

Drone Information Platform System Operation Manual

Unmanned Aircraft Remote Pilot Certification Application (Agent) Edition

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<Unmanned Aircraft Remote Pilot Certification Application Edition>

01. Applying for Issuance of an Unmanned Aircraft Remote Pilot Certification Application by Agent

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01. Introduction (For Those Wishing to Apply for an Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Applying for an Unmanned Aircraft Remote Pilot Certification Application by Agent

The following information is required for the Unmanned Aircraft Remote Pilot Certificate Application. Please receive the information from the client.

Type of Information	Item
Applicant's information (information from the client)	• Name(*) • Date of birth(*) • Telephone number(*) • E-mail address(*) • Home address/address of applicant(*) • Address for sending documents(*) • Facial photo(*) *Items that can be auto-completed are auto-completed by the system
Remote Pilot Qualification Number	• Remote Pilot Qualification Number
Information, etc., related to Unmanned Aircraft Remote Pilot Certification	• Application qualification type (Class I, Class II) • Type of airframe (rotorcraft, etc.) • Application restriction type (nighttime flight, etc.) • Conditions for rejection • Information on reasons for disqualification • Completion certificate information (completion certificate number, etc.) • Remote Pilot Qualification certificate information (Remote Pilot Qualification Number, etc.) • Attachments (Skill certificate of acceptance)
Others	• Client's login ID and name • Password for setting agent • Power of attorney

*When submitting a new application, the Remote Pilot Applicant Number is required. To apply for a client who has not obtained a number, please click the "Apply for proof of skill as an agent : Obtaining Remote Pilot Applicant Number" button from the menu to apply for a number. For procedure details, refer to [Procedures](#).

04. Steps for New Application of the Unmanned Aircraft Remote Pilot Certificate by Agent

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

Start the new application of the Unmanned Aircraft Remote Pilot Certificate by agent

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 the Password (Agent Application) Entry Screen

Click the "Enter proxy password" button in "Apply for proof of skill as an agent" item in the main menu.

Step 3: Enter the Password

Enter the client's ID, name, and password for setting agent.

Step 4: Proceed to Applicant-information Entry Screen

Click "Issuance of new Unmanned Aircraft Remote Pilot Certificate" button in "Apply for proof of skill as an agent" item in the main menu.

Step 5: Confirm Applicant Information

Select the client's account, then confirm the applicant information on the screen.

Step 6: Enter Passing Information

Enter passing information such as the Remote Pilot Qualification Number.

Step 7: Enter Other Information

Check items such as the conditions for rejection.

Step 8: Confirm Application Information

Confirm the information that you entered, and apply.

Step 9: Confirm Arrival (Operation by the Client)

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

The new application of the Unmanned Aircraft Remote Pilot Certificate is completed

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

Caution!

If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Once an agent has been set up, the agent's authority to apply as an agent remains valid unless the agent is cancelled by the client.

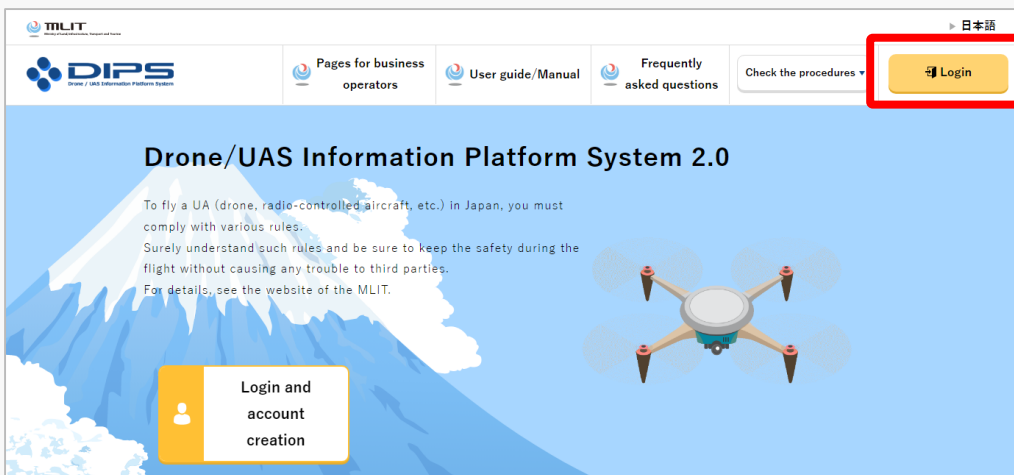
05. Flow from New Application to Completion of Procedures by Agent



