
<Unmanned Aircraft Remote Pilot Certification Application Edition>
06. Confirming the Status of the Application of an
Unmanned Aircraft Remote Pilot Certification
Application by Agent

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01. Introduction (For Those Wishing to Apply for an Unmanned Aircraft Remote Pilot Certification by Agent)

- 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. List of Application Status Types

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

Application status	Details
E-mail delivery being confirmed	• Waiting for confirmation of delivery of e-mail at time of application
Waiting for procedure details	• 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
Suspension of procedure	• Application withdrawn by applicant
Completed procedure	• 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. Necessary Items for Confirming the Application Status of an Unmanned Aircraft Remote Pilot Certification by Agent

There is no information to be prepared in advance to confirm the status of an application for the Unmanned Aircraft Remote Pilot Certification application.

05. Steps for Confirming the Unmanned Aircraft Remote Pilot Certificate Application Status by Agent

Use the following steps to confirm the application status in the Drone Information Platform System.

Start confirmation of Unmanned Aircraft Remote Pilot Certificate application status

Step 1: Log in to Drone Information Platform System

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

Step 2: Proceed to List of Submission Status Screen

Click the " Confirmation of application status / withdrawal / payment " button in "Apply for proof of skill as an agent" item in the main menu.

Step 3: Select Application Procedures You Want to Confirm

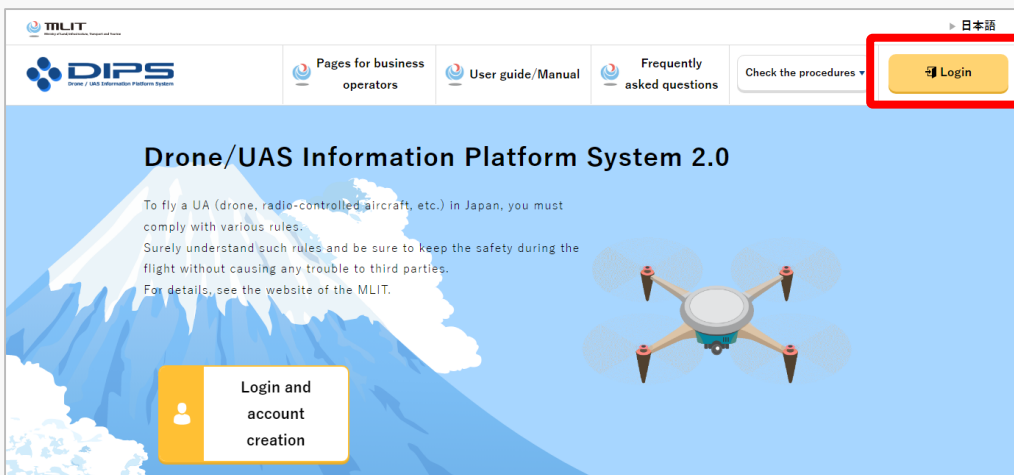
Select the client's account and click "Details" button for the application you want to check.

Step 4: Confirm Application Status Details

Confirm the application status details.

Confirmation of Unmanned Aircraft Remote Pilot Certificate application status is completed

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/).

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

Click the "Login" button.

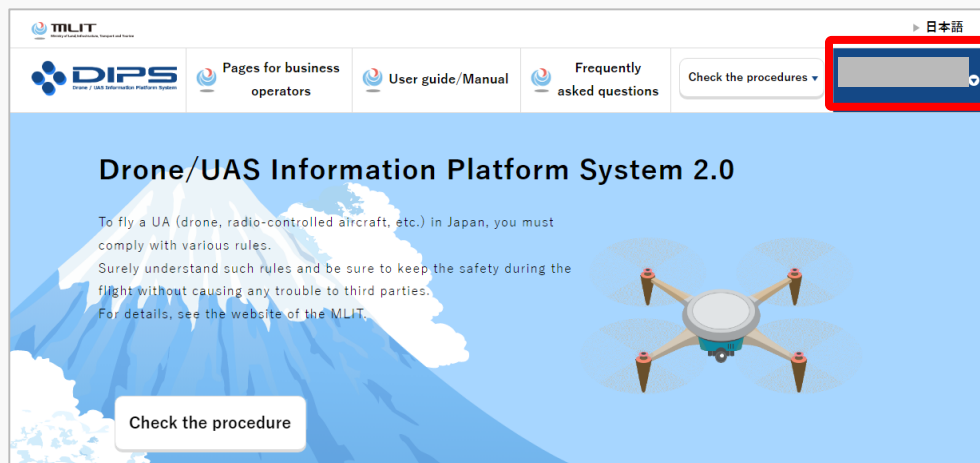
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

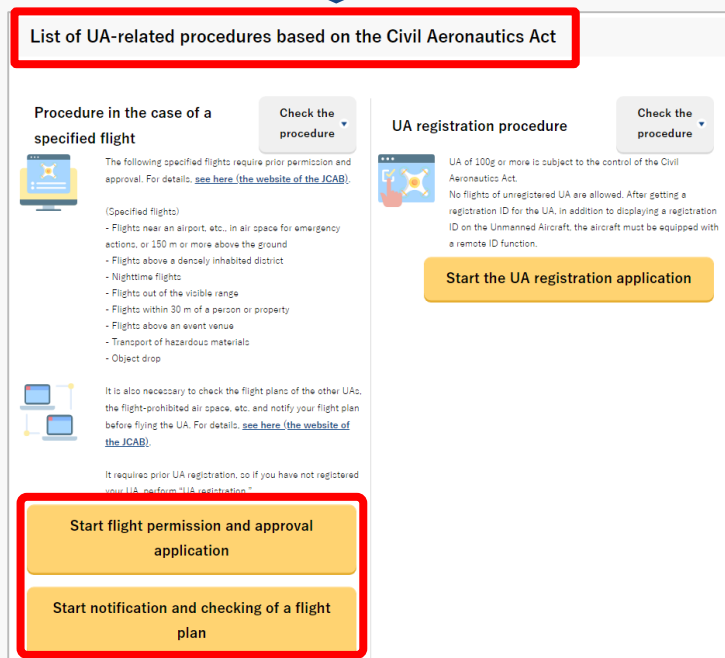
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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

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

07. Step 2: Proceed to List of Submission Status 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.



Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

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.

08. Step 3: Select Application Procedures You Want to Confirm (1/2)

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

return

Continue

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.

08. Step 3: Select Application Procedures You Want to Confirm (2/2)

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
				Details	Withdrawal	
				Details		
				Details		

return

Select the application you want to check.

Application can be retrieved by "Application number," "Type of application," "Application status."

Application status can be confirmed in "Application Status" field.

Click "Details" button to check the detailed application status.

09. 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	
Application status	
Storage engine number	
Payment number	
Confirmation Number	
Application fee	
Registration and license tax	
Application Date	

Information about the applicant

Remote Pilot Applicant Number	
Full name	

Confirm the details of the application status.