

Drone Information Platform System Operation Manual

**Unmanned Aircraft Remote Pilot
Certification Application Edition**

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**01. How to Apply for New Unmanned Aircraft
Remote Pilot Certification Application**

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

- You can use the Drone Information Infrastructure System to submit a new application for model authentication, change attributes, withdraw an application, confirm the application status, and issue a request for new application for UA authentication to an agent.
- 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 for Unmanned Aircraft Remote Pilot Certification application

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

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	• Remote Pilot Qualification Number
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 disqualification reason • Completion certificate information (completion certificate number, etc.) • Passing certificate information (number of person passing Unmanned Aircraft Remote Pilot Certification, etc.) • Attachments (Remote Pilot Qualification certificate)

*When applying for the first time, it is necessary to acquire the Remote Pilot Applicant Number in advance.

Click the "Acquire Remote Pilot Applicant Number" button to apply for acquisition.

For procedure details, refer to [Procedures](#).

04. Steps to apply for issuance of Unmanned Aircraft Remote Pilot Certificate (1/4)

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

Start application for issuance of Unmanned Aircraft Remote Pilot Certificate

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: Proceed to the applicant information entry screen

At the Main Menu, click the "Issuance of new Unmanned Aircraft Remote Pilot Certificate" button.

Step 3: Confirm applicant information

Confirm information related to the displayed applicant.

Step 4: Enter passing information

Enter information on person passing certification (Remote Pilot Qualification Number, etc.)

Step 5: Enter other information

Check items such as conditions related to denial.

Step 6: Confirm application information

Confirm the entered information and apply.

Step 7: Confirm delivery

A confirmation email will be sent to the person who submitted the new application for Unmanned Aircraft Remote Pilot Certificate. Open the email and confirm delivery.

Complete application for issuance of Unmanned Aircraft Remote Pilot Certificate

The Aviation Bureau will confirm the application contents.

04. Steps to apply for issuance of Unmanned Aircraft Remote Pilot Certificate (2/4)

Notification on information for fee payment

Once the Civil Aviation Bureau has completed the confirmation of the application, the applicant will be notified by email of fee payment information.

Pay by credit card or Pay-easy (bank ATM or internet banking).

Start payment of fees

Log in to the Drone Information Platform System

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

Proceed to application status confirmation screen

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

Confirm application status

From the application status list, click the "Payment selection" button for the related application.

Confirm payment method

Select the payment method.

04. Steps to apply for issuance of Unmanned Aircraft Remote Pilot Certificate (3/4)

Confirm payment information

Confirm information related to payment (payment institution information, etc.)

Pay fee

Pay by credit card or Pay-easy (bank ATM or internet banking).

When applying for unmanned aircraft remote pilot CLASS II

Notification of Unmanned Aircraft Remote Pilot Certificate issuance

An email will be sent to the applicant's email address once the fee has been paid and the Aviation Bureau has completed confirmation procedures.

Confirm the Unmanned Aircraft Remote Pilot Certificate

You can confirm the contents of the Unmanned Aircraft Remote Pilot Certificate information in the system.

Sending/receipt of Unmanned Aircraft Remote Pilot Certificate (complete procedures)

An Unmanned Aircraft Remote Pilot Certificate will be sent by mail to the mailing address registered at the time of application. Procedures are complete upon receipt of the certificate.

When applying for unmanned aircraft remote pilot CLASS I

Caution!

Payment of registration and license tax is required when applying for unmanned aircraft remote pilot CLASS I.

Notification of payment information on registration and license tax

An email notification with payment information on registration and license tax will be sent to the applicant once the fee has been paid and the Aviation Bureau has completed confirmation procedures.
Pay by credit card or Pay-easy (bank ATM or internet banking).

Start payment of registration and license tax

Log in to the Drone Information Platform System

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

Proceed to application status confirmation screen

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

Continued to next page

04. Steps to apply for issuance of Unmanned Aircraft Remote Pilot Certificate (4/4)

When applying for unmanned aircraft remote pilot CLASS I

Continued from previous page

Confirm application status

From the application status list, click the "Payment selection" button for the related application.

Confirm payment method

Select the payment method.

Confirm payment information

Confirm information related to payment (payment institution information, etc.)

Pay registration and license tax

Pay by credit card or Pay-easy (bank ATM or internet banking).

Notification of issuance of Unmanned Aircraft Remote Pilot Certificate

An email notification will be sent to the applicant once the registration and license tax has been paid and the Aviation Bureau has completed confirmation procedures.

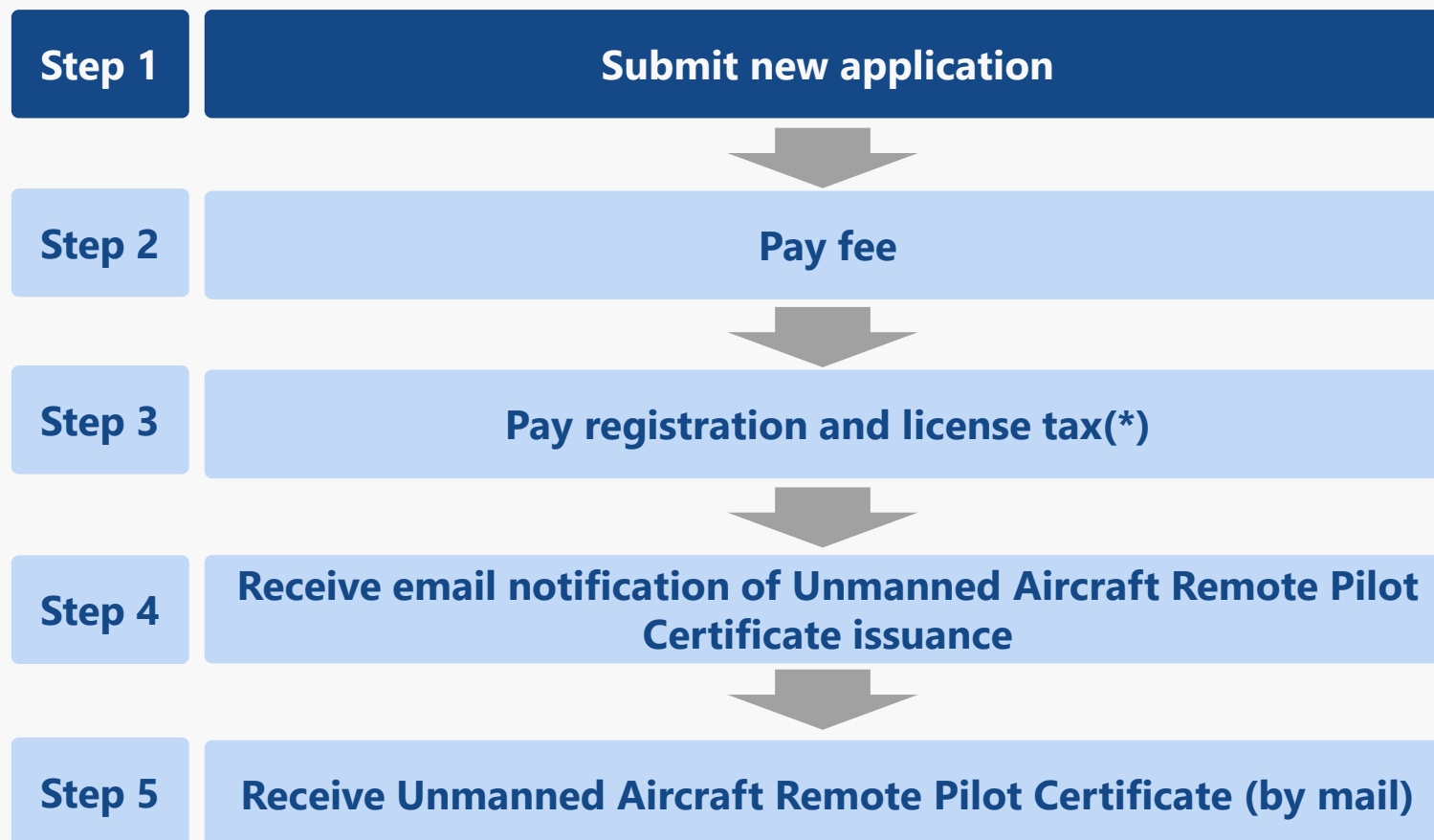
Confirm Unmanned Aircraft Remote Pilot Certificate

You can confirm details of Unmanned Aircraft Remote Pilot Certificate information in the system.

Sending/receipt of Unmanned Aircraft Remote Pilot Certificate (complete procedures)

An Unmanned Aircraft Remote Pilot Certificate will be sent by mail to the mailing address registered at the time of application. Procedures are complete upon receipt of the certificate.

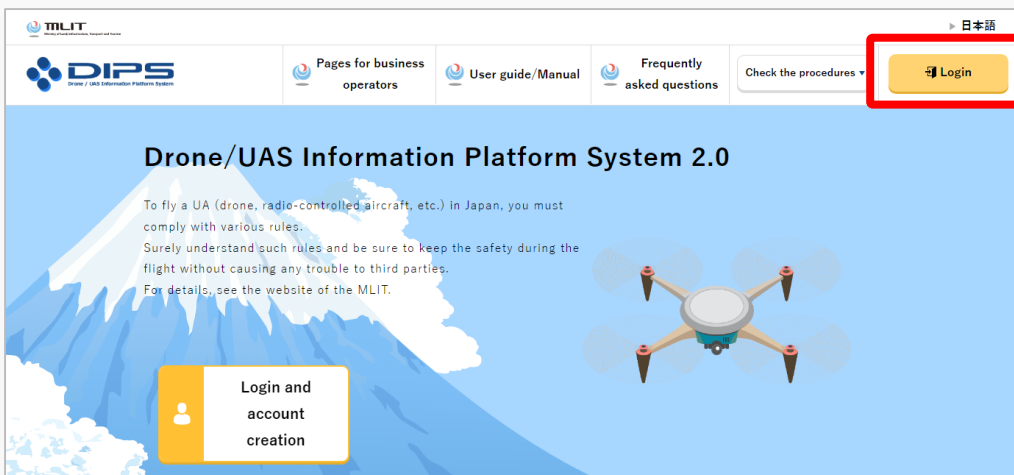
05. Flow from new application to completion of procedures



This operation manual shows how to perform “Step 1: Submit new application.” For Step 2 onwards, you will receive a “Request for fee payment” and “Request for payment of registration and license tax(*)” to the email address you registered at the time of application.

*Only when applying for unmanned aircraft remote pilot CLASS I

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.

Log In

If you have opened an account

LogInId

Password

If you have forgotten your login ID,Click [here](#)
If you have forgotten your password,Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

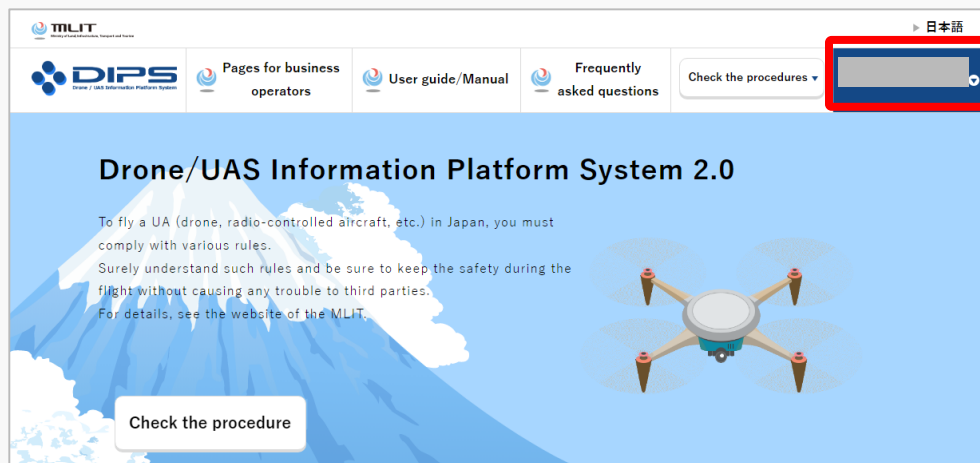
[Back](#)

Points to note!

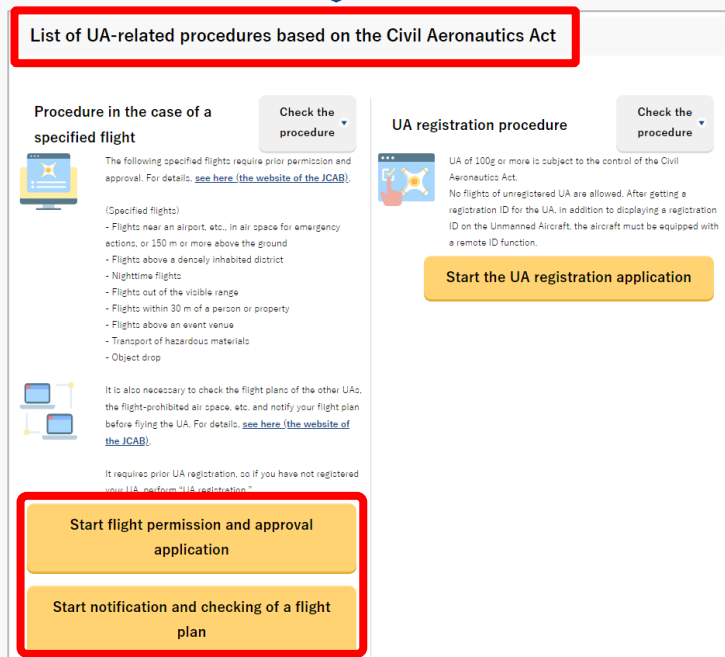
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 applicant information entry 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.

Various applications for issuance, change, and return of Unmanned Aircraft Remote Pilot Certificate

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

You can change (Limitation Change) the limited items of your current Unmanned Aircraft Remote Pilot Certificate. You will need to attach Remote Pilot Qualification when you apply.

Renewal of validity period

You can update the validity period of your current Unmanned Aircraft Remote Pilot Certificate. Renewal Training Course Completion Certificate is required to update the validity.

Return of Unmanned Aircraft Remote Pilot Certificate

You can return Unmanned Aircraft Remote Pilot Certificate you currently have. If you apply for a return, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed.

At the Unmanned Aircraft Remote Pilot Certification menu page, click the “Issuance of new Unmanned Aircraft Remote Pilot Certificate” button.

08. Step 3: Confirm applicant information

Enter applicant information

STEP01 Applicant registration STEP02 DC registration STEP03 Other registration STEP04 Confirmation STEP05 Finalization

Displays the applicant information registered in Remote Pilot Applicant Number. After confirming the contents, press the "Next" button.
It is not possible to change the applicant information from the screen.
If you want to change the applicant information, please change it from the menu 'Confirm/change the registration information of Remote Pilot Applicant Number'.

Information about the applicant

Full name

Furigana

Name (English)

Date of birth Year Month Day

Phone number Country +81

Email address

Home / person's address Country Prefecture

Address to which documents should be sent Prefecture

City / Street

Face photograph

Confirm the application information.

The applicant information registered in the Remote Pilot Applicant Number is displayed.

Confirm the information and click the "Next" button.

*If you want to change the applicant information, make changes from "Confirmation/change of registration information Remote Pilot Applicant Number" in the menu.

09. Step 4: Enter passing information (1/2)

Enter passing information

STEP01
Applicant registration

STEP02
SC registration

STEP03
Other registration

STEP04
Confirmation

STEP05
Finalization

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.