This manual shows "Step 1 : Submit new application." Step 2 onward, follow the instruction in the e-mail including "Request for Payment of the Fee" and "Request for Payment of Registration License Tax(*)" sent to client's address registered during the application.

*For only 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.

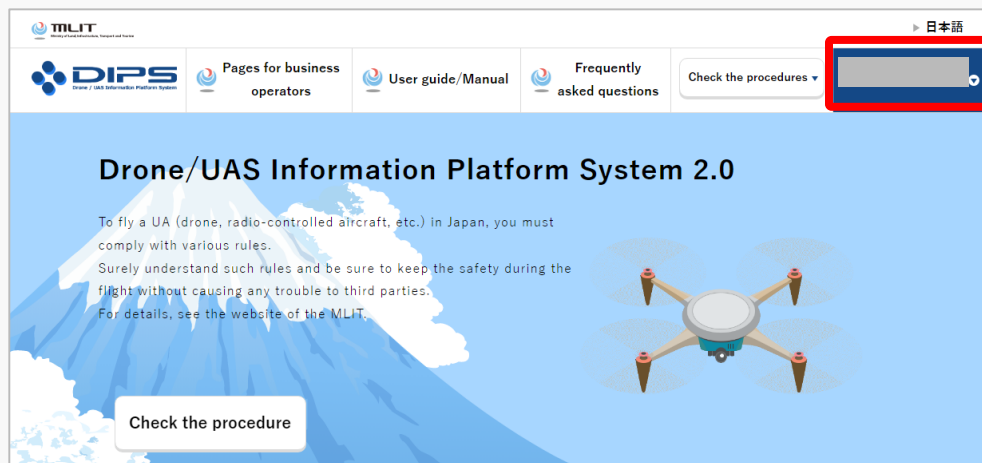
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

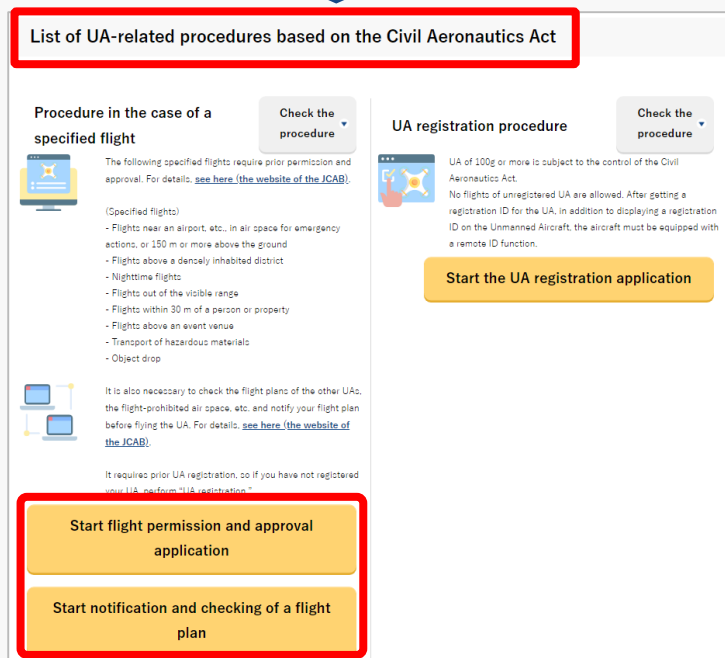
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 the Password (Agent Application) 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.

