
< Unmanned Aircraft Remote Pilot Certification Application Edition >

07. How to Withdraw Unmanned Aircraft Remote Pilot Certification Application

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01. Introduction (to users who want to withdraw 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. Items required to withdraw Unmanned Aircraft Remote Pilot Certification application

Please prepare the following information for withdrawal of Unmanned Aircraft Remote Pilot Certification application.

Type of Information	Item
Other information	• Account for Drone Information Platform System • Application receipt number

*You can withdraw applications with a status up to "fees being paid."

It is not possible to withdraw an application with a status of "waiting for procedures."

04. Steps to withdraw Unmanned Aircraft Remote Pilot Certification application

Use the following steps to withdraw an application in the Drone Information Platform System.

Start withdrawal of Unmanned Aircraft Remote Pilot Certification application

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: Confirm application status

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

Step 3: Select withdrawal application procedures

Click the "Withdrawal" button and confirm details of the application contents.

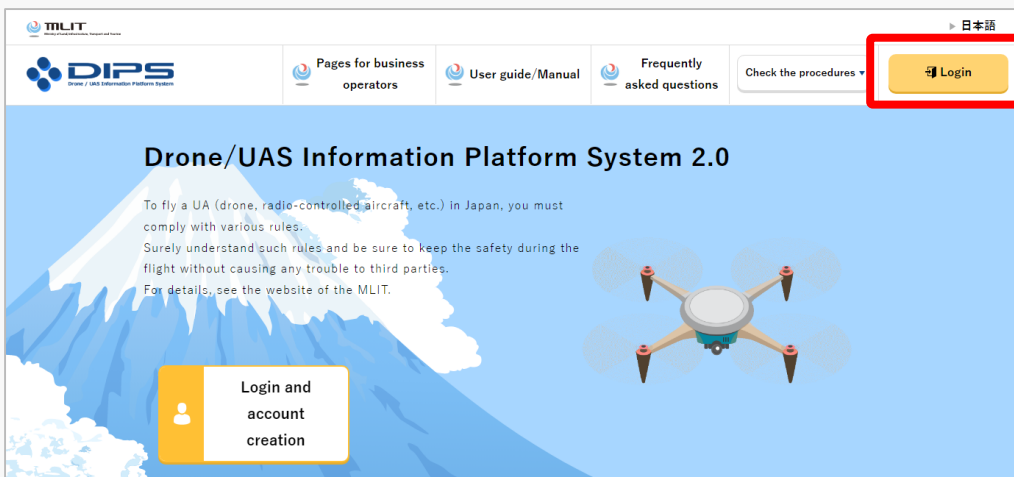
Step 4: Withdraw application

Click the "Withdrawal" button on the Unmanned Aircraft Remote Pilot Certification application status details screen to withdraw the application.

Completion of withdrawal of Unmanned Aircraft Remote Pilot Certification application

An email notification will be sent to the applicant's email address.

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.

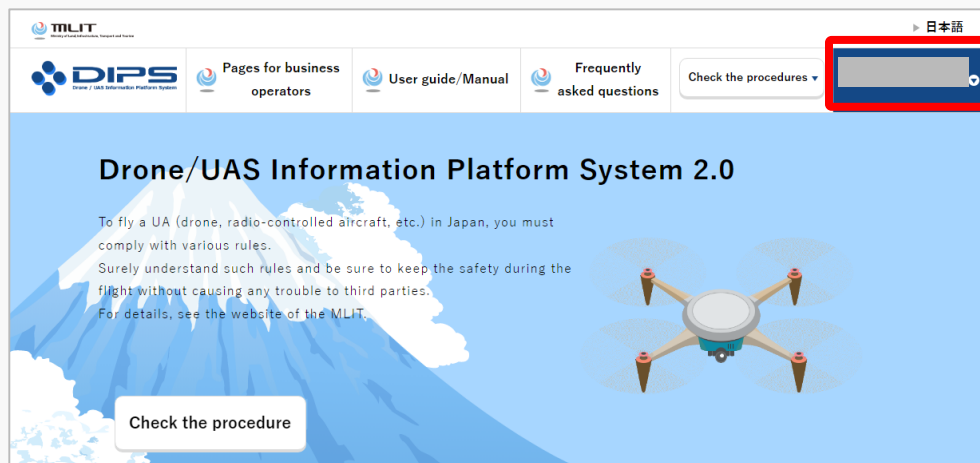
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

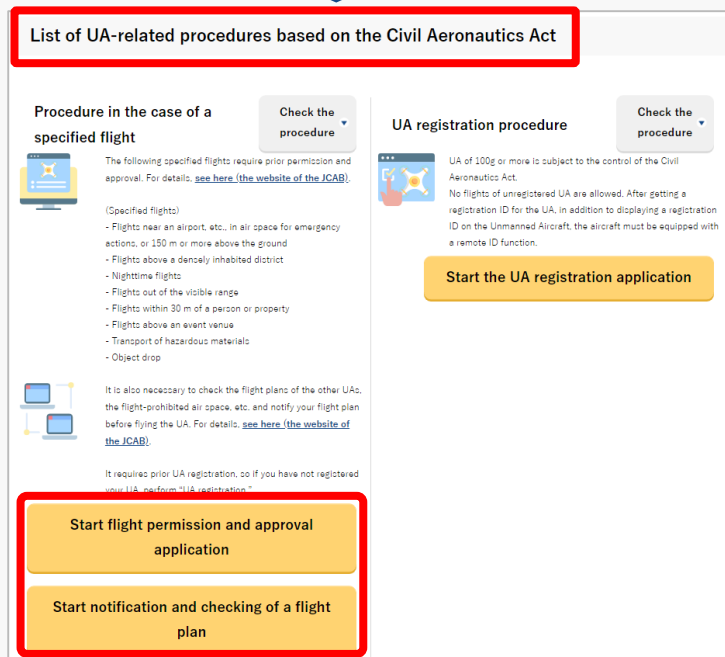
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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: Confirm application status

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

Confirmation/change of registration information 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.

You can change the information registered in Remote Pilot Applicant Number (name, address, face photo, etc.). Some information changes require an ID.

At the Unmanned Aircraft Remote Pilot Certification menu page, click the "Confirmation of application status / withdrawal / payment" button.



Check the status of your certification application and Unmanned Aircraft Remote Pilot Certificate

Confirmation of application status / withdrawal / payment

Confirmation of proof information

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.

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

Cancellation of agent

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

Remove the agent.

07. Step 3: Select withdrawal application procedures

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
2023/3/7		New application	Payment of handling fee	Details	Withdrawal	Payment selection
2023/2/13		New application	Completed procedure	Details		

return

Confirm the application contents and withdraw the application.

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

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

To withdraw the application, click the "Withdrawal" button under withdrawal application procedures.

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08. Step 4 : Withdraw application

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	Fees are being paid

Click this button to withdraw your application. Please confirm that you can withdraw your application again and press this button.

return

Withdrawal

Completion of application withdrawal procedures

The application withdrawal procedure has been completed.

Withdraw the application.

Confirm the application contents. If it is OK to withdraw the application, click the “Withdrawal” button.

Click the “Withdrawal” button to complete withdrawal.

Points to note!

The following items can be checked only on the DIPS2.0 screen.

These items are written in Japanese in the e-mail you receive during the procedure.

- Type of application

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