

Operation Manual for Procedures to Acquire a Remote Pilot Applicant Number

<Application for Remote Pilot Applicant Number>

06. Requesting an Application Remote Pilot Applicant Number to a Representative

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01. Introduction (For Those Wishing to Request an Application Remote Pilot Applicant Number to a Representative)

- In the Drone Information Platform System, you can apply for various an Unmanned Aircraft Remote Pilot Certificate, withdraw the application, reapply, check the application status, check the registration information, and request an application for issuance for an Unmanned Aircraft Remote Pilot Certificate to representative.
- 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. Necessary Items for Requesting an Application Remote Pilot Applicant Number to a Representative

Prepare the following information to request an application Remote Pilot Applicant Number to a Representative. Please turn over following items to the agent in a procedure outside the system.

Type of Information	Item
Applicant's information	• 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 Requesting for an Application Remote Pilot Applicant Number to a Representative

Make your application request using the following steps in the Drone Information Platform System.

Start the request for Requesting for an Application Remote Pilot Applicant Number to a Representative

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: Issue a Password for Representative Setting.

Press the "Set up a delegate" on the main menu to issue a password for setting the representative.

Step 3: Link Requester Information to the Representative (Outside the System)

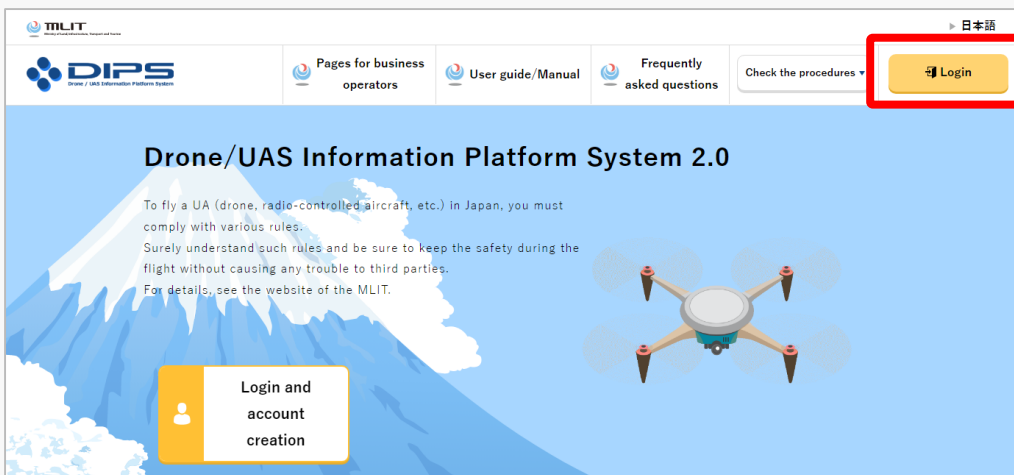
Link the login ID and name, the password for setting the representative, Facial photograph etc. from the requester to the representative.

Important!

Agents who have been issued a Password for Settings due to past application for Remote Pilot Applicant Number are not required to receive a new password or password linking. Agent who has already been set up as an agent maintains his/her application authority as an agent unless he/she has been canceled as an agent.

Thereafter, it is the same as the operation manual "Application for Remote Pilot Applicant Number: 01. How to Apply to Acquire a Remote Pilot Applicant Number by Agent" procedures, so refer to that to implement the procedures.

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.

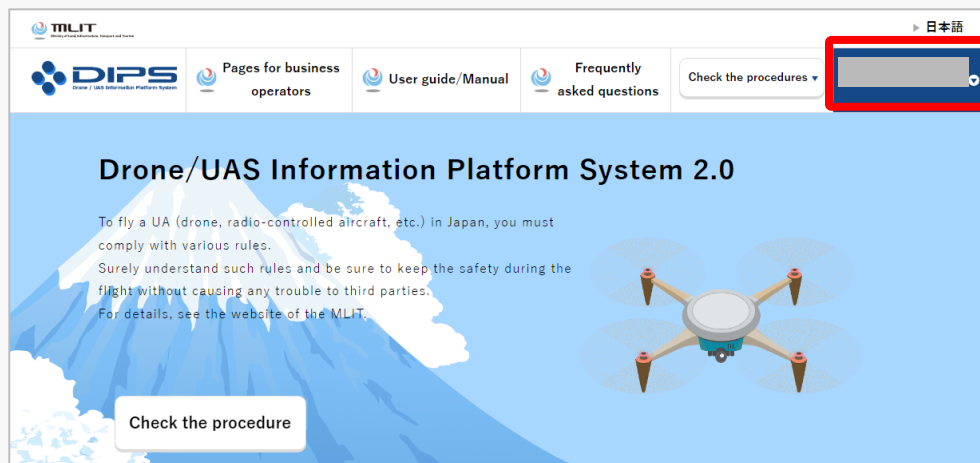
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