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Click the “Enter proxy password” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

08. Step 3: Enter the Password

Password input screen (proxy application)

Enter the client's login ID, name, and password received from the client, and press the 'Register' button.

Login ID ⓘ

Full name ⓘ

Proxy password ⓘ

return

Registration

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Enter the following information.

Login ID: Client's login ID

Full name: Client's name

Proxy password:

 Password in the e-mail sent to the client

After entering, click the "Registration" button.
Return to the menu screen.

09. Step 4: 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.

Click “Issuance of new Unmanned Aircraft Remote Pilot Certificate” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

10. Step 5: Confirm Applicant Information (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

10. Step 5: Confirm Applicant Information (2/2)

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

Email address

Home / person's address Country Prefecture

Address to which documents should be sent Prefecture

City / Street

Face photograph

Information about agent

Power of attorney ⓘ

Selection

Delete

return

Next

Double-check the client information you selected.
Click "Selection" button to upload the Power of Attorney, then click "Next."

11. Step 6: 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

:

Limitation of flight methods

:

Conditions etc.

Information on technical skill passing certificate

Enter passing information.

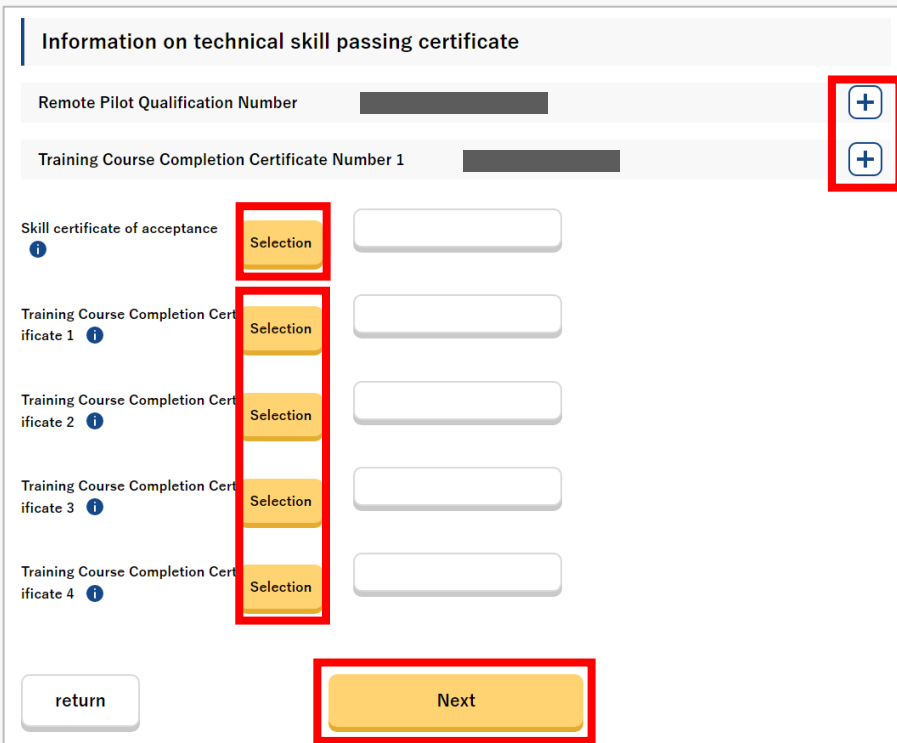
(1) Select “Remote Pilot Qualification Number.”

(2) Confirm the “Category” pertaining to the new application.

*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.

P.01-15

11. Step 6: Enter Passing Information (2/2)



Information on technical skill passing certificate

Remote Pilot Qualification Number 

Training Course Completion Certificate Number 1 

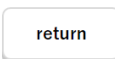
Skill certificate of acceptance  

Training Course Completion Certificate 1  

Training Course Completion Certificate 2  

Training Course Completion Certificate 3  

Training Course Completion Certificate 4  

Click the “+” button to check the information on the Skill certificate of acceptance 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.

