
<Unmanned Aircraft Remote Pilot Certification Application Edition>

08. How to Re-Apply for Unmanned Aircraft Remote Pilot Certification

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01. Introduction (to users who want to re-apply for Unmanned Aircraft Remote Pilot Certification)

- 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 re-apply for Unmanned Aircraft Remote Pilot Certification

Please prepare the following information to re-apply for Unmanned Aircraft Remote Pilot Certification.

Type of Information	Item
Applicant information	• Name(*) • Date of birth(*) • Telephone number(*) • Email address(*) • Home address/address of applicant(*) • Address for sending documents(*) • Facial photo(*) *Items that can be auto-completed are auto-completed by the system
Remote Pilot Qualification Number, etc.	• Remote Pilot Qualification Number (for new application, or limitation change application.) • Renewal Training Course Completion Certificate Number (for renewal application.)
Information, etc., related to Unmanned Aircraft Remote Pilot Certification	• Application qualification type (Class I, Class II) • UA type (rotorcraft, etc.) • Application restriction type (nighttime flight, etc.) • Conditions related to denial • Information on reason for revoking certification • Attachments (Remote Pilot Qualification certificate, or Renewal Training Course Completion Certificate, etc.)

04. Steps to re-apply for Unmanned Aircraft Remote Pilot Certification

Use the following steps to re-apply in the Drone Information Platform System.

Start re-application for Unmanned Aircraft Remote Pilot Certification

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 applicant information

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

Step 3: Select the re-application procedures

Select the application procedures that you want to re-apply for from the application status list and click the "reapplication" button.

Step 4: Correct application contents

Correct "applicant information," "passing information," and "other information."

Step 5: Re-apply

If the application contents are correct, re-apply.

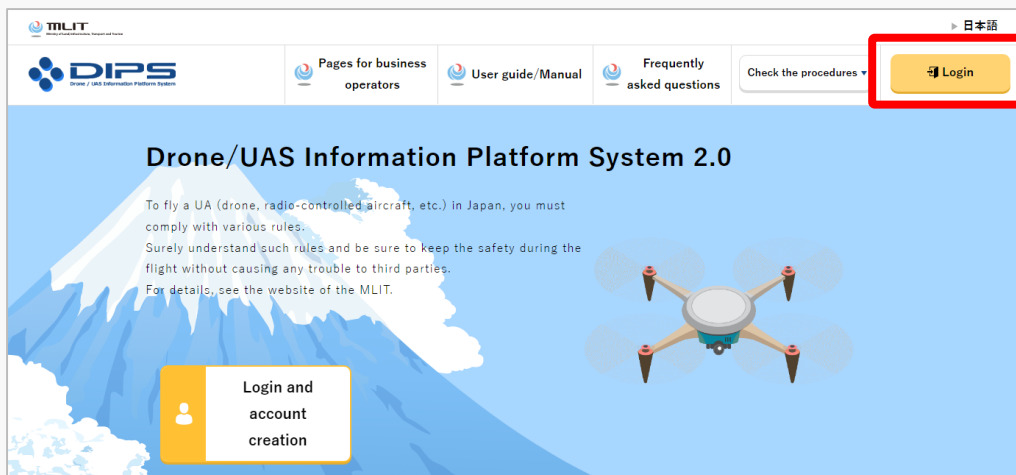
Step 6: Confirm delivery

A confirmation email will be sent to the person who re-applied for Unmanned Aircraft Remote Pilot Certification . Open the email and confirm delivery.

Complete re-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.