Information on technical skill passing certificate

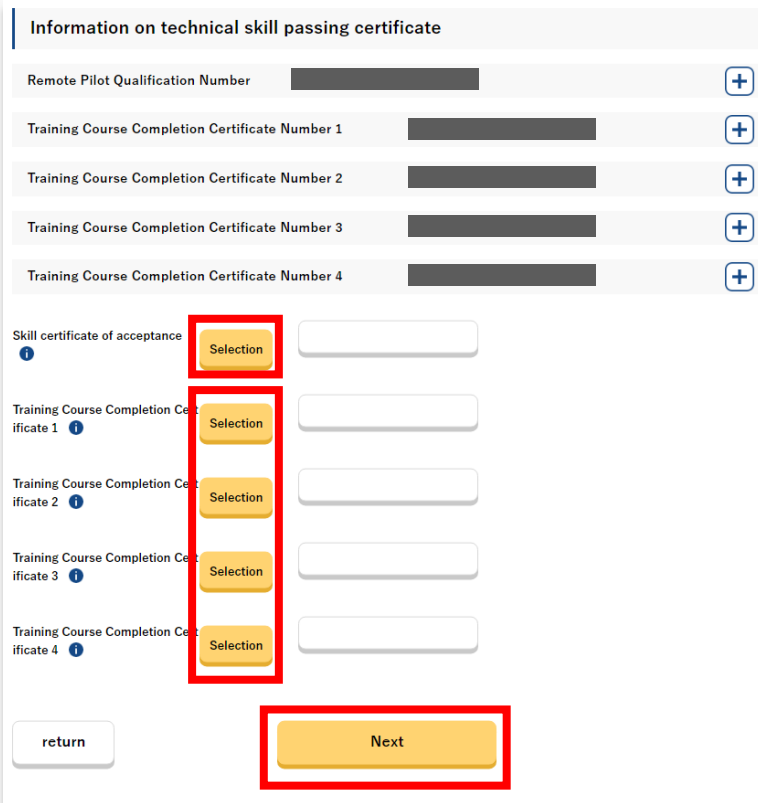
Enter passing information.

(1) Select “Remote Pilot Qualification Number.”

*Information registered with the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency in advance is displayed in the “Remote Pilot Qualification Number.”

If the applicable number is not displayed, please contact the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency.

09. Step 4: Enter passing information (2/2)



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 +

Skill certificate of acceptance Selection

Training Course Completion Certificate 1 Selection

Training Course Completion Certificate 2 Selection

Training Course Completion Certificate 3 Selection

Training Course Completion Certificate 4 Selection

Click the “+” button to check the information on the passing Unmanned Aircraft Remote Pilot Certificate and the Training Course Completion Certificate Number.

(1) For the “Skill certificate of acceptance”, click the “Selection” button and upload the file.

(2) If you have a “Training Course Completion Certificate” file, click the “Selection” button and upload the file.

(3) Click the “Next” button.

*Information registered with the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency in advance is displayed in the “Remote Pilot Qualification Number.”

If the applicable number is not displayed, please contact the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency.

*Ensure that the file is uploaded in pdf, jpeg, jpg, or png format.

*Ensure that the file size is 2MB or smaller.

10. Step 5: Enter other information

Enter other information

STEP01
Applicant registration

STEP02
GC registration

STEP03
Other registration

STEP04
TI registration

STEP05
Finalization

Those who meet the conditions for refusal listed below may not apply for a competence certificate.
Please make sure there are no applicable items and press Next.

conditions for rejection

Are you suffering from the following diseases? ⓘ

- Mental illness with hallucinations
- Disease that causes consciousness or mobility impairment due to seizures
- Diseases that may interfere with the flight of unmanned aerial vehicles, etc.

Are you addicted to alcohol, drugs, cannabis, opium or stimulants? ⓘ

Does the institution violate the medical examination order when suspending the competence certificate? ⓘ

Does the organization violate the provisions and dispositions of orders under the Aviation Act or the Act in the past? ⓘ

Are there any past misdemeanours or gross negligence in flying unmanned aerial vehicles? ⓘ

Other information

Remarks ⓘ

return

Next

Select other information.

Select conditions for rejection.

Select information on reasons for disqualification.

After selection, click "Next."

11. Step 6: Confirm application information (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

STEP01
Applicant registration

STEP02
SC registration

STEP03
Other registration

STEP04
Confirmation

STEP05
Finalization

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

Address to which documents should be sent

Face photograph

return

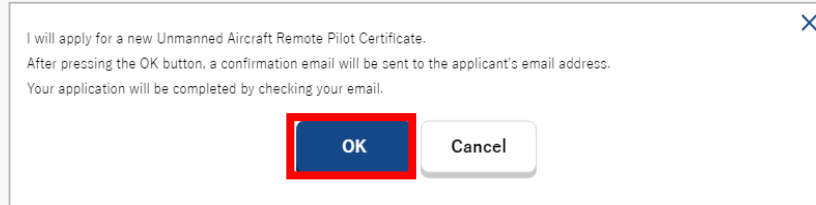
new application

Confirm the applicant, passing information, and other information.

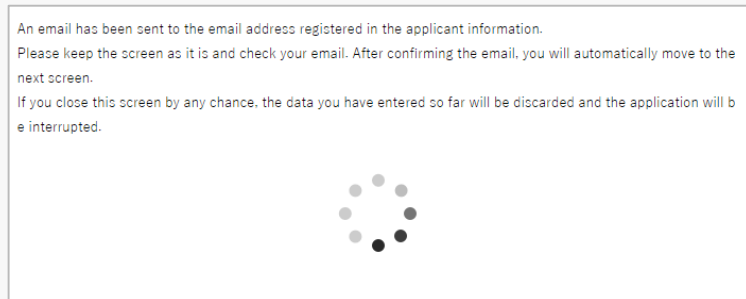
If there is an error in the entered information, please correct it by clicking the “Corrected information about Skill certificates” button, “Modifying Reject Conditions” button, “information on reasons for disqualification” button, or “Other amendments” button under each item.

If the entered information is correct, click the “new application” button.

11. Step 6: Confirm application information (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.

12. Step 7: 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://~>



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.

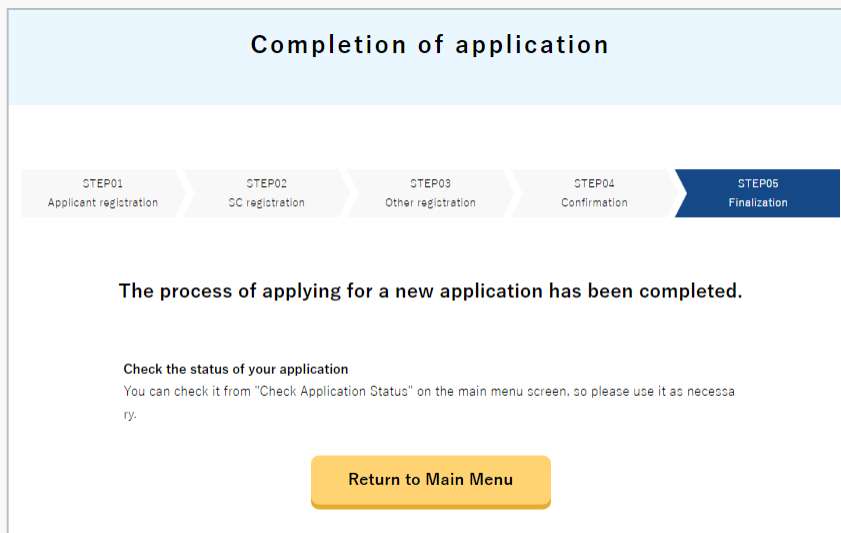
If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

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.

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

12. Step 7: Confirm delivery (2/2)



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

<Unmanned Aircraft Remote Pilot Certification Application Edition>

02. How to Apply for limitation change on Unmanned Aircraft Remote Pilot Certification Application

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01. Introduction (to users who want to apply for limitation change on Unmanned Aircraft Remote Pilot Certification application)

- You can use the Drone Information Infrastructure System to apply for limitation change on Unmanned Aircraft Remote Pilot Certification application.
- 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. What is applying for limitation change?

If you are currently certified as unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II, you can apply for changes to **UA type or restrictions on flight method** for UA in the applicable certification category. If you are currently certified as unmanned aircraft remote pilot CLASS I, you can apply for changes to **UA type or restrictions on flight method** for UA for unmanned aircraft remote pilot CLASS II

■ Examples of applying for limitation change

< Limitation change in the same class: Limitation change on flight method >

- A person with Class II skill certification for rotorcraft (multirotor) applies for limitation change in order to enable flight beyond visual line of sight for rotorcraft (motorcraft) with Class II skill certification

< Limitation change in the same class: Limitation change on UA type >

- A person with Class I skill certification for rotorcraft (multirotor) applies for new Class I certification for rotorcraft (helicopter)

< Limitation change of different classes >

- A person with Class I skill certification for rotorcraft (multirotor) restricted to a maximum takeoff weight of less than 25 kg applies for Class II Unmanned Aircraft Remote Pilot Certification that enables flight of UA with a maximum takeoff weight of 25kg or more.

04. Items required for applying for limitation change on Unmanned Aircraft Remote Pilot Certification application

Please prepare the following information for applying for limitation change on Unmanned Aircraft Remote Pilot Certification application.

Type of Information	Item
Remote Pilot Qualification Number	Remote Pilot Qualification Number
Information, etc., related to application for limitation change	- 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 - Training Course Completion Certificate information (Training Course Completion Certificate Number, etc.) - Remote Pilot Qualification certificate information (Remote Pilot Qualification Number, etc.) - Attachments (Remote Pilot Qualification certificate)

Caution!

In the case of limitation change due to completion of UA training at a Registered Unmanned Aircraft Remote Pilot Training Organization, if the applicable Registered Unmanned Aircraft Remote Pilot Training Organization differs from the Registered Unmanned Aircraft Remote Pilot Training Organization at the time of new application, please change the information on the Registered Unmanned Aircraft Remote Pilot Training Organization in accordance with [How to Change Attribute Information of the Remote Pilot Applicant Number](#) before applying for limitation change.

05. Steps to apply for limitation change on Unmanned Aircraft Remote Pilot Certificate

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

Start application for limitation change on Unmanned Aircraft Remote Pilot Certificate

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: Proceed to applicant information entry screen

At the Main Menu, click the "Limitation change to Unmanned Aircraft Remote Pilot Certificate" button.

Step 3: Confirm applicant information

Confirm information related to the displayed applicant.

Step 4: Enter passing information

Enter information on person passing certification (Remote Pilot Qualification Number, etc.)

Step 5: Enter other information

Check items such conditions related to denial.

Step 6: Confirm application information

Confirm the entered information and apply.

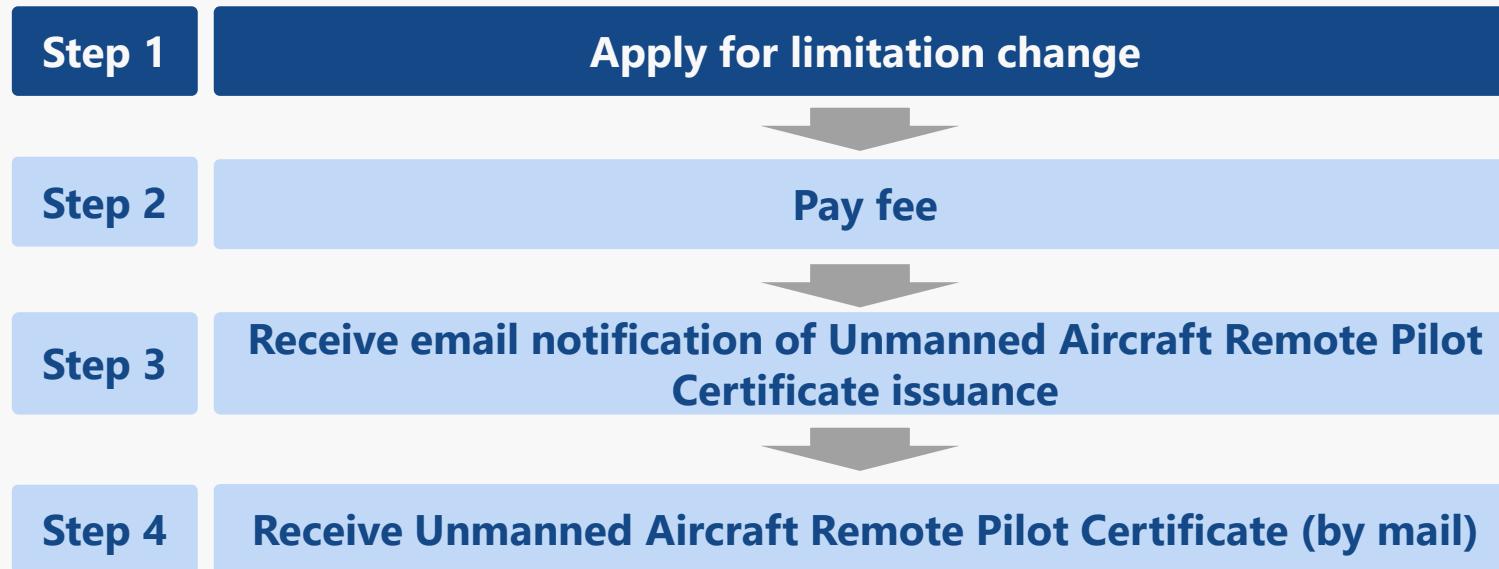
Step 7: Confirm delivery

A confirmation email will be sent to the person who submitted the application for limitation change for Unmanned Aircraft Remote Pilot Certificate. Open the email and confirm delivery.

Complete application for limitation change on Unmanned Aircraft Remote Pilot Certificate

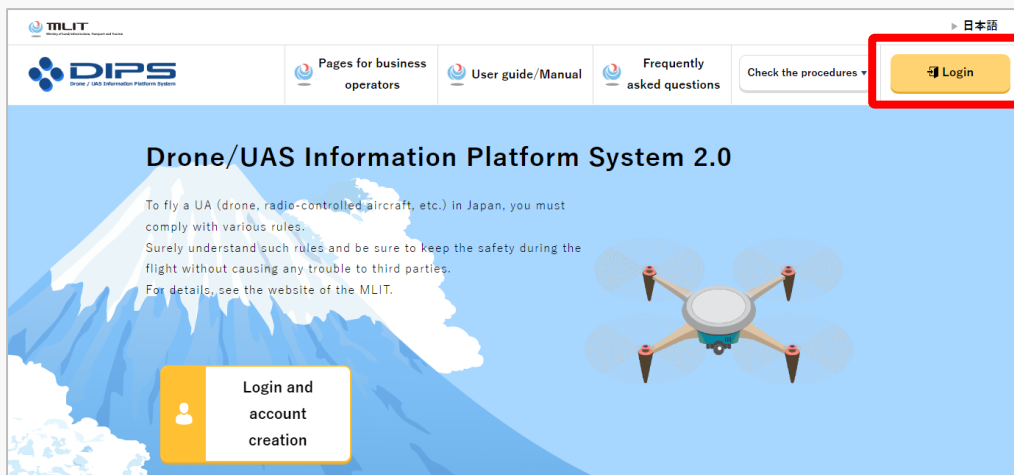
The Aviation Bureau will confirm the application contents. Once confirmation is complete, a notification will be sent to your email address.

06. Flow from applying for limitation change until completion of procedures



This operation manual shows how to perform "Step 1: Apply for limitation change." For Step 2 onwards, you will receive a "Request for fee payment" to the email address you registered at the time of application.

07. 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.

Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID, Click [here](#)
If you have forgotten your password, Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

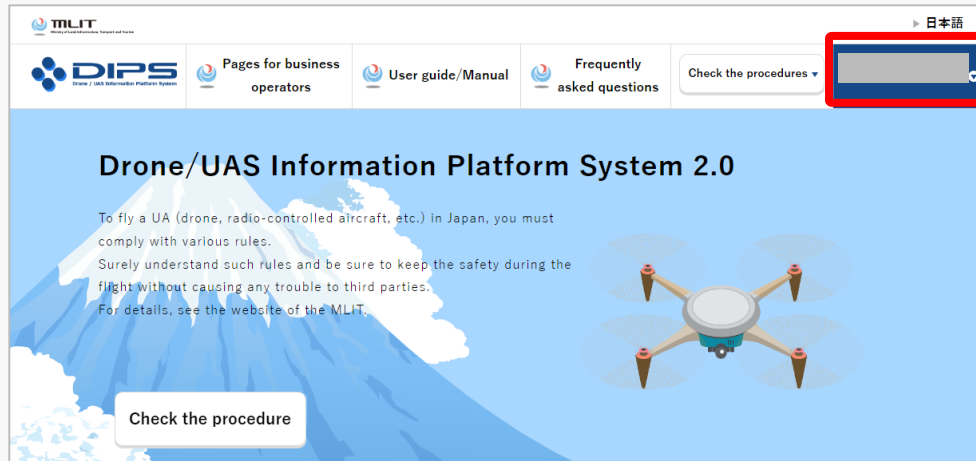
[Back](#)

Points to note!

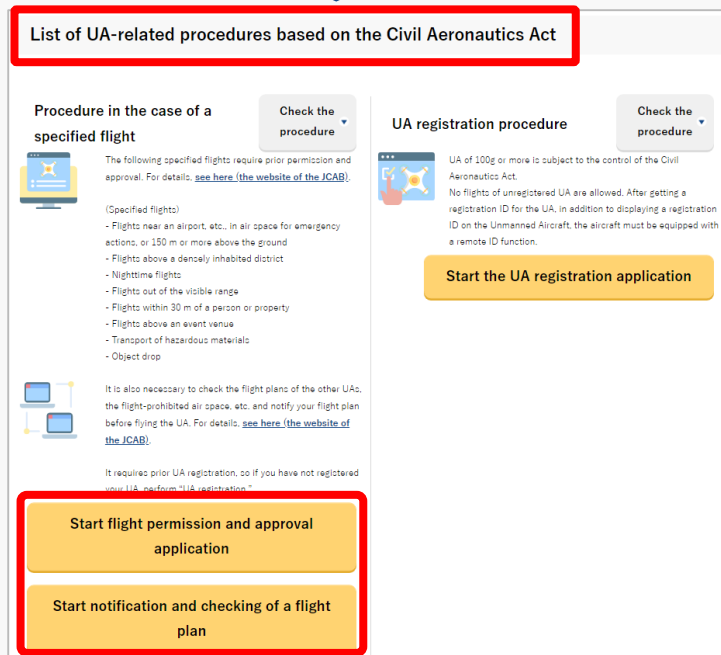
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*The login ID is 3 letters + 6 numbers.
(Example) ABC123456

07. 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.

07. 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

08. Step 2: Proceed to applicant information entry 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.

Various applications for issuance, change, and return of Unmanned Aircraft Remote Pilot Certificate

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

You can change (Limitation Change) the limited items of your current Unmanned Aircraft Remote Pilot Certificate. You will need to attach Remote Pilot Qualification when you apply.

Renewal of validity period

You can update the validity period of your current Unmanned Aircraft Remote Pilot Certificate. Renewal Training Course Completion Certificate is required to update the validity.

Return of Unmanned Aircraft Remote Pilot Certificate

You can return Unmanned Aircraft Remote Pilot Certificate you currently have. If you apply for a return, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed.

At the Unmanned Aircraft Remote Pilot Certification menu page, click the “Limitation change to Unmanned Aircraft Remote Pilot Certificate” button.

09. Step 3: Confirm applicant information

Enter applicant information

STEP01 Applicant registration STEP02 SC registration STEP03 Other registration **STEP04 Confirmation** STEP05 Finalization

Displays the applicant information registered in Remote Pilot Applicant Number. After confirming the contents, press the "Next" button.
It is not possible to change the applicant information from the screen.
If you want to change the applicant information, please change it from the menu "Confirm/change the registration information of Remote Pilot Applicant Number".

Information about the applicant

Full name

Furigana

Name (English)

Date of birth Year Month Day

Phone number Country +81

Email address

Home / person's address Country Prefecture

Address to which documents should be sent Prefecture

City / Street

Face photograph

Confirm the application information.

The applicant information registered in the Remote Pilot Applicant Number is displayed.

Confirm the information and click the "Next" button.

*If you want to change the applicant information, make changes from "Confirmation/change of registration information Remote Pilot Applicant Number" in the menu.

10. Step 4: Enter passing information (1/3)

Enter passing information

STEP01
Applicant registration

STEP02
SC registration

STEP03
Other registration

STEP04
Confirmation

STEP05
Finalization

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 ⓘ

1

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: CLASS I	Type of airframe: Rotor Aircraft (Multi-Rotor)
current limitation	Limitation Change on types: Weight less than 25 kg Limitation Change on flight methods: -
Modified Restrictions	Limitation Change on types: Weight less than 25 kg Limitation Change on flight methods: visual line of sight operation
Conditions etc.	

Enter passing information.

(1) Confirm the “Remote Pilot Qualification Number.”

*Information registered with the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency in advance is displayed in the “Remote Pilot Qualification Number.”

If the applicable number is not displayed, please contact the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency.

*Regarding the categories and UA types eligible for application, details of restrictions for the currently held Unmanned Aircraft Remote Pilot Certificate and details of changes to restrictions listed in the current application are displayed in the red frame shown on the left. Items in the current limitation change are displayed in red text.

Also, if “-” displayed for all the current restrictions and the restrictions after changes, only “Type of airframe” is subject to limitation change.

10. Step 4: Enter passing information (2/3)

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		⊕

Skill certificate of acceptance i		Delete
Training Course Completion Certificate 1 i		Delete
Training Course Completion Certificate 2 i		Selection
Training Course Completion Certificate 3 i		Selection
Training Course Completion Certificate 4 i		Selection

Click the “⊕” button to confirm information on the Skill certificate of acceptance and the Training Course Completion Certificate. (Please refer to the next page for an image of the corresponding screen.)

(1) For the “Skill certificate of acceptance” file, click the “Selection” button and upload the file.

(2) If you have a “Training Course Completion Certificate” file, click the “Selection” button and upload the file.

Caution!

- The “Skill certificate of acceptance” will be issued by the Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency.
- The “Training Course Completion Certificate” will be issued by the Registered Unmanned Aircraft Remote Pilot Training Organization.
- Ensure that the file is uploaded in pdf, jpg, or png format.
- Ensure that the file size is 2MB or smaller.

(3) Click the “Next” button.

10. Step 4: Enter passing information (3/3)

This are images of the Skill certificate of acceptance and Training Course Completion Certificate that can be confirmed by clicking the “⊕” button.

< Skill certificate of acceptance >

Remote Pilot Qualification Number

⊖

Information about successful applicants

Remote Pilot Applicant Number

:

Information about Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency

Designated Unmanned Aircraft Remote Pilot Certificate Testing Agency number

:

Information about the content of the course

Training Course Completion Certificate Number (1)

:

Training Course Completion Certificate Number (2)

:

Training Course Completion Certificate Number (3)

:

Training Course Completion Certificate Number (4)

:

Information about the written examination

Knowledge Test Qualification Number

:

Judgment of passing or exemption of the theoretical examination

Pass Date

:

The expiration date

:

Points

:

Information on technical skill passing certificate

Remote Pilot Qualification Number

:

Skill certificate issue date

:

The expiration date

:

< Training Course Completion Certificate >

Training Course Completion Certificate Number 1

⊖

training course completion information

Remote Pilot Applicant Number

:

Information about Registered Unmanned Aircraft Remote Pilot Training Organization

The Office Code of Registered Unmanned Aircraft Remote Pilot Training Organization

:

Information on theoretical training

Classification

:

Information about the practical exam

Classification of Practical Test Training

:

● First Class

A limited type of aircraft

:

Limitation of flight methods

:

● Second Class

A limited type of aircraft

:

Limitation of flight methods

:

Information on Training Course Completion Certificate

Training Course Completion Certificate Number

:

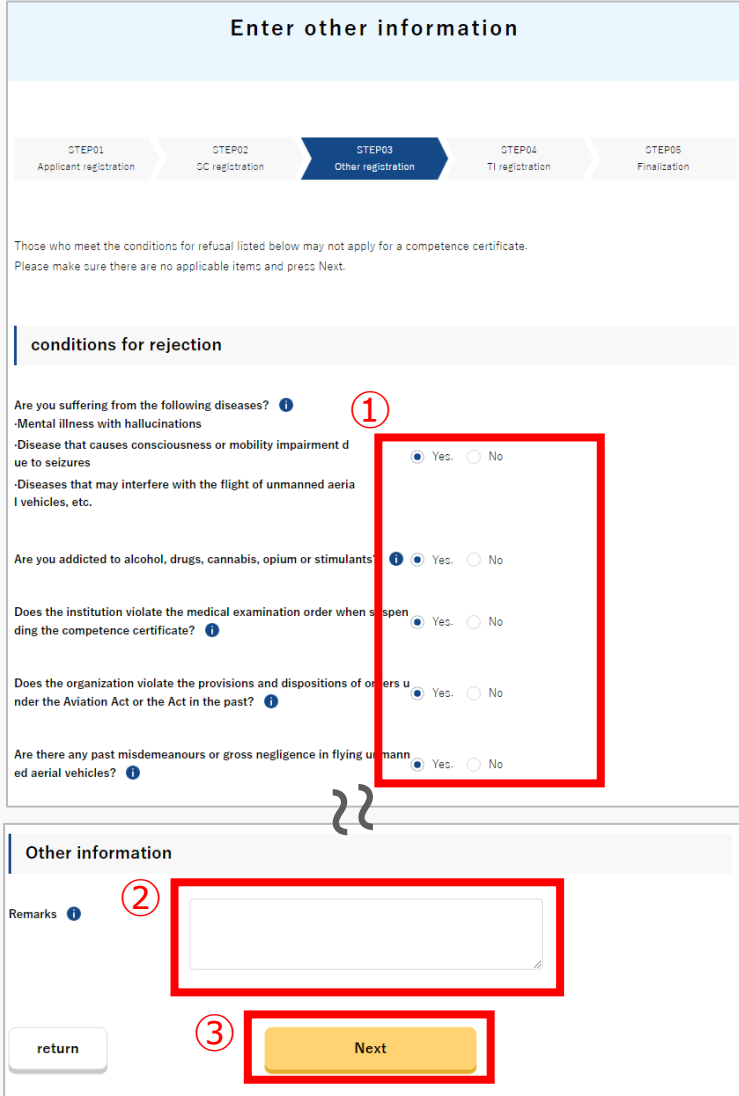
Completion date

:

The expiration date

:

11. Step 5: Enter other information



Enter other information

STEP01 Applicant registration STEP02 SC registration **STEP03 Other registration** STEP04 TI registration STEP05 Finalization

Those who meet the conditions for refusal listed below may not apply for a competence certificate.
Please make sure there are no applicable items and press Next.

conditions for rejection

Are you suffering from the following diseases? **1**

- Mental illness with hallucinations
- Disease that causes consciousness or mobility impairment due to seizures
- Diseases that may interfere with the flight of unmanned aerial vehicles, etc.

Are you addicted to alcohol, drugs, cannabis, opium or stimulants? **1**

Does the institution violate the medical examination order when suspending the competence certificate? **1**

Does the organization violate the provisions and dispositions of orders under the Aviation Act or the Act in the past? **1**

Are there any past misdemeanours or gross negligence in flying unmanned aerial vehicles? **1**

Other information

Remarks **2**

3 **Next**

return

Select and list other information.

(1) Select “conditions for rejection” and “information on reasons for disqualification”.

(2) If there is any supplement, etc., to the application for limitation change, please list them in the Remarks section under other information.

(3) After confirming that there are no corresponding items, click the “Next” button.

12. Step 6: Confirm application information (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

STEP01
Applicant registration

STEP02
SC registration

STEP03
Other registration

STEP04
Confirmation

STEP05
Finalization

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

Address to which documents should be sent

Face photograph



return

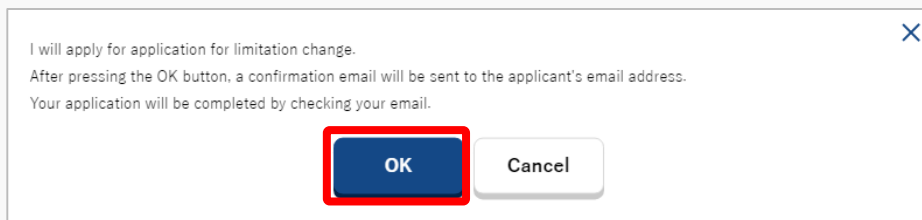
Application for limitation change

Confirm the applicant, passing information, and other information.

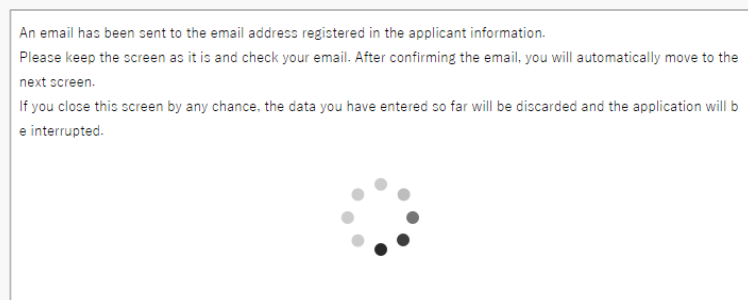
If there is an error in the entered information, please correct it by clicking the “Corrected information about Skill certificates” button, “Modifying Reject Conditions” button, “information on reasons for disqualification” button, or “Other amendments” button under each item.

If the entered information is correct, click the “Application for limitation change” button.

12. Step 6: Confirm application information (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.

13. Step 7: 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://~>



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.

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.

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

13. Step 7: Confirm delivery (2/2)

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.



Completion of application

STEP01
Applicant registration

STEP02
TI registration

STEP03
Other registration

STEP04
Confirmation

STEP05
Finalization

The application for limitation change 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](#)

After completing confirmation of the email address, move from the "Display modal" screen to the "Completion of application" screen to complete the application operations.

You can confirm the application status by clicking "Confirmation of application status / withdrawal / payment" at the Main Menu screen.

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

<Unmanned Aircraft Remote Pilot Certification Application Edition>

03. Applying for a Renewal of Unmanned Aircraft Remote Pilot Certification Application

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

- 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 Applying for a Renewal of Unmanned Aircraft Remote Pilot Certification Application

Prepare the following information to make an application for issuance for the Unmanned Aircraft Remote Pilot Certificate application.

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
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 disqualification reason • Renewal Training Course Completion Certificate Number • Renewal Course Completion Certificate • Medical Criteria Certificate for Unmanned Aircraft Remote Pilot, etc.

04. Steps for Applying for a Renewal of the Unmanned Aircraft Remote Pilot Certificate (1/2)

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

Start the application for issuance for a Renewal of the Unmanned Aircraft Remote Pilot Certificate

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: Proceed to Applicant-information Entry Screen

Select the "Renewal of validity period" button in the main menu.

Step 3 Confirm Applicant Information

Review the information relating to the displayed applicant.

Step 4: Select a Renewal Training Course Completion Certificate Number

Enter information such as the Renewal Training Course Completion Certificate Number.

Step 5: Enter Other Information

Check items such as the conditions for rejection.

Step 6: Confirm Application Information

Confirm the information that you entered, and apply.