12. Step 7: 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? ⓘ

- 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? ⓘ

Other information

Remarks ⓘ

return

Next

Select other information.

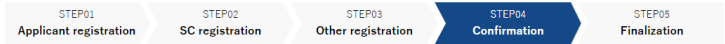
(1) Select conditions for rejection.

(2) Select information on reasons for disqualification.

(3) After selection, click "Next."

13. Step 8: 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	

Amendment of Applicant

Confirm application information.

If there is an error in the entered information, please correct it by clicking the “Amendment” button under each item.

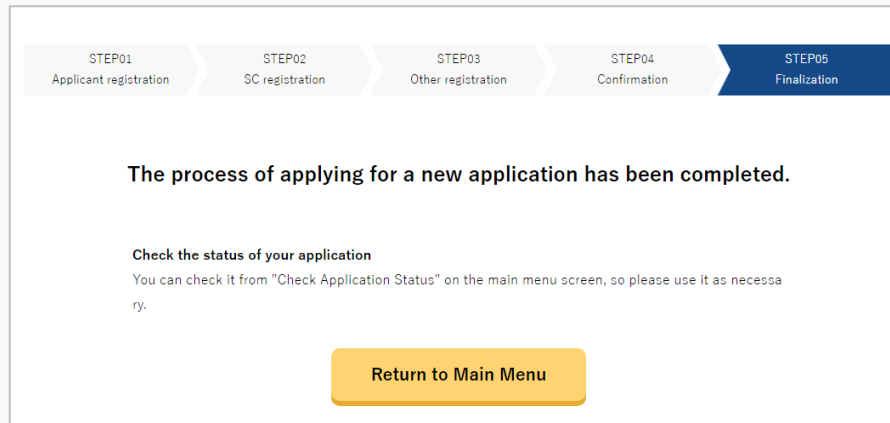
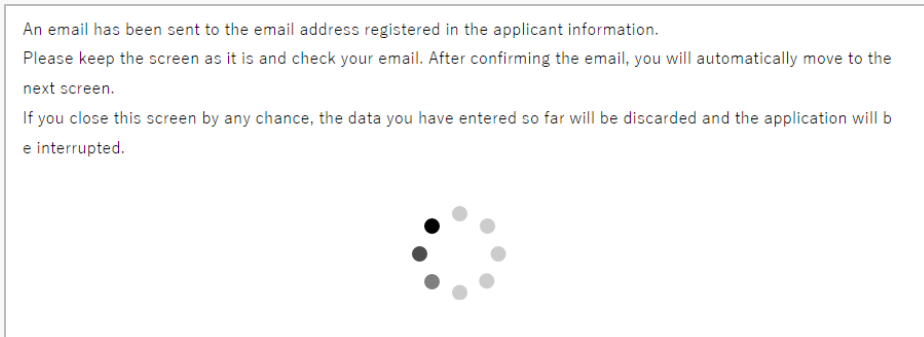
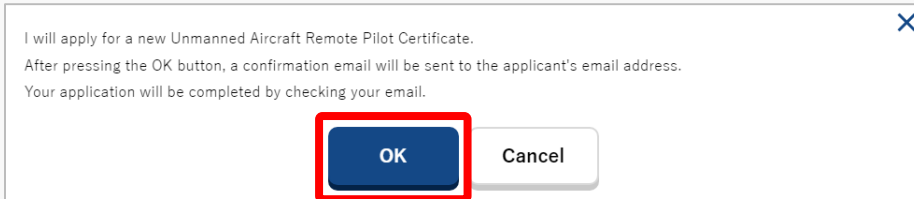
If the entered information is correct, click “new application” button.



return

new application

13. Step 8: Confirm Application Information (2/2)



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

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

Caution!