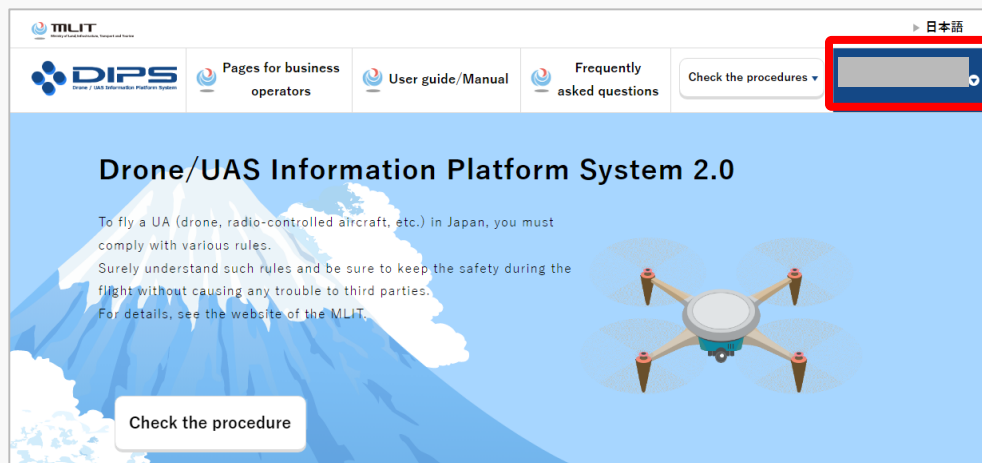
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

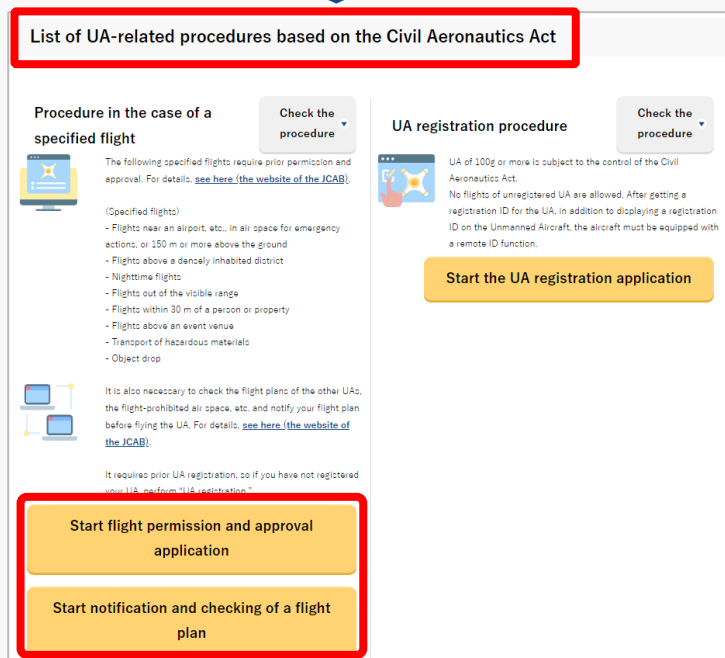
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 information

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

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07. Step 3: Select re-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	Suspension of procedure	Details	reapplication	
2023/2/13		New application	Completed procedure	Details		

return

Confirm the application contents and re-apply.

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

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

To re-apply, click the "reapplication" button for the application procedures that you want to re-apply for.

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08. Step 4: Correct application contents (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

Please check the information you entered before applying.
If there is an error in your input, press the Modify button at the bottom of each information to correct it.

Information about the applicant

Full name	
Furigana	
Name (English)	
Date of birth	
Phone number	
Email address	
Home / person's address	

??

Training Course Completion Certificate 1	
Training Course Completion Certificate 2	
Training Course Completion Certificate 3	
Training Course Completion Certificate 4	

Corrected information
about Skill certificates

* The following is an example of a reapplication for a new application. Indication varies depending on the various types of applications.

Click the "reapplication" button at the application status list screen to display the "Confirmation of Applicants/Acceptance Information/Other Information" screen.

You can correct various information by clicking the "Corrected information about Skill certificates" button, "Modifying Reject Conditions" button, "information on reasons for disqualification" button, and "Other amendments" button.

08. Step 4: Correct application contents (1/2)

Enter passing information

Please select Remote Pilot Qualification Number to be used for this application from the pull-down menu.
By pressing the + button of 'Information on Remote Pilot Qualification' and opening it, you can check the information of Remote Pilot Qualification linked to Remote Pilot Qualification Number and the information of Training Course Completion Number.