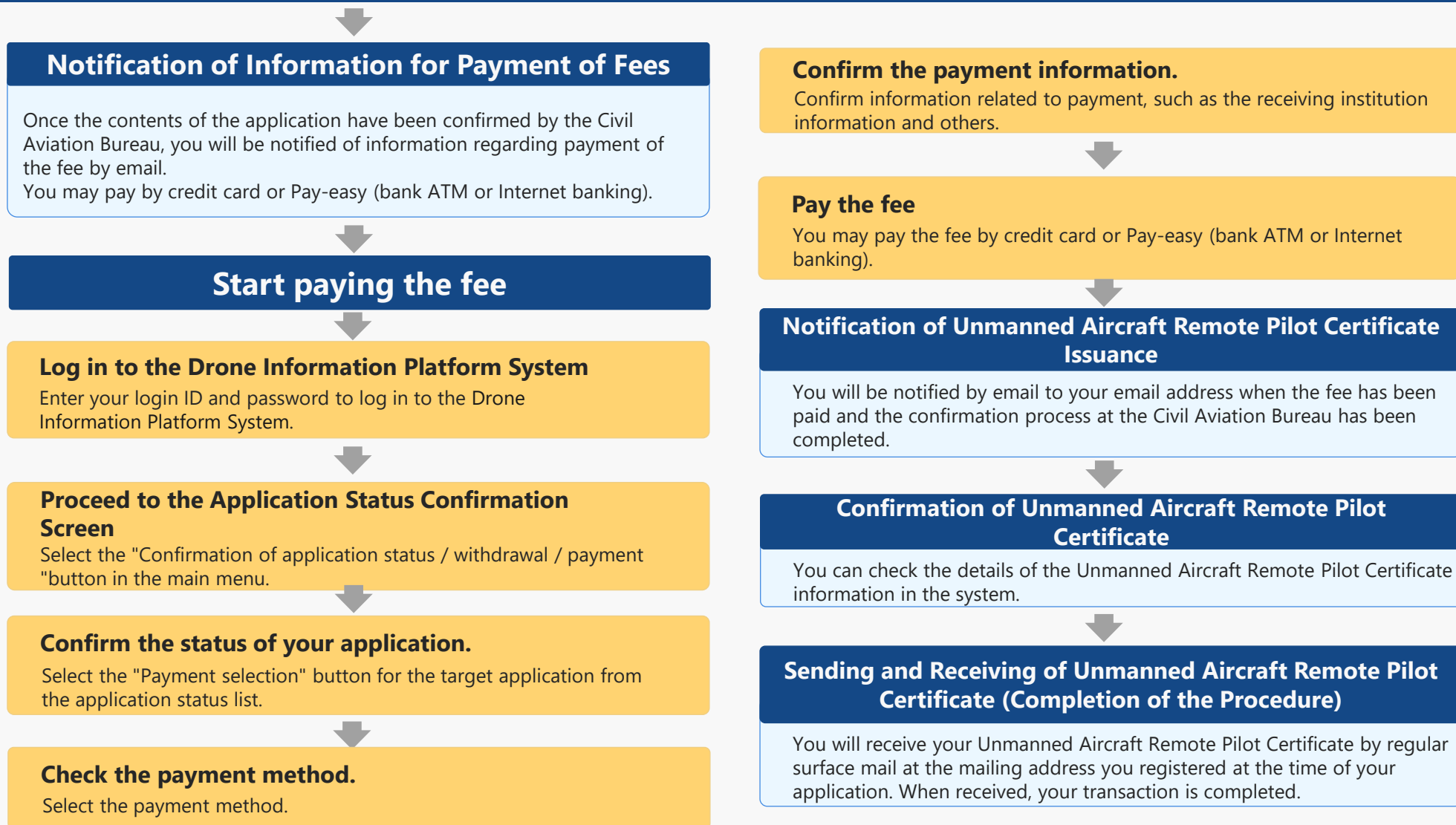
Step 7: Confirm Delivery

A confirmation email will be sent to you when you have applied for a Renewal of the Unmanned Aircraft Remote Pilot Certificate, so open the email and confirm its arrival.

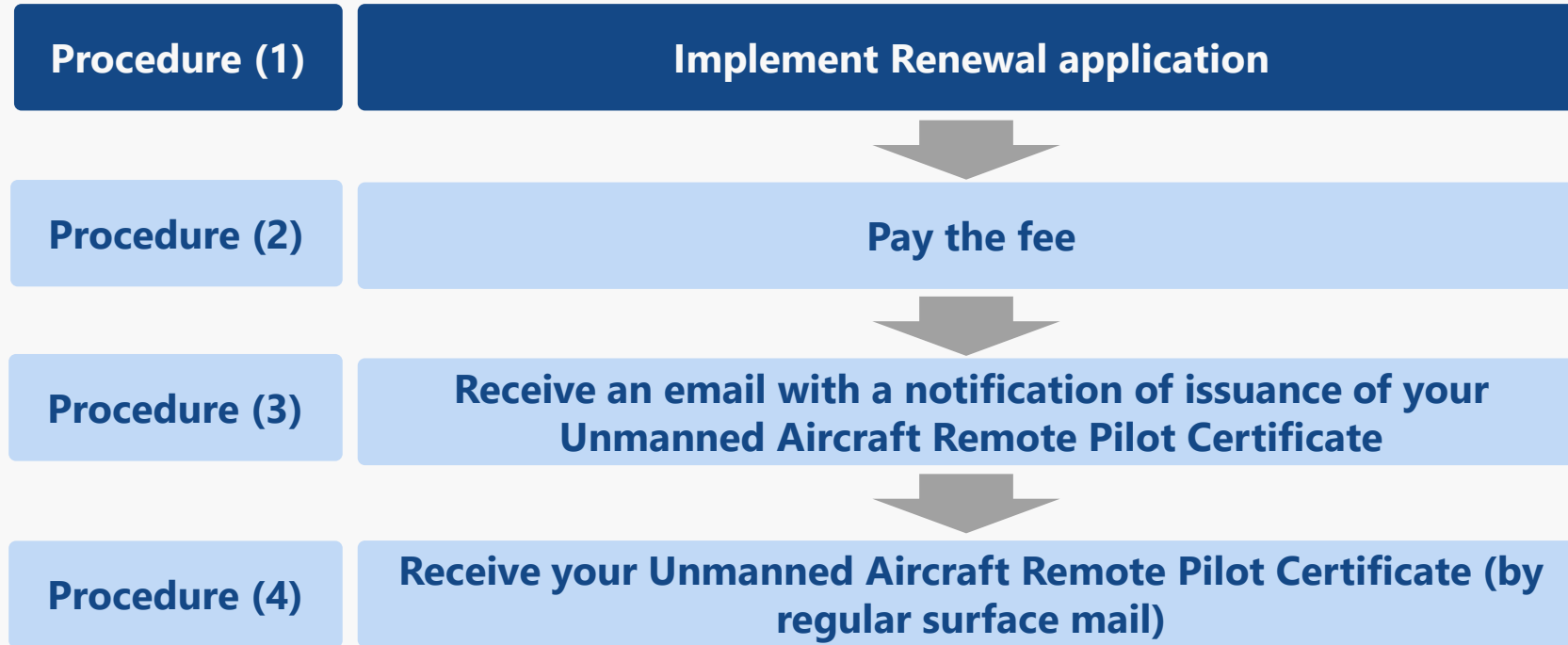
The application for issuance for a Renewal of the Unmanned Aircraft Remote Pilot Certificate is completed.

Confirm the content of your application at the Civil Aviation Bureau.

04. Steps for Applying for a Renewal of the Unmanned Aircraft Remote Pilot Certificate (2/2)

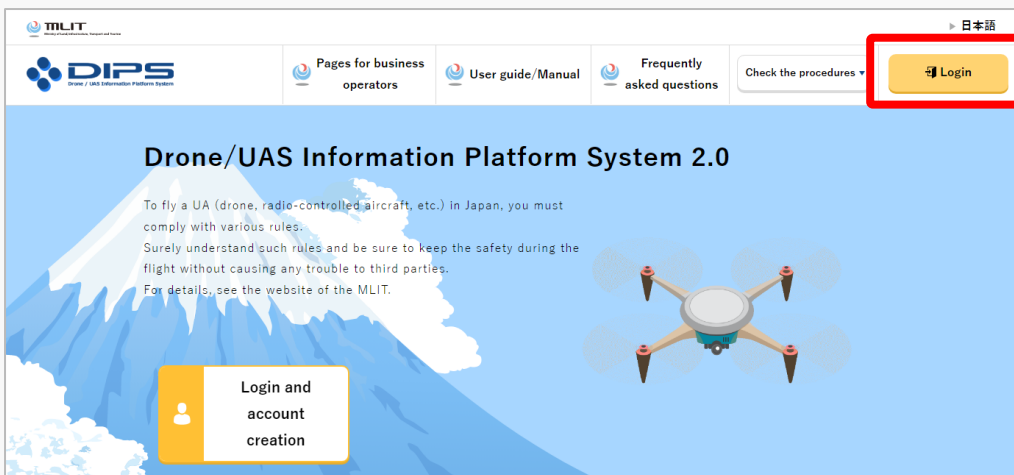


05. Flow from Application for Renewal to Completion of Procedure



In this operation manual, procedure (1) shows how to implement the Renewal application. After Procedure (2), a Request for Payment of Fees will be sent to the email address you registered at the time of your application, so proceed sequentially according to the email notification.

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.

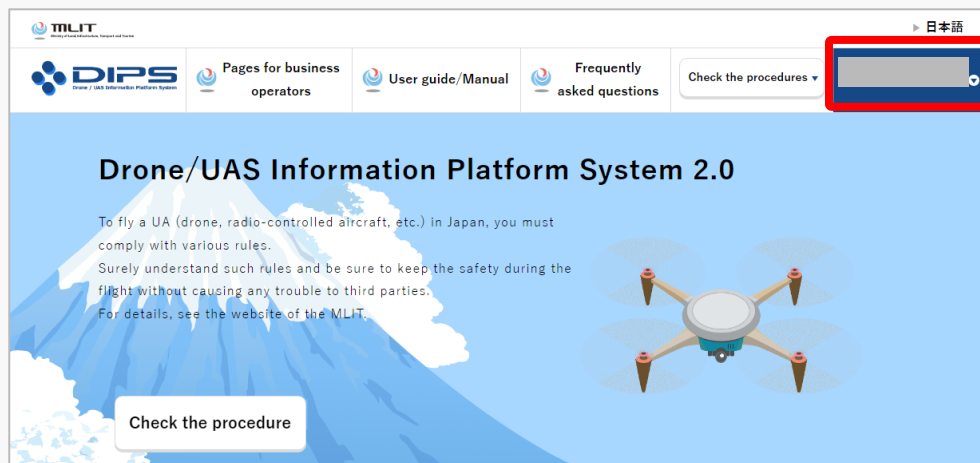
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

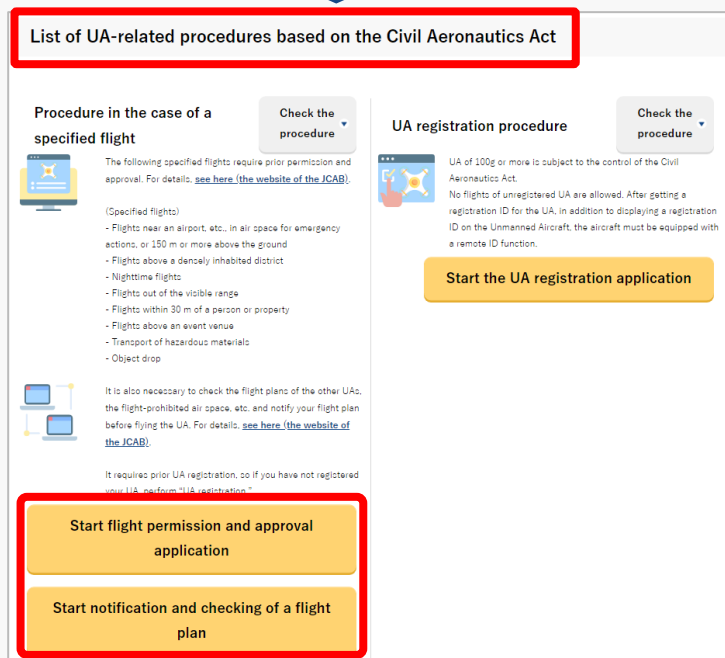
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 Applicant-information Entry 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.

Various applications for issuance, change, and return of Unmanned Aircraft Remote Pilot Certificate

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

You can change (Limitation Change) the limited items of your current Unmanned Aircraft Remote Pilot Certificate. You will need to attach Remote Pilot Qualification when you apply.

Renewal of validity period

You can update the validity period of your current Unmanned Aircraft Remote Pilot Certificate. The Renewal Training Course Completion Certificate, etc., is required to update the validity.

Return of Unmanned Aircraft Remote Pilot Certificate

You can return Unmanned Aircraft Remote Pilot Certificate you currently have. If you apply for a return, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed.

At the Unmanned Aircraft Remote Pilot Certification menu page, click the “Renewal of validity period” button.

p.03-11

08. Step 3 Confirm Applicant Information

Enter applicant information

STEP01 Applicant registration STEP02 DC registration STEP03 Other registration STEP04 Confirmation STEP05 Finalization

Displays the applicant information registered in Remote Pilot Applicant Number. After confirming the contents, press the "Next" button.
It is not possible to change the applicant information from the screen.
If you want to change the applicant information, please change it from the menu "Confirm/change the registration information of Remote Pilot Applicant Number".

Information about the applicant

Full name

Furigana

Name (English)

Date of birth Year Month Day

Phone number Country +81

Email address

Home / person's address Country Prefecture

Address to which documents should be sent Prefecture
City / Street

Face photograph

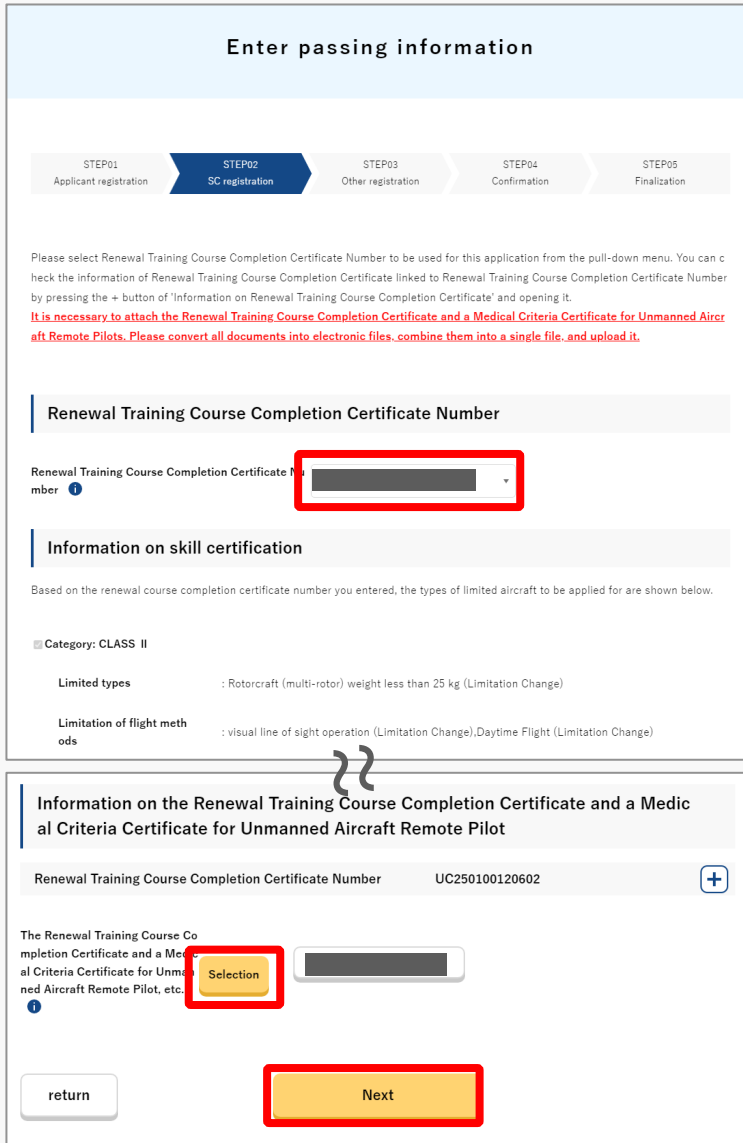
Confirm the applicant information.