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

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

14. Step 9: Confirm Arrival (Operation by the Client)

***Step 9 is operated by the client.**

[English version]

* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System
* You cannot reply to this e-mail address.

Dear DIPS2.0 user,

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

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

<https://~>

認証完了

Authentication completed

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

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

Close the screen with the x button of the browser.

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

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

Points to note!

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

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

- Type of application

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02. Applying for Limitation Change for an Unmanned Aircraft Remote Pilot Certification Application by Agent

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01. Introduction (For Those Wishing to Apply for an Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. What is an Application for Limitation Change ?

If you are currently certified as an unmanned aircraft remote pilot CLASS I and an unmanned aircraft remote pilot CLASS II, you can apply for changes to **Type of airframe or Limitation on flight methods** for UA in the applicable certification category. If you are currently certified as an unmanned aircraft remote pilot CLASS I, you can apply for changes to **Type of airframe or Limitation on flight methods** for UA for unmanned aircraft remote pilot CLASS II

■ Examples of applying for limitation changes

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

- A person with Class II Unmanned Aircraft Remote Pilot Certification for rotorcraft (multirotor) applies for limitation changes in order to enable flight beyond visual line of sight for rotorcraft (motorcraft) with Class II Unmanned Aircraft Remote Pilot Certification

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

- A person with Class I Unmanned Aircraft Remote Pilot Certification for rotorcraft (multirotor) applies for new Class I certification for rotorcraft (helicopter)

< Limitation changes of different classes>

- A person with Class I Unmanned Aircraft Remote Pilot Certification for rotorcraft (multirotor) limited 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. Necessary Items for Applying for Limitation Change for an Unmanned Aircraft Remote Pilot Certification Application by Agent

The following information is required to apply for limitation change of Unmanned Aircraft Remote Pilot Certificate Application. Please receive the information from the client.

Type of Information	Item
Remote Pilot Qualification Number	Remote Pilot Qualification Number
Information, etc., related to Unmanned Aircraft Remote Pilot Certification	- Application qualification type (Class I, Class II) - Type of airframe (rotorcraft, etc.) - Application restriction type (nighttime flight, etc.) - Conditions for rejection - Information on reasons for disqualification - Training Course completion certificate information (Training Course Completion Certificate Number, etc.) - Remote Pilot Qualification certificate information (Remote Pilot Qualification Number, etc.) - Attachments (Skill certificate of acceptance)
Others	- Client's login ID and name - Password for setting agent - Power of attorney

Caution!

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

05. Steps for Application for Limitation Change of the Unmanned Aircraft Remote Pilot Certificate by Agent

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

Start the application for limitation change of the Unmanned Aircraft Remote Pilot Certificate by agent

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 the Password (Agent Application) Entry Screen

Click the "Enter proxy password" button in "Apply for proof of skill as an agent" item in the main menu.

Step 3: Enter the Password

Enter the client's ID, name, and password for setting agent.

Step 4: Proceed to Applicant-information Entry Screen

Click "Limitation change to Unmanned Aircraft Remote Pilot Certificate" button in "Apply for proof of skill as an agent" item in the main menu.

Step 5: Confirm Applicant Information

Select the client's account, and confirm the displayed client's information.

Step 6: Enter Passing Information

Enter passing information such as the Remote Pilot Qualification Number.

Step 7: Enter Other Information

Check items such as the conditions for rejection.

Step 8: Confirm Application Information

Confirm the information that you entered, and apply.