Remote Pilot Qualification Number

Remote Pilot Qualification Number ⓘ

Information on skill certification

Based on Remote Pilot Qualification Number you entered, the categories and types of limited aircraft to be applied for are shown below.

Category: CLASS II

Limited types

: Rotor Aircraft (Multi-Rotor),Weight less than 25kg (limited)

Limitation of flight methods

: visual line of sight operation (Limited),Daytime Flight (Limited)

Conditions etc.

return

Correction complete

An entry screen is displayed when you click the “Corrected information about Skill certificates” button, “Modifying Reject Conditions” button, “information on reasons for disqualification” button, or “Other amendments” button.

After correcting the various items, finalize the entered contents by clicking the “Correction complete” button.

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09. Step 5: Re-apply (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

Please check the information you entered before applying.
If there is an error in your input, press the Modify button at the bottom of each information to correct it.

Information about the applicant

Full name	
Furigana	
Name (English)	
Date of birth	
Phone number	
Email address	
Home / person's address	

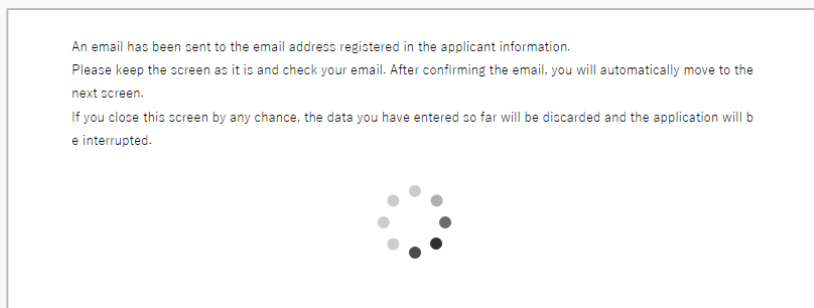
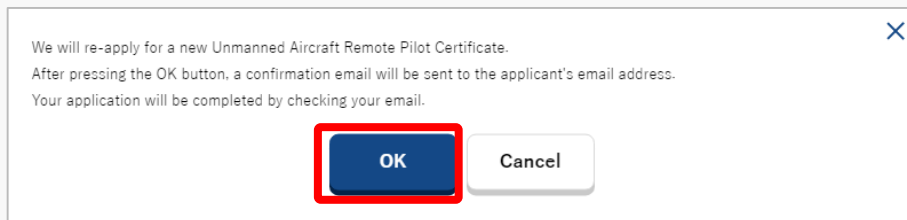


Other information

Remarks

After making corrections, click the “reapplication” button at the bottom of the “Confirmation of Applicants/Acceptance Information/Other Information” screen to finalize the re-application.

09. Step 5: Re-apply (2/2)



A dialog box stating that a confirmation email will be sent to the registered email address is displayed. If everything is correct, click the "OK" button.

Click the "OK" button to send an "Notice of various procedures confirmation" email. Please confirm the email.

Caution!

The processing of the application will be suspended until delivery confirmation is completed. Please continue operation until delivery confirmation.

Please do not close the application screen until you click the URL in the delivery confirmation email. If you close the screen before clicking the URL, your application will be discarded.

10. Step 6: Confirm delivery (1/2)

[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 DIPS2.0 user,

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

The purpose of this email is to confirm that the applicant has not carried out any fraudulent procedures.
If you want to proceed with the procedure as it is, please click the URL below to complete the verification of your email address.

<http://~>

Open the delivery confirmation email and check the email address. If the recipient is the applicant and it is OK to proceed with application procedures, click the URL to perform delivery confirmation.



認証完了

Authentication completed

メールアドレスの認証を確認しました。

端末・画面で申請操作を行っていた場合、操作を続けてください。

ブラウザの×ボタンで画面を閉じてください。

The e-mail address has been authenticated.

If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

Clicking the URL in the email will complete authentication of the email address. Please close the browser that displays the message "Authentication completed".

10. Step 6: Confirm delivery (2/2)

Completion of application

The re-application process has been completed.

Once the email address has been verified, the application operation is complete.

You can confirm the “List of submission status” page.

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