The applicant information registered in the Unmanned Aircraft Remote Pilot Certification application number is displayed.

Check the contents, and press the "Next" button.

* To change the applicant information, withdraw the Renewal application once, and then change it from the menu "Confirmation/change of registration information Remote Pilot Applicant Number." After making changes, apply for a Renewal again.

09. Step 4: Select a Renewal Training Course Completion Certificate Number



Enter passing information

STEP01 Applicant registration **STEP02 SC registration** STEP03 Other registration STEP04 Confirmation STEP05 Finalization

Please select Renewal Training Course Completion Certificate Number to be used for this application from the pull-down menu. You can check the information of Renewal Training Course Completion Certificate linked to Renewal Training Course Completion Certificate Number by pressing the + button of 'Information on Renewal Training Course Completion Certificate' and opening it.
It is necessary to attach the Renewal Training Course Completion Certificate and a Medical Criteria Certificate for Unmanned Aircraft Remote Pilots. Please convert all documents into electronic files, combine them into a single file, and upload it.

Renewal Training Course Completion Certificate Number

Renewal Training Course Completion Certificate Number 

Information on skill certification

Based on the renewal course completion certificate number you entered, the types of limited aircraft to be applied for are shown below.

Category: CLASS II

Limited types : Rotorcraft (multi-rotor) weight less than 25 kg (Limitation Change)

Limitation of flight methods : visual line of sight operation (Limitation Change), Daytime Flight (Limitation Change)

Information on the Renewal Training Course Completion Certificate and a Medical Criteria Certificate for Unmanned Aircraft Remote Pilot

Renewal Training Course Completion Certificate Number UC250100120602 

The Renewal Training Course Completion Certificate and a Medical Criteria Certificate for Unmanned Aircraft Remote Pilot, etc. 

Select the Renewal Training Course Completion Certificate Number for this application.

To apply, you need to attach the Renewal Training Course Completion Certificate and a Medical Criteria Certificate for Unmanned Aircraft Remote Pilots (or any official certificate). Please press the "Select" button to choose the file you want to attach and upload it. **Note that the file to be uploaded should be consolidated into a single file in .pdf, .jpeg, .jpg, or .png format.** You cannot select multiple files or upload compressed files such as ZIP files.

If you have been staying abroad for the entire renewal period and wish to apply for renewal before the start date, please also attach documents proving that you have been staying abroad (such as a residence certificate).

After selecting the file to upload, please click "Next".

10. Step 5: Enter Other Information

Enter other information

STEP01
Applicant registration
STEP02
DC registration
STEP03
Other registration
STEP04
TI registration
STEP05
Finalization

Those who meet the conditions for refusal listed below may not apply for a competence certificate.
Please make sure there are no applicable items and press Next.

conditions for rejection

Are you suffering from the following diseases? ⓘ

- Mental illness with hallucinations
- Disease that causes consciousness or mobility impairment due to seizures
- Diseases that may interfere with the flight of unmanned aerial vehicles, etc.

Are you addicted to alcohol, drugs, cannabis, opium or stimulants? ⓘ

Does the institution violate the medical examination order when suspending the competence certificate? ⓘ

Does the organization violate the provisions and dispositions of orders under the Aviation Act or the Act in the past? ⓘ

Are there any past misdemeanours or gross negligence in flying unmanned aerial vehicles? ⓘ

☒ Yes- ☐ No-

Other information

Remarks ⓘ

return
Next

Select other information.

Select conditions for rejection.

Select information on reasons for disqualification.

Please enter any other necessary information in the "Remarks" column under "Other Information."

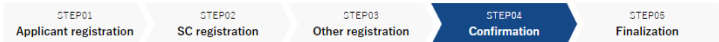
Additionally, if you have been staying abroad for the entire renewal period and wish to apply for renewal before the start date,

please state: "I wish to apply for renewal before the start date because I have been staying ○○○ (place of stay) for the entire renewal period".

After entering the required information, please click "Next."

11. Step 6: Confirm Application Information (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	
Address to which documents should be sent	
Face photograph	

Other information

Remarks	
Other amendments	

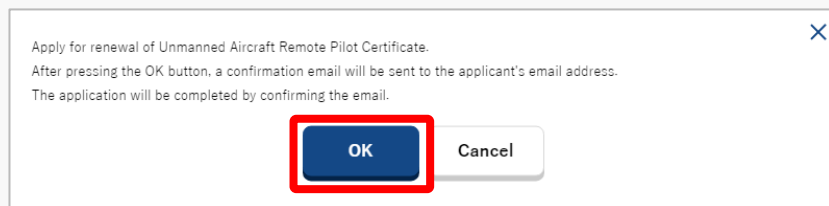
return	Application for renewal
---------------------------------------	--

Confirm the applicant, passing information, and other information.

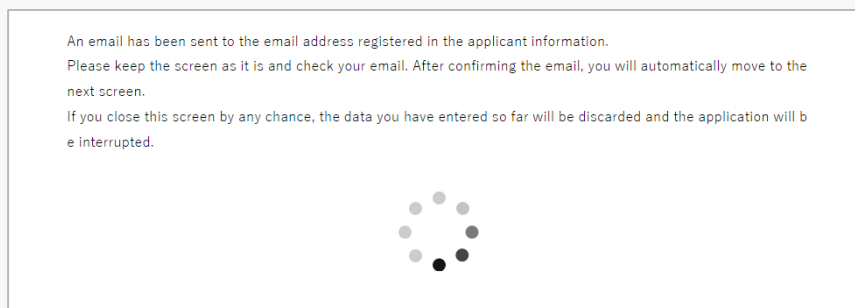
If there is an error in the entered information, please correct it by clicking the “Corrected information about Skill certificates” button, “Modifying Reject Conditions” button, “information on reasons for disqualification” button, or “Other amendments” button under each item.

If the entered information is correct, click the “Application for renewal” button.

11. Step 6: Confirm Application Information (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.

12. Step 7: 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://~>



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.

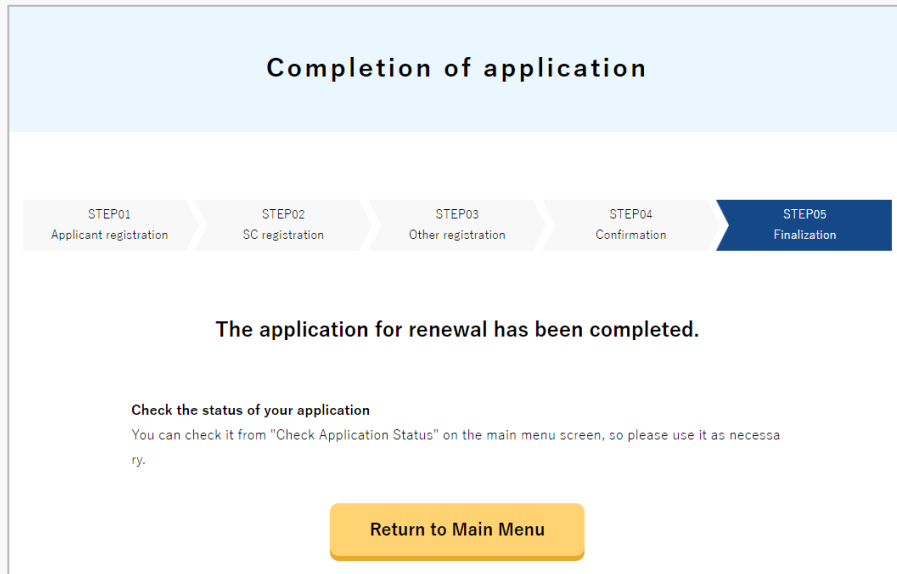
If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

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.

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

12. Step 7: Confirm Delivery (2/2)



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

<Unmanned Aircraft Remote Pilot Certification Application Edition>

04. Applying for reissuance of the Unmanned Aircraft Remote Pilot Certification Application

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

- 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 Applying for Reissuance the Unmanned Aircraft Remote Pilot Certification Application

Prepare the following information to apply for Reissuance of the Unmanned Aircraft Remote Pilot Certificate application.

Various Information	Item
Applicant information	Reason for Reissuance

04. Steps for Applying for Reissuance the Unmanned Aircraft Remote Pilot Certificate (1/2)

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

Start the application for Reissuance of the Unmanned Aircraft Remote Pilot Certificate

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: Proceed to Applicant-information Entry Screen

Select the "Reissuance of Unmanned Aircraft Remote Pilot Certificate" button in the main menu.

Step 3 Confirm Applicant Information

Review the information relating to the displayed applicant.

Step 4: Confirm Application Information

Confirm the information that you entered, and apply.

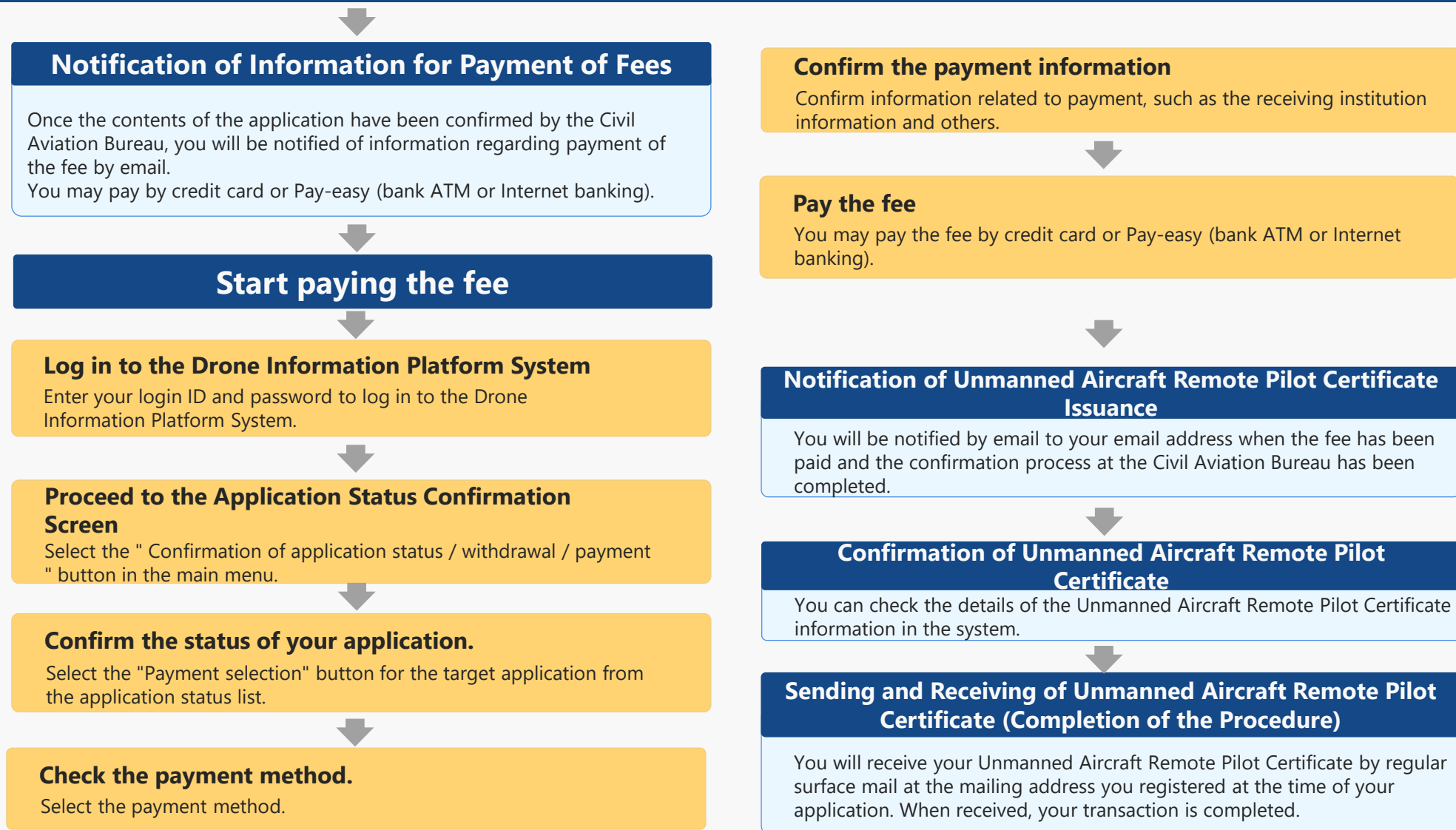
Step 5: Confirm Delivery

A confirmation email will be sent to you when you have applied for Reissuance of the Unmanned Aircraft Remote Pilot Certificate, so open the email and confirm its arrival.

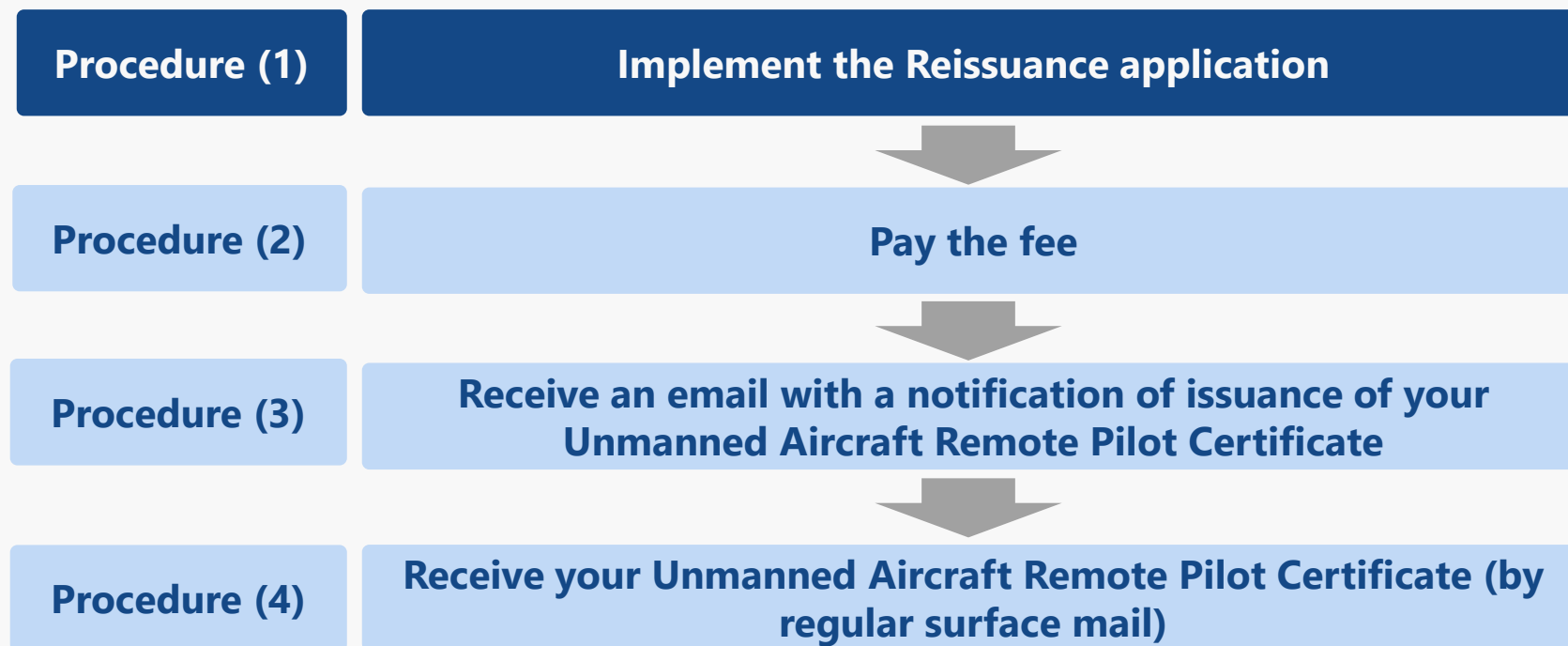
The application for Reissuance of the Unmanned Aircraft Remote Pilot Certificate is completed.