Step 9: Confirm Arrival (Operation by the Client)

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

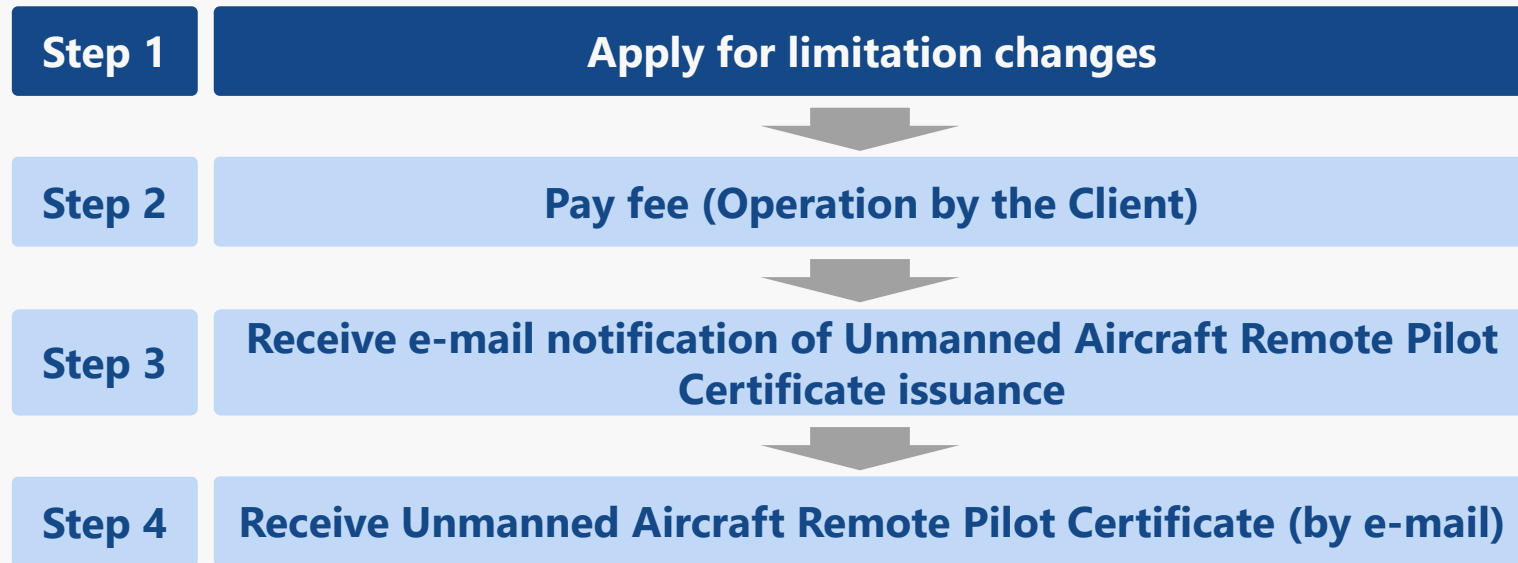
Complete application for limitation change of the Unmanned Aircraft Remote Pilot Certificate by agent

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

Caution!

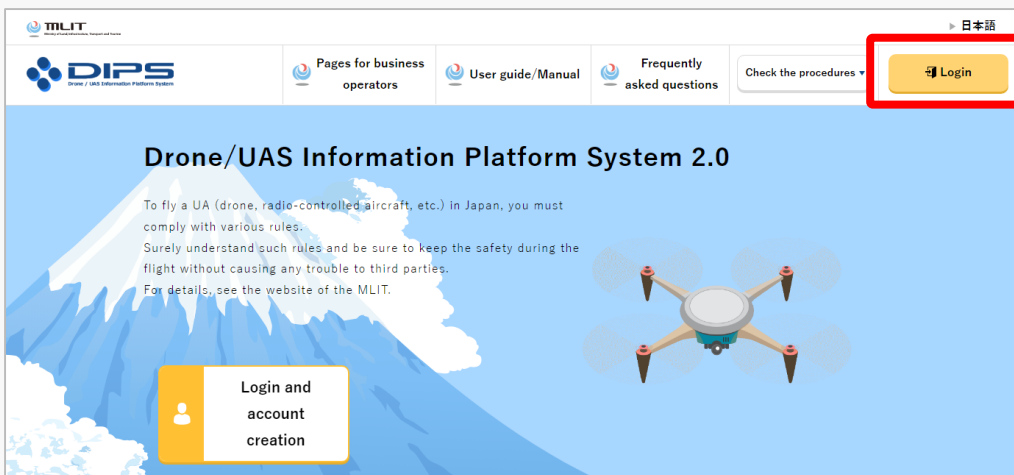
If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Once an agent has been set up, the agent's authority to apply as an agent remains valid unless the agent is cancelled by the client.

