
<Unmanned Aircraft Remote Pilot Certification Application Edition>

08. Reapplying for 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. Necessary Items for Re-applying for an Unmanned Aircraft Remote Pilot Certification Application by Agent

The following information is required for re-applying for an Unmanned Aircraft Remote Pilot Certification Application. Please receive the information from the client.

Type of Information	Item
Applicant's information (information from the client)	• Name(*) • Date of birth(*) • Telephone number(*) • E-mail 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	• Remote Pilot Qualification Number (for new application, for application for limitation change) • Renewal Training Course Completion Certificate Number (for application for renewal)
Information, etc., related to Unmanned Aircraft Remote Pilot Certification	• Application qualification type (Class I, Class II) • Type of airframe (rotorcraft, etc.) • Application restriction type (nighttime flight, etc.) • Conditions for rejection • Information on reasons for disqualification • Attachments (Skill certificate of acceptance, Renewal Training Course Completion Certificate, etc.)
Others	• Power of attorney

04. Steps for Re-applying for an Unmanned Aircraft Remote Pilot Certificate Application by Agent

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

Start re-application for an Unmanned Aircraft Remote Pilot Certification by agent

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

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 Re-application Procedures

Select the account of client, then 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 "Information about the applicant," "Acceptance information," and "Other information."

Step 5 : Re-apply

If the application contents are correct, re-apply.

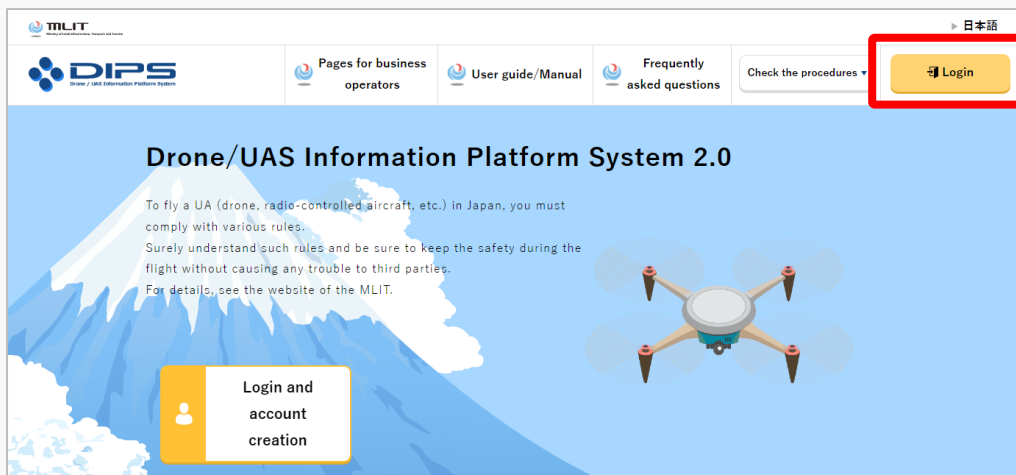
Step 6 : Confirm Arrival (Operation by the Client)

A confirmation e-mail is sent to the client, and the client opens the e-mail to confirm receipt.

Complete re-application

An e-mail notification will be sent to the applicant's e-mail 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.

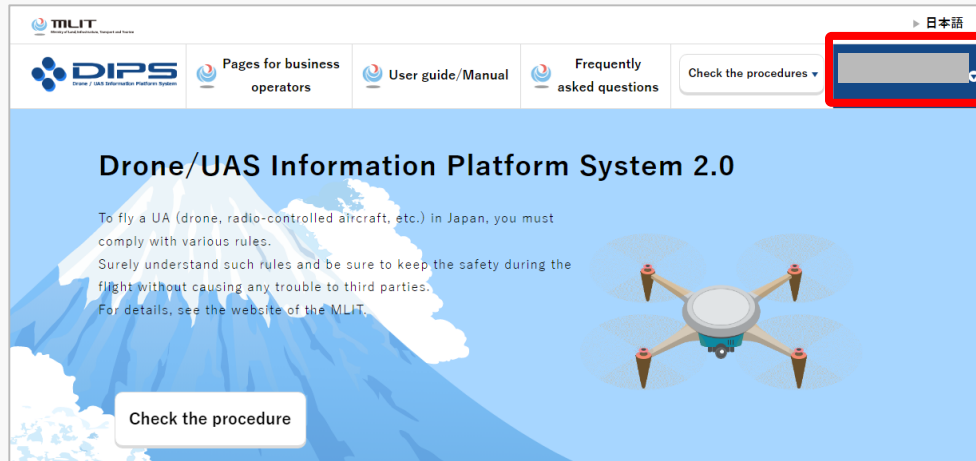
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