Confirm the content of your application at the Civil Aviation Bureau.

04. Steps for Applying for Reissuance the Unmanned Aircraft Remote Pilot Certificate (2/2)

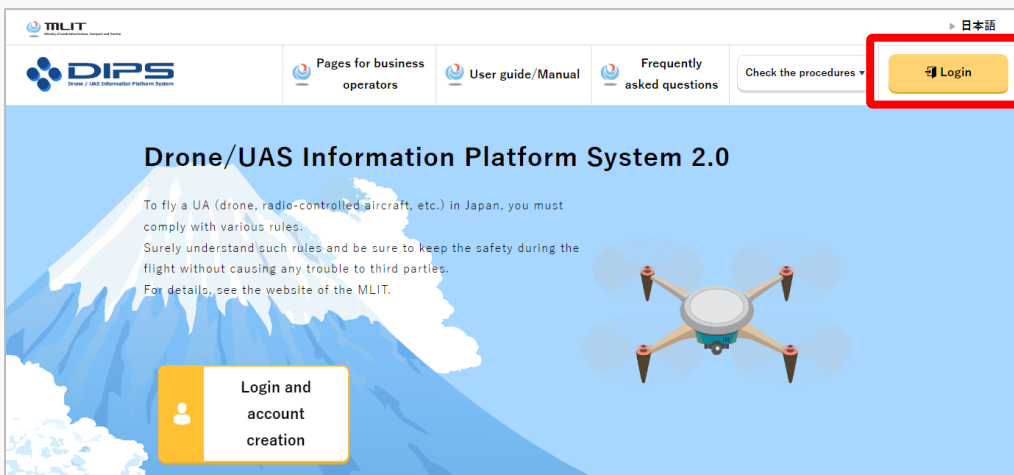


05. Flow from Application for Reissuance to Completion of Procedure



In this operation manual, procedure (1) shows how to implement the Reissuance of the application. After Procedure (2), a Request for Payment of Fees will be sent to the email address you registered at the time of your application, so proceed sequentially according to the email notification.

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.

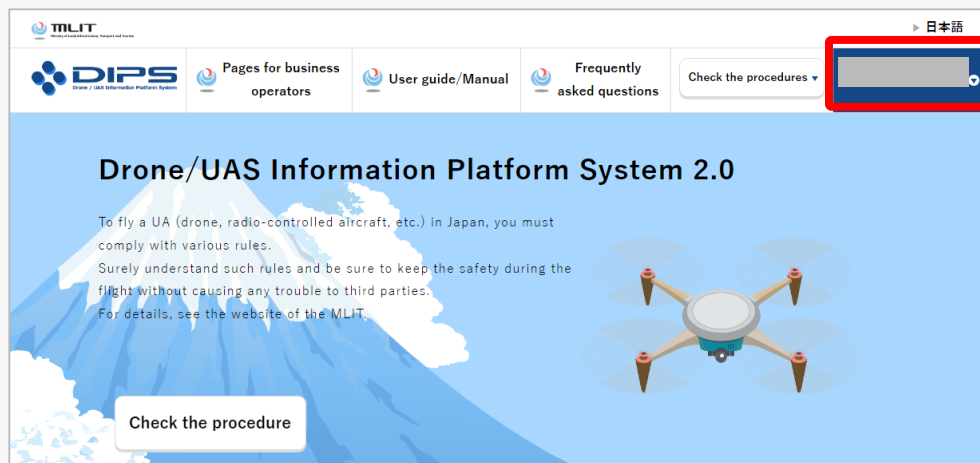
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

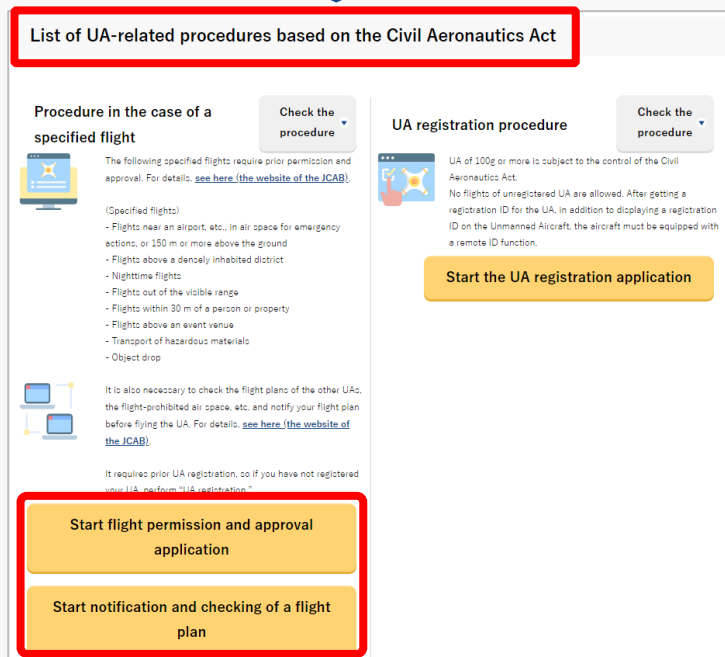
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 Applicant-information Entry 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.

Various applications for issuance, change, and return of Unmanned Aircraft Remote Pilot Certificate

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLAGG I and unmanned aircraft remote pilot CLAGG 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

You can change (Limitation Change) the limited items of your current Unmanned Aircraft Remote Pilot Certificate. You will need to attach Remote Pilot Qualification when you apply.

Renewal of validity period

You can update the validity period of your current Unmanned Aircraft Remote Pilot Certificate. Renewal Training Course Completion Certificate is required to update the validity.

Return of Unmanned Aircraft Remote Pilot Certificate

You can return Unmanned Aircraft Remote Pilot Certificate you currently have. If you apply for a return, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed.

Reissuance of Unmanned Aircraft Remote Pilot Certificate

If you lose your Unmanned Aircraft Remote Pilot Certificate or change your name, address, etc., you can request a reissuance. If you want to change your name or address, you need to change the registered information of Remote Pilot Applicant Number in advance.

At the Unmanned Aircraft Remote Pilot Certification menu page, click the “Reissuance of Unmanned Aircraft Remote Pilot Certificate” button.

08. Step 3 Confirm Applicant Information

Enter applicant information

STEP01
Applicant registration

STEP02
Confirmation

STEP03
Finalization

Displays the applicant information registered in Remote Pilot Applicant Number. After confirming the contents, press the "Next" button.
It is not possible to change the applicant information from the screen.
If you want to change the applicant information, please change it from the menu 'Confirm/change the registration information of Remote Pilot Applicant Number'.

If you wish to reissue your Unmanned Aircraft Remote Pilot Certificate due to the expiration of your Unmanned Aircraft Remote Pilot Certificate, you will need a certificate of completion of the expiration reissuance course and a certificate of conformity with the physical fitness standards.
Please mail a copy of the certificate of completion of the revocation reissuance training and a copy of the physical fitness certificate to the Ministry of Land, Infrastructure, Transport and Tourism.
Ship to [operating manual](#) Please refer to this.

Information about the applicant

Full name

Furigana

Name (English)

Other information

Reason for reissuance ⓘ

return

Next

Confirm the applicant information.

The applicant information registered in the Remote Pilot Applicant Number is displayed.

Check the contents, and press the "Next." button after listing the "Reason for reissuance."

* To change the applicant information, withdraw the Reissuance application once, and then change it from the menu "Confirmation/change of registration information Remote Pilot Applicant Number." After making changes, apply for Reissuance again.

Important!

For application for reissuance due to expiration of Unmanned Aircraft Remote Pilot Certificate, documents such as Expiration Reissuance Training Course Completion Certificate and Medical Examination Qualification Certificate are required to send to the Ministry of Land, Infrastructure, Transport and Tourism (MLIT). The address for submission is [here](#).

09. Step 4: Confirm Application Information (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

STEP01
Applicant registration

STEP02
Confirmation

STEP03
Finalization

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

Reason for reissuance

Other amendme
nts

return

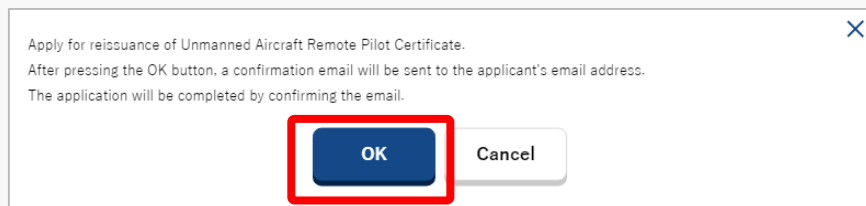
Application for reissuance

Confirm the applicant, passing information, and other information.

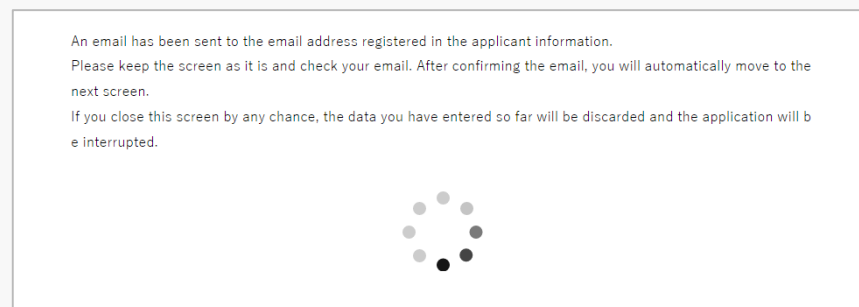
If there is an error in the entered information, please correct it by clicking the “Corrected information about Skill certificates” button, “Modifying Reject Conditions” button, “information on reasons for disqualification” button, or “Other amendments” button under each item.

If the entered information is correct, click the “Application for reissuance” button.

09. Step 4: Confirm Application Information (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 5: 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。

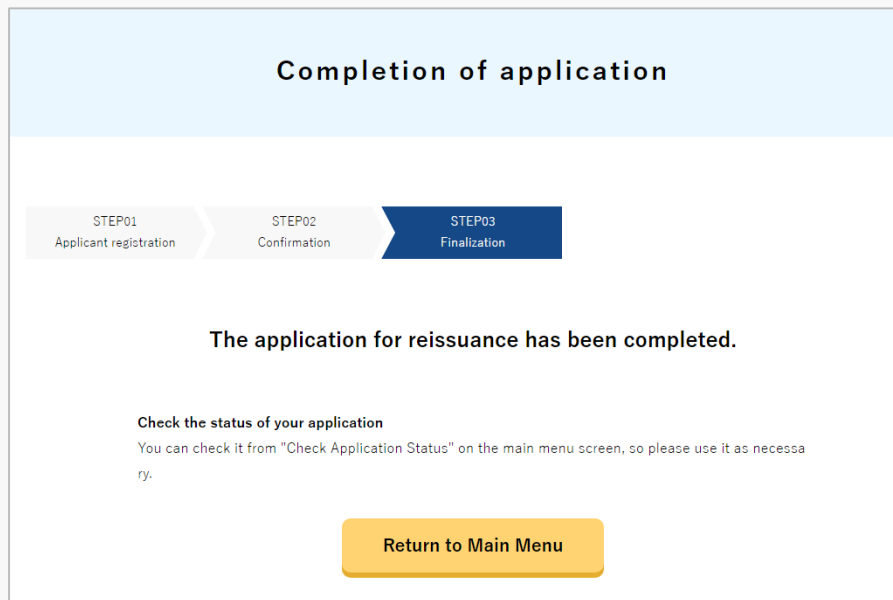
ブラウザの×ボタンで画面を閉じてください。
The e-mail address has been authenticated.

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 5: Confirm Delivery (2/2)



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

<Unmanned Aircraft Remote Pilot Certification Application Edition>

05. Applying to Return of the Unmanned Aircraft Remote Pilot Certification Application

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09. Step 4: Confirm Application Information		p.05-12
10. Step 5: Confirm Delivery		p.05-14

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

- 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 Applying to Return an Update of Unmanned Aircraft Remote Pilot Certification Application

For application for return of Unmanned Aircraft Remote Pilot Certificate, there is no information to be prepared beforehand.

04. Steps for Applying to Return an Update of the Unmanned Aircraft Remote Pilot Certificate

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

Start the application for returning the Unmanned Aircraft Remote Pilot Certificate

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: Proceed to Applicant-information Entry Screen

Select the "Return of Unmanned Aircraft Remote Pilot Certificate" button in the main menu.

Step 3 Confirm Applicant Information

Review the information relating to the displayed applicant.

Step 4: Confirm Application Information

Confirm the information that you entered, and apply.

Step 5: Confirm Delivery

A confirmation email will be sent to you when you have applied to return the Unmanned Aircraft Remote Pilot Certificate, so open the email and confirm its arrival.

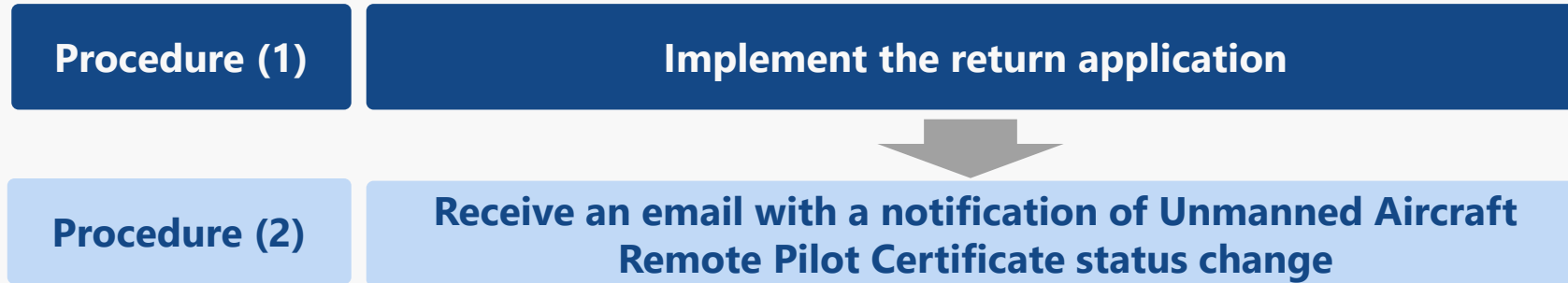
The application for returning the Unmanned Aircraft Remote Pilot Certificate is completed.

Confirm the content of your application at the Civil Aviation Bureau.