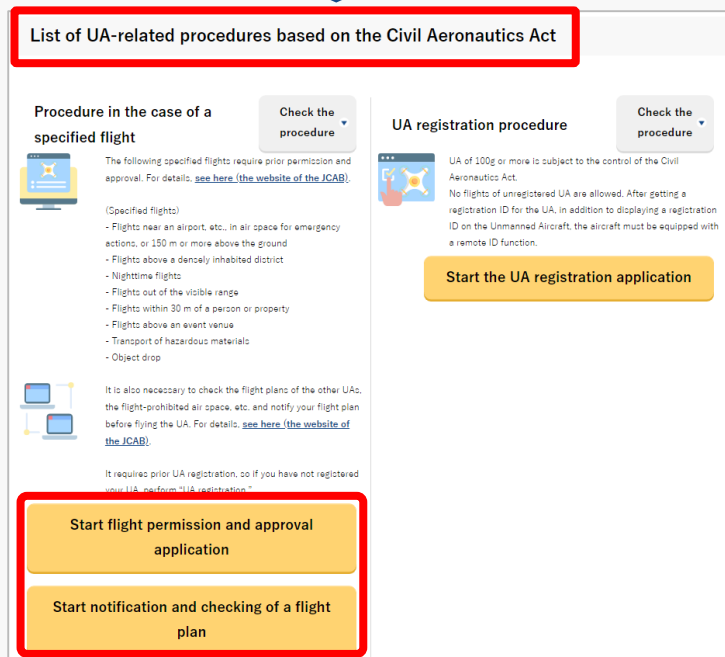
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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



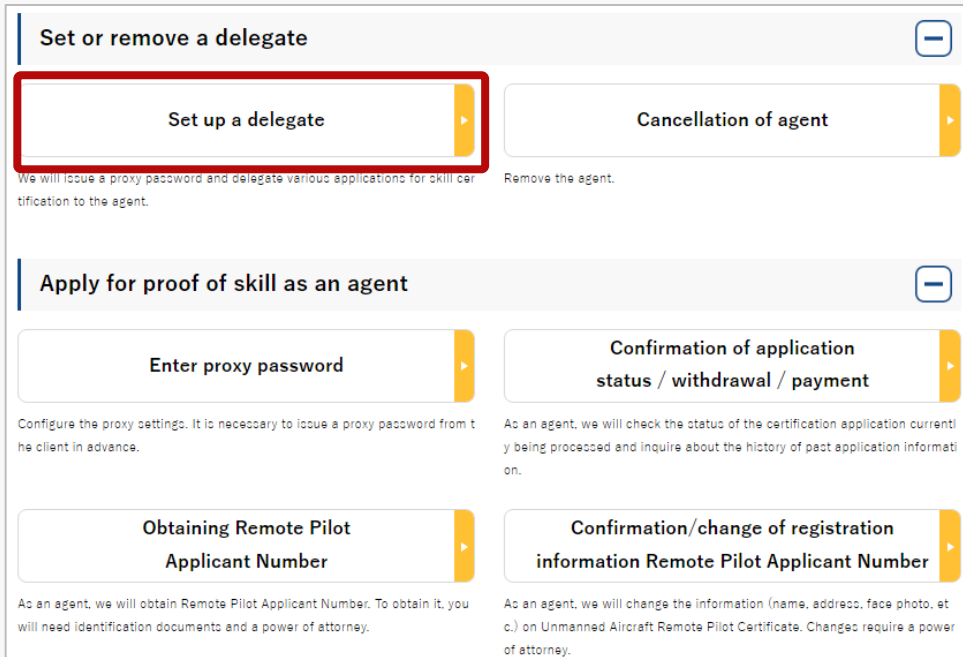
Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [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: Issue a Password for Representative Setting.

Agents already issued a Password for Settings still maintain their application authority as an agent. Thus, they can proceed (2) of Step3 skipping Step2 without reissuance of a new Password.



Set or remove a delegate

Set up a delegate | **Cancellation of agent**

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

Apply for proof of skill as an agent

Enter proxy password | **Confirmation of application status / withdrawal / payment**

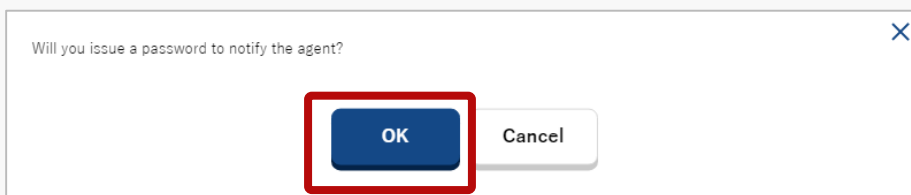
Configure the proxy settings. It is necessary to issue a proxy password from the client in advance. | As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number | **Confirmation/change of registration information 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. | 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.

Press the "Set up a delegate" button on the page for the Unmanned Aircraft Remote Pilot Certificate menu.

A dialog box is displayed showing Issue a password to notify the representative? if there is no problem, press the OK button.



Will you issue a password to notify the agent?

OK | Cancel

07. Step 3: Link Requester Information to the Representative (Outside the System)

[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 [REDACTED]

Thank you for using the Drone/UAS Information Platform System.

We have issued a password for proxy settings.

Please provide your agent with the following proxy setting password, login ID and name of the Drone/UAS Information Platform System.

*Please be careful when handling this password as this is a password for setting up a proxy.

Agents can initiate various applications for skill certification by entering a proxy setting password, login ID and name of your drone information infrastructure system into the Drone/UAS Information Platform System .

Please complete the procedure for setting up a proxy within one month from today.

If it exceeds one month, the password for proxy setting will be invalid and the application will not be accepted.

■ Password for Proxy setting

[REDACTED]

(1) When you press the OK button, the Representative Password Issuance Notification email will be sent to the registered email address. Check your email.

(2) Confirm the Password for Settings included in the e-mail, and inform the agent it as well as information required for application of Remote Pilot Applicant Number.

* This is required for application described in this Operation Manual "03. Necessary Items for Requesting an Application Remote Pilot Applicant Number to a Representative."