06. Flow from Application for Limitation Change to Completion of Procedures by Agent



This manual shows “Step 1 : Apply for limitation changes.” Step 2 onward, follow the instruction in the e-mail including “Request for Payment of the Fee” sent to client’s address registered during the 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.

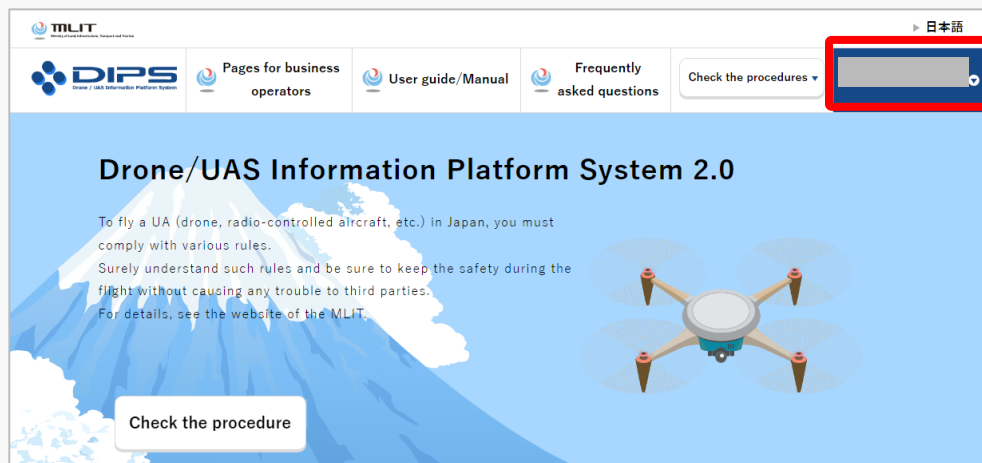
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

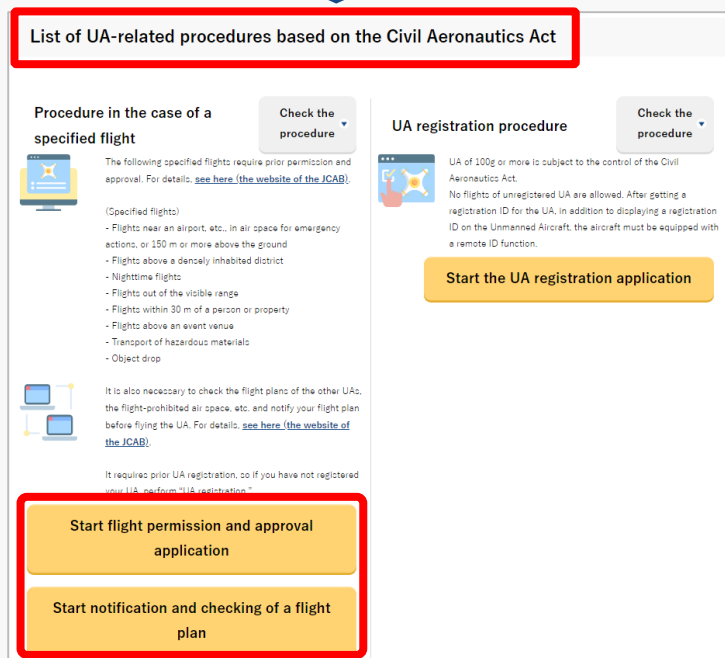
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 Password (Agent Application) 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.

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Click the “Enter proxy password” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

09. Step 3: Enter the Password

Password input screen (proxy application)

Enter the client's login ID, name, and password received from the client, and press the 'Register' button.