Notification of Unmanned Aircraft Remote Pilot Certificate Status Change

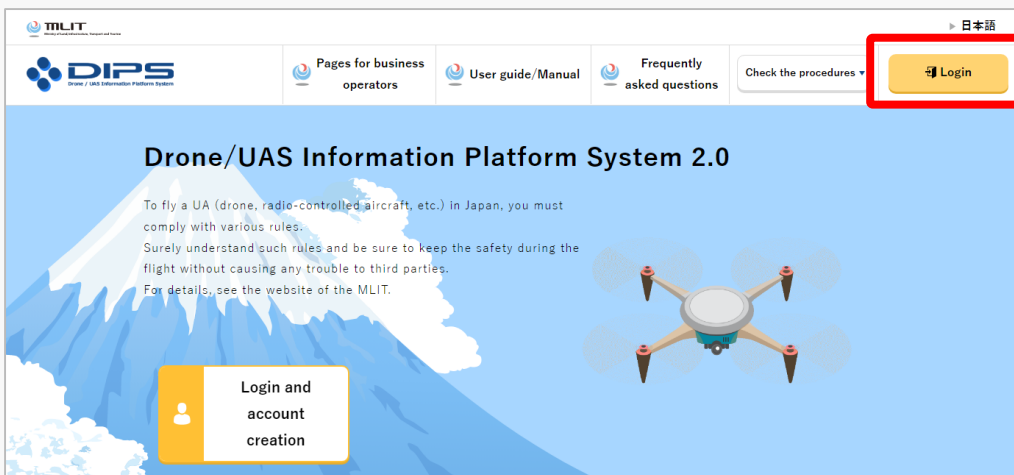
You will be notified by email to you email address when the Civil Aviation Bureau has been completed confirmation procedures.

05. Flow from Application to Return to Completion of Procedure



In this operation manual, procedure (1) shows how to implement the return application.

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.

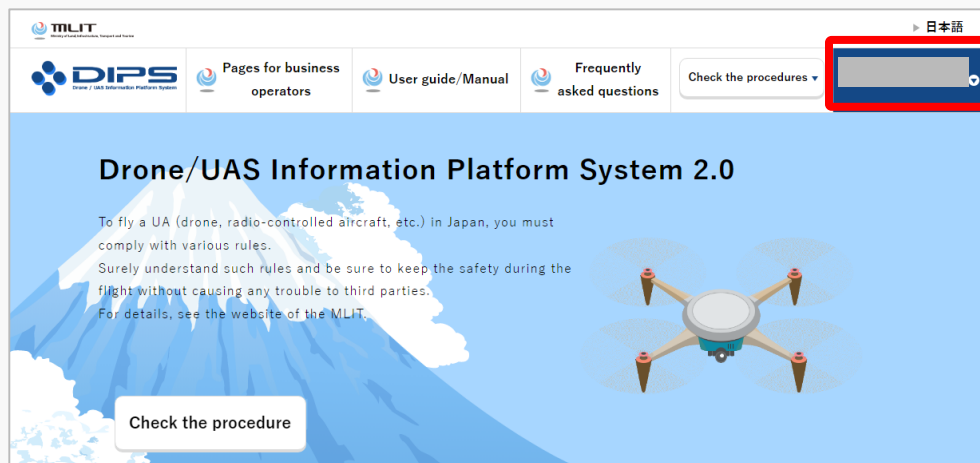
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

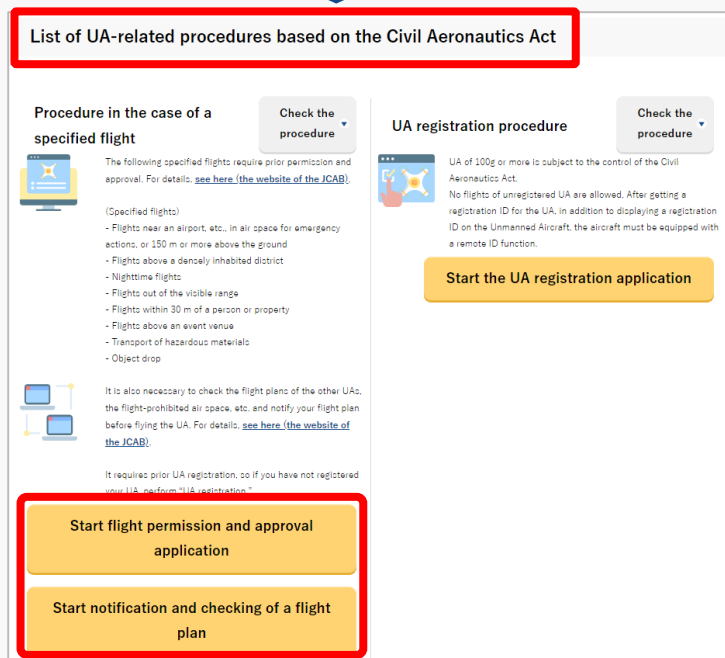
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 Applicant-information Entry 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.

Various applications for issuance, change, and return of Unmanned Aircraft Remote Pilot Certificate

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLAGG I and unmanned aircraft remote pilot CLAGG 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

You can change (Limitation Change) the limited items of your current Unmanned Aircraft Remote Pilot Certificate. You will need to attach Remote Pilot Qualification when you apply.

Renewal of validity period

You can update the validity period of your current Unmanned Aircraft Remote Pilot Certificate. Renewal Training Course Completion Certificate is required to update the validity.

Return of Unmanned Aircraft Remote Pilot Certificate

If you apply for a return, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed.

Reissuance of Unmanned Aircraft Remote Pilot Certificate

If you lose your Unmanned Aircraft Remote Pilot Certificate or change your name, address, etc., you can request a reissuance. If you want to change your name or address, you need to change the registered information of Remote Pilot Applicant Number in advance.

At the Unmanned Aircraft Remote Pilot Certification menu page, click the “Return of Unmanned Aircraft Remote Pilot Certificate” button.

08. Step 3 Confirm Applicant Information

Enter applicant information

STEP01
Applicant registration

STEP02
Confirmation

STEP03
Finalization

Displays the applicant information registered in Remote Pilot Applicant Number. After confirming the contents, press the "Next" button.
It is not possible to change the applicant information from the screen.
If you want to change the applicant information, please change it from the menu "Confirm/change the registration information of Remote Pilot Applicant Number".

Information about the applicant

Full name

Furigana

Name (English)

Date of birth

Year Month Day

Phone number

Country

+81

Email address

Home / person's address

Country

Prefecture

return

Next

Confirm the applicant information.

The applicant information registered in the Remote Pilot Applicant Number is displayed.

Check the contents, and press the "Next" button.

* To change the applicant information, withdraw the return application once, and then change it from the menu "Confirmation/change of registration information Remote Pilot Applicant Number." After making changes, apply for a return again.

09. Step 4: Confirm Application Information (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

STEP01
Applicant registration

STEP02
Confirmation

STEP03
Finalization

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	
Address to which documents should be sent	

Amendment of Applicant

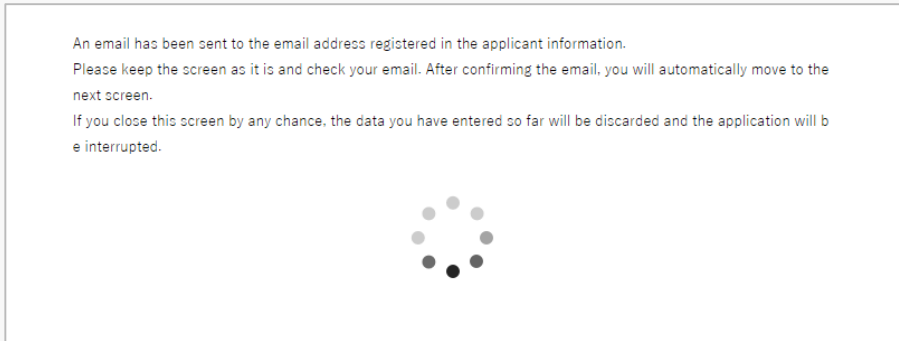
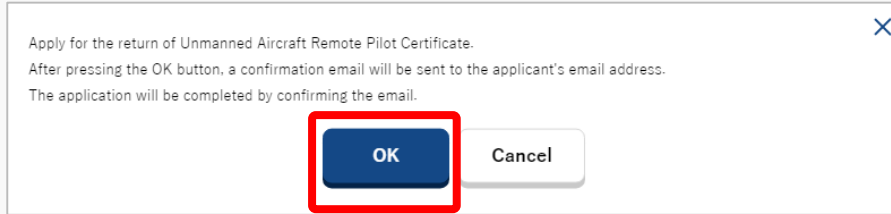
return

Application for return

If there is an error in the entered information, please correct it by clicking the “Corrected information about Skill certificates” button, “Modifying Reject Conditions” button, “information on reasons for disqualification” button, or “Other amendments” button.

If the entered information is correct, click the “Application for return” button.

09. Step 4: Confirm Application Information (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 5: 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://~>



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。

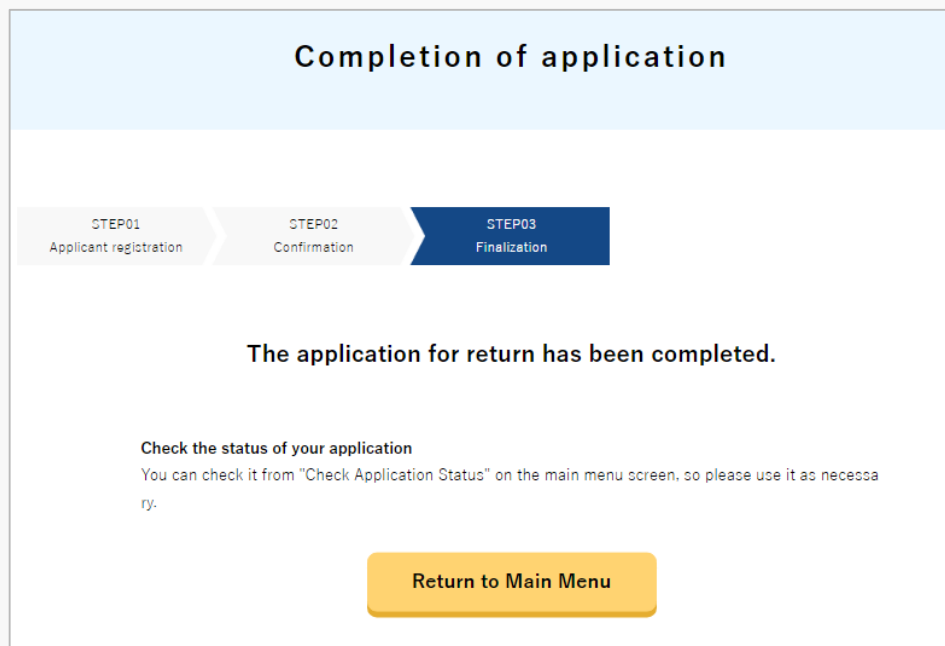
ブラウザの×ボタンで画面を閉じてください。
The e-mail address has been authenticated.
If you have performing the application operation on the terminal / screen, continue the operation.

Close the screen with the x button of the browser.

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.

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 5: Confirm Delivery (2/2)



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

< Unmanned Aircraft Remote Pilot Certification Application Edition >

06. How to Confirm the Status of Unmanned Aircraft Remote Pilot Certification Application and Pay Fees and Registration/License Tax

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01. Introduction (to users who want to confirm, etc., the status of 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. List of application status by type

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

Application status	Details
Email delivery being confirmed	• Waiting for confirmation of delivery of email at time of application
Waiting for confirmation of procedures contents	• 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
Procedures suspended	• Application withdrawn by applicant
Procedures complete	• 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. About fees and registration/license tax

Fees and registration/license tax differ depending on the application type and content. The corresponding fees and registration/license tax are listed in the following table.

By application type	unmanned aircraft remote pilot CLASS I		unmanned aircraft remote pilot CLASS II	
	Fees	Registration and license tax	Fees	Registration and license tax
New application	3,000 yen	3,000 yen	3,000 yen	—
Application for attribute change	—	—	—	—
Application for limitation change	2,850 yen	—	2,850 yen	—
Application for renewal	2,850 yen	—	2,850 yen	—
Application for reissuance	2,850 yen	—	2,850 yen	—
Application for return	—	—	—	—

05. Items required to confirm, etc., the status of Unmanned Aircraft Remote Pilot Certification application

Please prepare the following information for confirming the status of Unmanned Aircraft Remote Pilot Certification application and paying fees and registration/license tax.

Type of Information	Item
Information required for payment	• Payment institution number • Payment number • Confirmation number • Payment URL
Other information *Differs depending on payment method	• Account for Drone Information Platform System • Application receipt number • Credit card • Cash card • Account information for internet banking

*The payment method that can be used differs for fees and registration/license tax.

Payment Type	Payment Method		
	Credit card	ATM	Internet banking
Fees			
Registration/license tax			

- For information on payment methods described later in this manual, please refer to the [Fee Payment Manual for the Drone Registration System](#).

06. Steps to confirm the status of Unmanned Aircraft Remote Pilot Certification application

Use the following steps to confirm the application status and to pay fees and registration/license tax in the Drone Information Platform System.

Start confirmation of status for Unmanned Aircraft Remote Pilot Certification application status

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: Proceed to the application information entry screen

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

Step 3: Select application procedures you want to confirm

Click the "Details" button for the application procedures that you want to confirm.

Step 4: Confirm application status details

Confirm the application status details.

Step 5: Pay fees

Click the "Payment selection" button to pay the fees.

Step 6: Pay registration and license tax (*)

Click the "Payment selection" button to pay the registration and license tax.

Send/receive Unmanned Aircraft Remote Pilot Certificate (complete procedures)

The Unmanned Aircraft Remote Pilot Certificate will be mailed to the address registered at the time of application. Procedures are complete once the certificate has been received.

Once confirmation of application contents has been completed at the Aviation Bureau, the payment number and payment URL for fees and registration/license tax(*) will be sent in order to the email address registered in the account. After the email notification, it will be possible to make the respective payments.

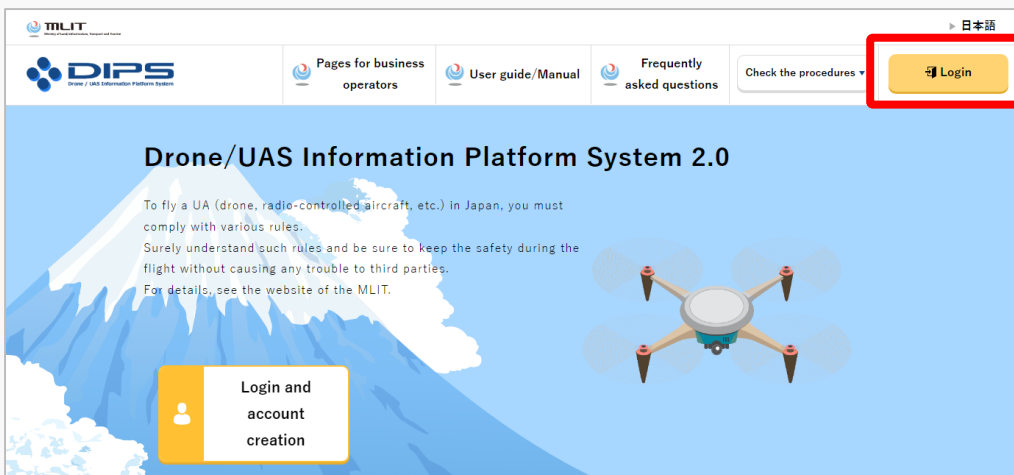
Please refer [here](#) for information on fees and registration/license tax.

Please refer to [Paying Fees](#) for information on the payment method.

In the case of registration and license tax(*), replace "payment of fees" with "payment of registration and license tax(*)" when reading the material.

*Payment of the license and registration tax is required if you applied for unmanned aircraft remote pilot CLASS I .

07. 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.