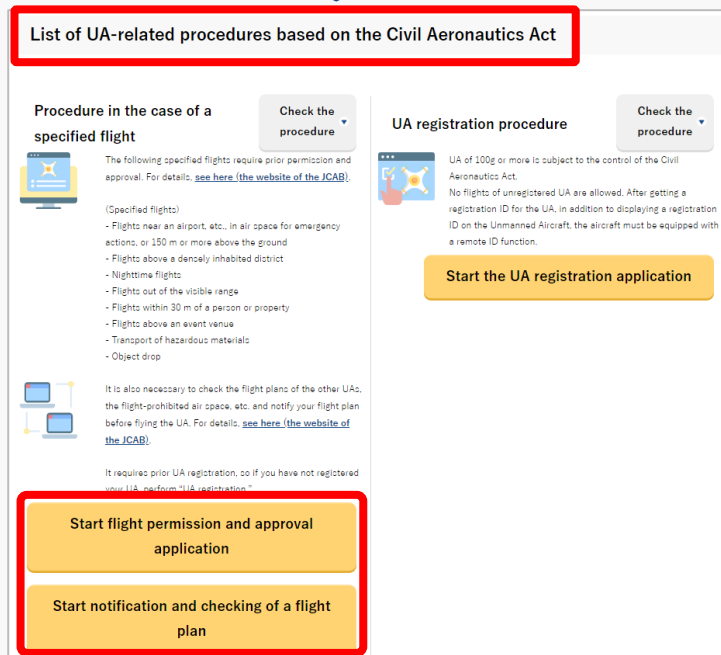
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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

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 the "Apply for proof of skill as an agent" item in the Unmanned Aircraft Remote Pilot Certificate menu page.

07. Step 3: Select Re-application Procedures (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	

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.

07. Step 3: Select Re-application Procedures (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	reapplication	
				Details		
				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	



Information on technical skill passing certificate

Remote Pilot Qualification Number	
Training Course Completion Certificate Number 1	
Training Course Completion Certificate Number 2	
Training Course Completion Certificate Number 3	
Training Course Completion Certificate Number 4	

Corrected information
about Skill certificates

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

Click the “reapplication” button at the “List of submission status” 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 (2/2)

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

The restrictions on Unmanned Aircraft Remote Pilot Certificate and the changes to this application are shown below.
Items to be changed only this time are displayed in red. In addition, if the current limitation and the new limit are all '-', only 'Airframe type' will be subject to limitation change.

Category:

Type of airframe:

current limitation

Limitation Change on types:

Limitation Change on flight methods:

Modified Restrictions

Limitation Change on types:

Limitation Change on flight methods:

Conditions etc.

return

Correction complete

An entry screen is displayed when you click one of the correct buttons.

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

Other amendments

return

reapplication

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)

Apply for re-application procedure for limitation change of Unmanned Aircraft Remote Pilot Certificate.
After pressing the OK button, a confirmation email will be sent to the applicant's email address.
The application will be completed by confirming the email.



An email has been sent to the email address registered in the applicant information.
Please keep the screen as it is and check your email. After confirming the email, you will automatically move to the next screen.
If you close this screen by any chance, the data you have entered so far will be discarded and the application will be interrupted.



The re-application process has been completed.

Check the status of your application

You can check it from "Check Application Status" on the main menu screen, so please use it as necessary.

Return to Main Menu

A dialog box will appear indicating that a confirmation e-mail will be sent to the registered client's e-mail address. If there are no problems, click the "OK" button.

When the "OK" button is clicked, a "Notice of confirmation of various procedures" e-mail is sent to the registered client's e-mail address. When the client clicks on the URL in the e-mail, the application is officially accepted and the screening process begins.

Caution!

The URL in the arrival confirmation e-mail has an expiration date (one month).

If the URL is not clicked by the client within the deadline, the application must be redone again.

10. Step 6: Confirm Arrival (Operation by the Client)

*Step 6 is operated by the client.

[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.

This e-mail is for confirming whether any unauthorized procedures have been carried out regarding various proficiency certification procedures by the agent.
If you would like to proceed with the procedure by proxy, please complete the verification of your email address by clicking the URL below.

<https://~>

認証完了

Authentication completed

メールアドレスの認証を確認しました。
代理人に認証が完了した旨の連絡をお願いします。

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.
Notify the agent of the completion of authentication.

Close the screen with the x button of the browser.

Open the arrival confirmation e-mail at the client and confirm the destination of the e-mail. If the recipient is the applicant himself/herself and there is no problem in proceeding with the application procedure, click the URL for the arrival confirmation.

When you click the URL in the e-mail, the authentication of the e-mail address is completed, so please close the browser that shows "Authentication completed."

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