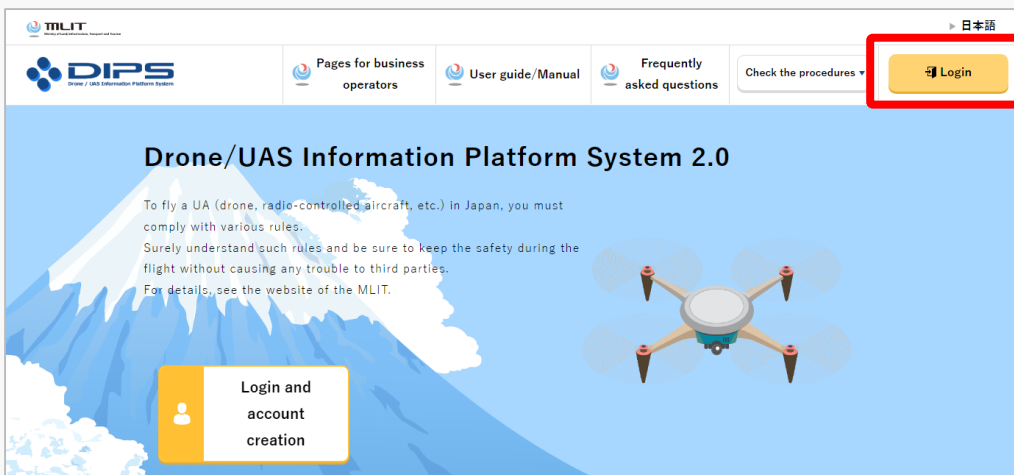
Please refer [here](#) for information on fees and registration/license tax.

Please refer to [Paying Fees](#) for information on the payment method.

In the case of registration and license tax(*), replace "payment of fees" with "payment of registration and license tax(*)" when reading the material.

*Payment of the license and registration tax is required if you applied for unmanned aircraft remote pilot CLASS I .

07. 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

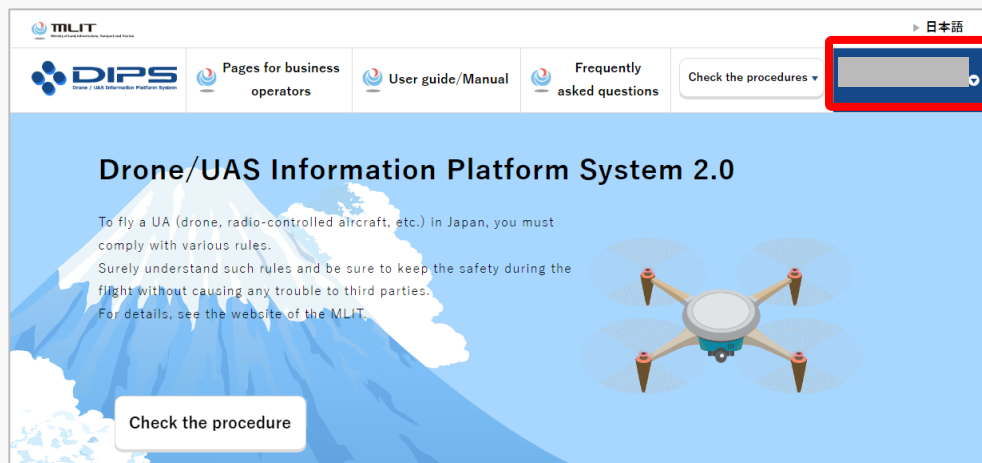
[Back](#)

Points to note!

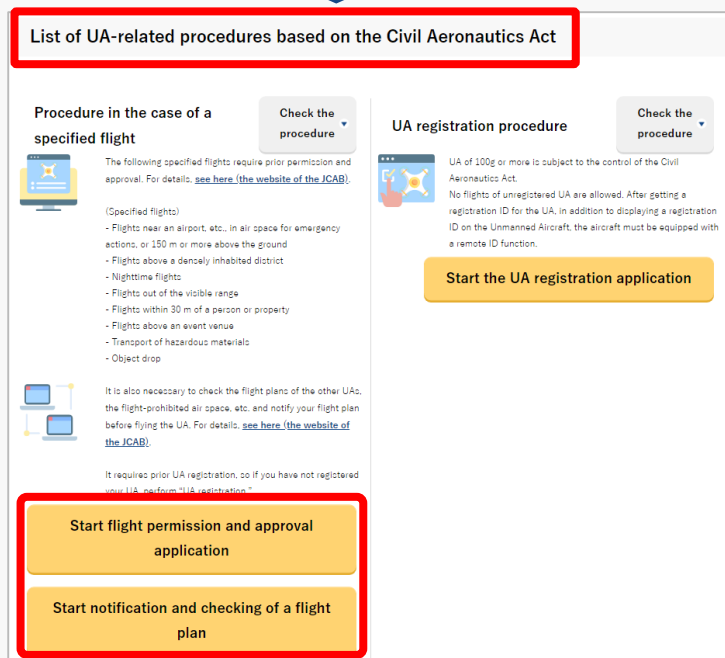
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*The login ID is 3 letters + 6 numbers.
(Example) ABC123456

07. 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.

07. 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

08. Step 2: Proceed to the 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.



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.

Set or remove a delegate

Set up a delegate

We will issue a proxy password and delegate various applications for skill certification to the agent.

Cancellation of agent

Remove the agent.

At the skill certification menu page, click the “Confirmation of application status / withdrawal / payment” button.

09. Step 3: Select application procedures you want to confirm

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
2023/3/1		New application	Waiting for procedure details	Details		
2023/3/1		New application	Cancelled	Details		
2023/2/28		Application for Remote Pilot Applicant Number	Completed procedure	Details		

return

Select the application procedures that you want to confirm.

You can search by "Application number", "Type of application", and "Application status".

Confirm the application status in the "Application status" field.

To confirm the details of the application status, click the "Details" button.

10. Step 4: Confirm application status details

Application status details for skill certificate

The details of the application status of the skill certificate application are displayed.
Please confirm your application.

Application status

Application number	
Type of application	new application
Application status	Waiting for confirmation of the details of the procedure
Storage engine number	-
Payment number	-
Confirmation Number	-
Application fee	-
Registration and license tax	-
Application Date	2023/3/1

Information about the applicant

Remote Pilot Applicant Number	
Full name	

Confirm the details of the application status.

11. Step 5: Pay fees

After receiving the email notification for payment of fees, pay the fees.

Click the “Payment selection” button.

For information on the payment method, refer to [“Pay fees” in the Drone Registration System Manual](#).

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
2023/3/1		New application	Payment of handling fee	Details		Payment selection
2023/3/1		New application	Cancelled	Details		
2023/2/28		Application for Remote Pilot Applicant Number	Completed procedure	Details		

return

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12. Step 6: Pay registration and license tax (when applying for unmanned aircraft remote pilot CLASS I)

After receiving the email notification for payment of registration and license tax, pay the registration and license tax.

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
2022/11/15		New application	Payment of registration and license tax	Details		Payment selection

return

Click the “Payment selection” button.

For information on the payment method, refer to [“Pay fees” in the Drone Registration System Manual](#).

When “payment of fees” is written in the Drone Registration System Manual, please replace “payment of fees” with “payment of registration and license tax.”