Log In

If you have opened an account

LogInId

Password

If you have forgotten your login ID, Click [here](#)
If you have forgotten your password, Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

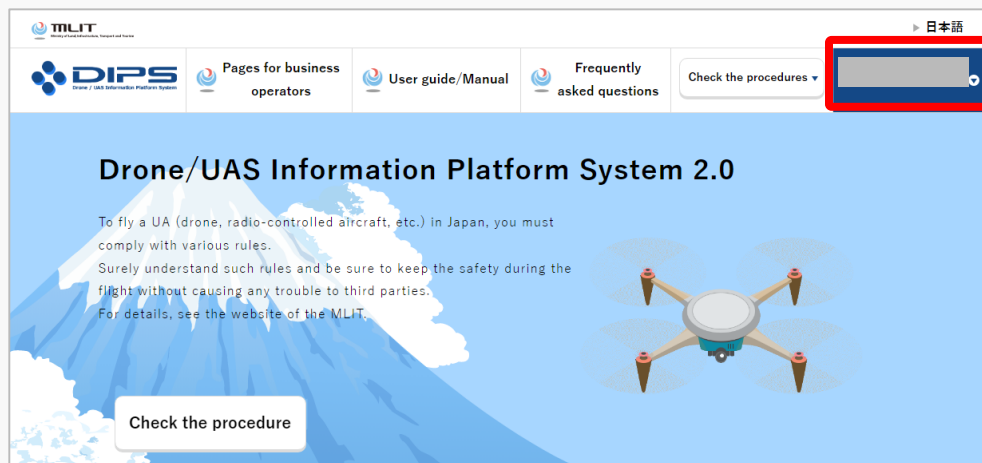
[Back](#)

Points to note!

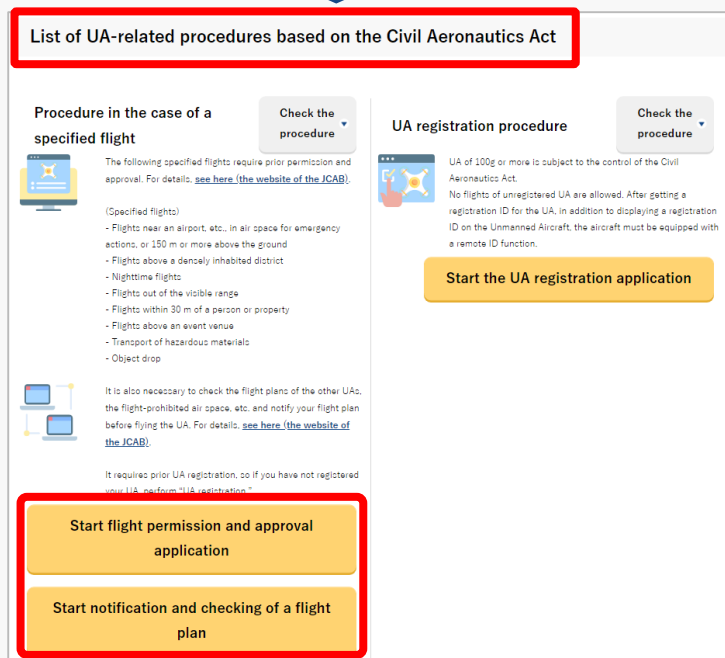
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*The login ID is 3 letters + 6 numbers.
(Example) ABC123456

07. 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.

07. 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

08. Step 2: Proceed to the applicant information entry 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.



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 skill certification menu page, click the “Confirmation of application status / withdrawal / payment” button.

09. Step 3: Select application procedures you want to confirm

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
2023/3/1		New application	Waiting for procedure details	Details		
2023/3/1		New application	Cancelled	Details		
2023/2/28		Application for Remote Pilot Applicant Number	Completed procedure	Details		

return

Select the application procedures that you want to confirm.

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

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

To confirm the details of the application status, click the "Details" button.

10. 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	new application
Application status	Waiting for confirmation of the details of the procedure
Storage engine number	-
Payment number	-
Confirmation Number	-
Application fee	-
Registration and license tax	-
Application Date	2023/3/1

Information about the applicant

Remote Pilot Applicant Number	
Full name	

Confirm the details of the application status.

11. Step 5: Pay fees

After receiving the email notification for payment of fees, pay the fees.

Click the “Payment selection” button.

For information on the payment method, refer to [“Pay fees” in the Drone Registration System Manual](#).

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 appli
cation

Please select

Application s
tatus

Please select

Search

Application Date	Application num ber	Type of application	Application stat us	Details	Withdraw al/re-appli cation	Payment se lection
2023/3/1		New application	Payment of handli ng fee	Details		Payment sele ction
2023/3/1		New application	Cancelled	Details		
2023/2/28		Application for Remote Pilot Ap plicant Number	Completed proce dure	Details		

return

12. Step 6: Pay registration and license tax (when applying for unmanned aircraft remote pilot CLASS I)

After receiving the email notification for payment of registration and license tax, pay the registration and license tax.

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
2022/11/15		New application	Payment of registration and license tax	Details		Payment selection

return

Click the “Payment selection” button.

For information on the payment method, refer to [“Pay fees” in the Drone Registration System Manual](#).

When “payment of fees” is written in the Drone Registration System Manual, please replace “payment of fees” with “payment of registration and license tax.”

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< 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.

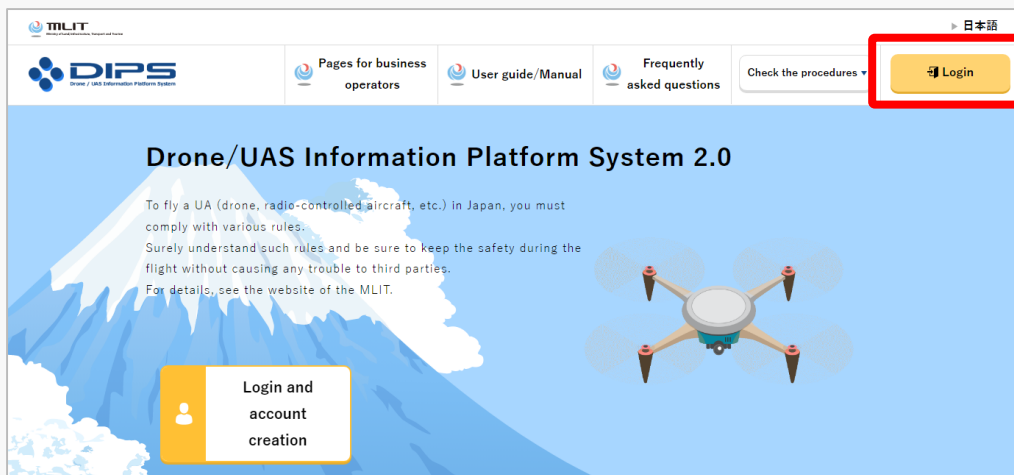
Step 4: Withdraw application

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.

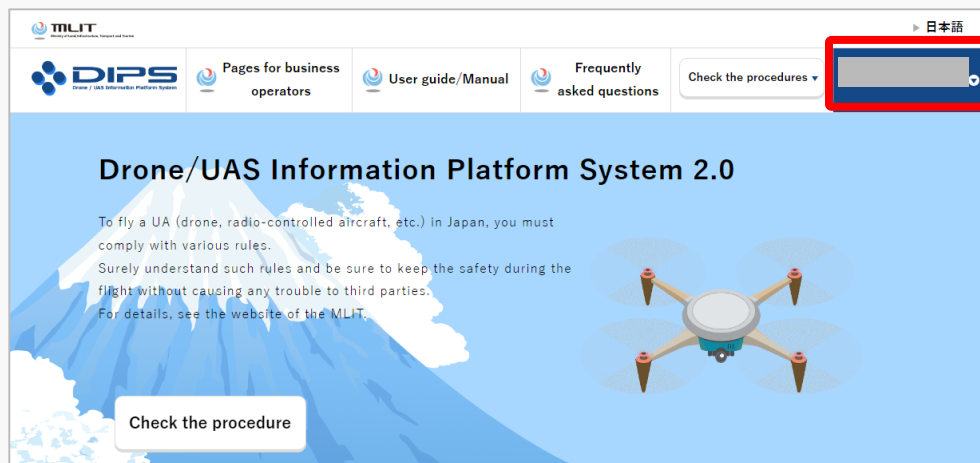
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

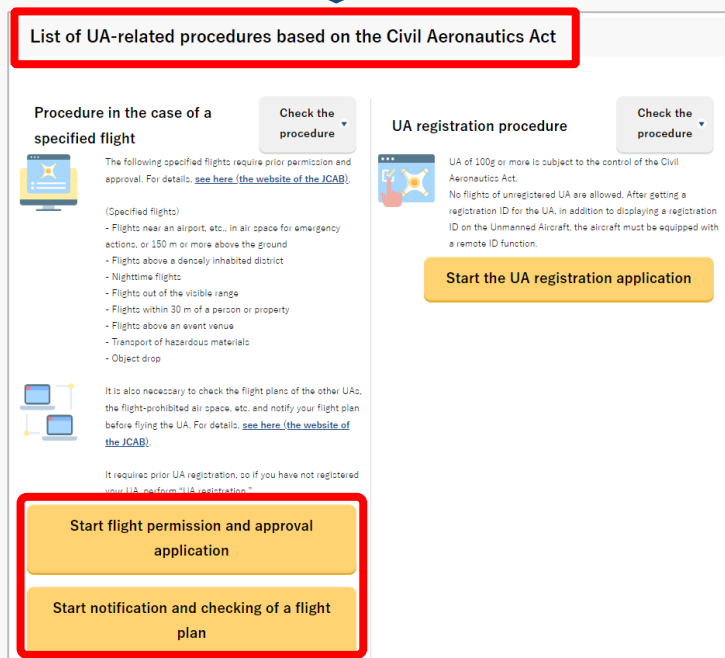
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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

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.

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

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.

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

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

Completion of application withdrawal procedures

The application withdrawal procedure has been completed.

<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.

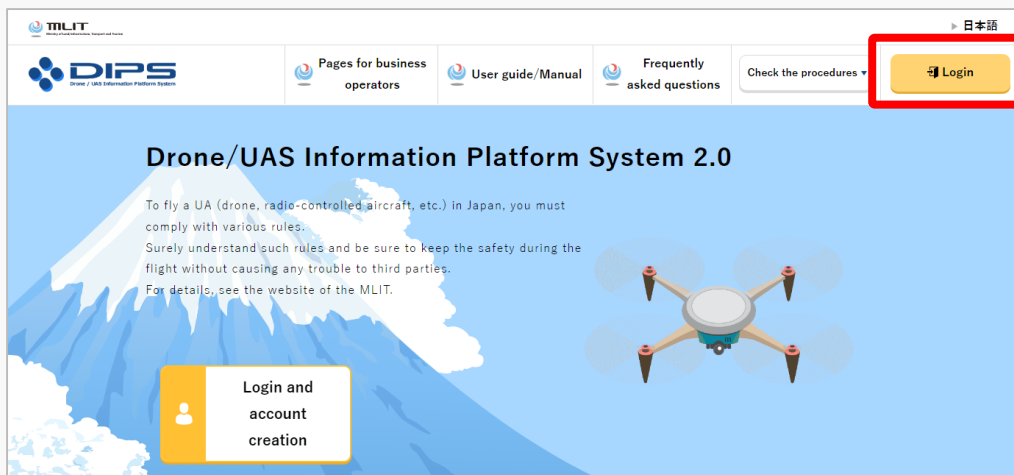
Step 6: Confirm delivery

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.

Log In

If you have opened an account

LogInId

Password

If you have forgotten your login ID,Click [here](#)
If you have forgotten your password,Click [here](#)

Log In

If you have not opened an account

Open an individual account

Open a company/organization account

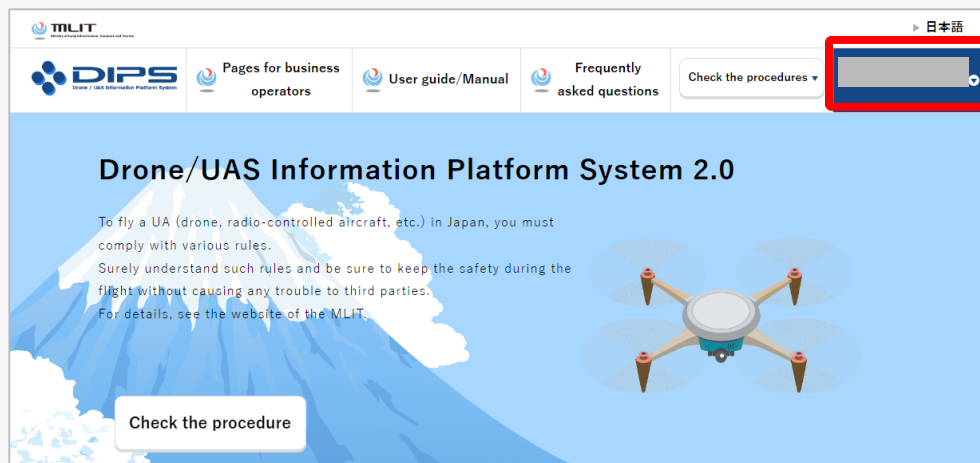
[Back](#)

Points to note!

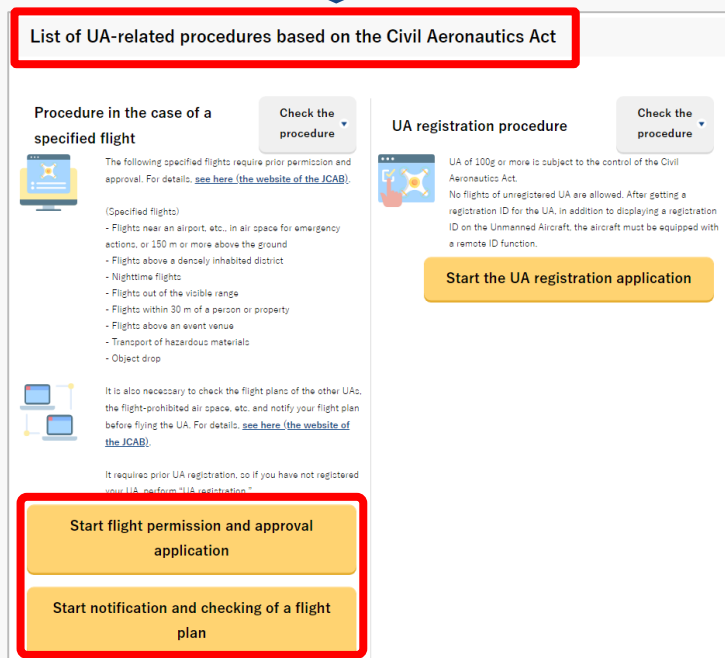
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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.

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

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.

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.

P.08-10

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.

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.

return

Correction complete

P.08-12

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	



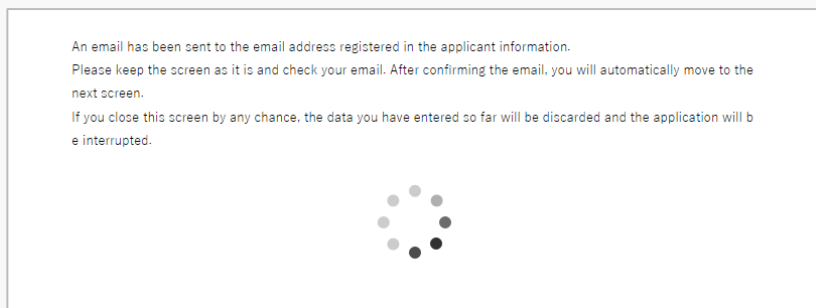
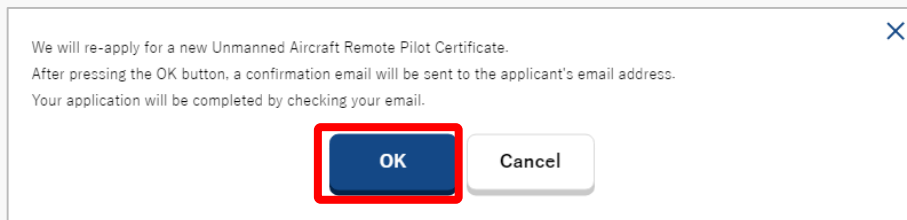
Other information

Remarks

Other amendments

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