Login ID ⓘ

Full name ⓘ

Proxy password ⓘ

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Enter the following information.

Login ID: Client's login ID

Full name: Client's name

Proxy password:

Password in the e-mail sent to the client

After entering, click the "Registration" button.
Return to the menu screen.

10. Step 4: 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.

Click “Limitation change to Unmanned Aircraft Remote Pilot Certificate” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

11. Step 5: Confirm Applicant Information (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

return

Continue

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

11. Step 5: Confirm Applicant Information (2/2)

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

YearMonthDay

Phone number

Country

Email address

Home / person's address

Country

Prefecture

Address to which documents should be sent

Prefecture

City / Street

Face photograph

Information about agent

Power of attorney ⓘ

Selection

Delete

return

Next

Double-check the client information you selected.
Click "Selection" button to upload the Power of Attorney, then click "Next."

P.02-15

12. Step 6: 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 II	Type of airframe:
current limitation	Limitation Change on types:
	Limitation Change on flight methods:
Modified Restrictions	Limitation Change on types:
	Limitation Change on flight methods:
Conditions etc.	

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 types of airframe eligible for application, details of limitations for the currently held Unmanned Aircraft Remote Pilot Certificate and details of limitation changes listed in the current application are displayed in the red frame shown on the left. Items in the current limitation changes are displayed in red text.

Also, if "-" displayed for all the current limitations and the limitations after changes, only "Type of airframe" is subject to changes to restrictions.

12. Step 6: 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
①

Selection

Training Course Completion Certificate 1
①

Selection

Training Course Completion Certificate 2
①

Selection

Training Course Completion Certificate 3
①

Selection

Training Course Completion Certificate 4
①

Selection

return

Next

Click the “⊕” button to check the 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 training institution.
- 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.

12. Step 6: Enter Passing Information (3/3)

This are images of the Remote Pilot Qualification Certificate and Training course completion certificate that can be confirmed by clicking the “⊕” button.

< Skill certificate of acceptance >

< Training Course completion certificate >

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

:

Information on technical skill passing certificate

Remote Pilot Qualification Number

:

Skill certificate issue date

:

The expiration date

:

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

:

13. Step 7: 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?
·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?

Other information

Remarks

return

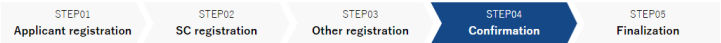
Next

Select 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 changes, please list them in the notes section under "other information."
- (3) After confirming that there are no corresponding items, click the "Next" button.

14. Step 8: 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	

Amendment of Applicant

Confirm application information.

If there is an error in the entered information, please correct it by clicking the “Amendment” button under each item.

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

return

Application for limitation change

14. Step 8: Confirm Application Information (2/2)

I will apply for application for limitation change.

After pressing the OK button, a confirmation email will be sent to the applicant's email address.

Your application will be completed by checking your email.

OK

Cancel

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

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.

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

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

Caution!

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

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

15. Step 9: Confirm Arrival (Operation by the Client)

***Step 9 is operated by the client.**

[English version]

* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System
* You cannot reply to this e-mail address.

Dear DIPS2.0 user,

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

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

<https://~>



認証完了
Authentication completed

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

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

Close the screen with the x button of the browser.

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

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

Points to note!

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

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

- Type of application

Unmanned Aircraft Remote Pilot Certification Application Procedures
Operation Manual

<Unmanned Aircraft Remote Pilot Certification Application Edition>

03. Applying for renewal for a Unmanned Aircraft Remote Pilot Certification Application by Agent

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01. Introduction (For Those Wishing to Apply for a Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Applying a Renewal for a Unmanned Aircraft Remote Pilot Certification Application by Agent

The following information is required for renewal of the Unmanned Aircraft Remote Pilot Certificate Application by agent. Please receive the information from the client.

Type of Information	Item
Applicant's information (information from the client)	• Name(*) • Date of birth(*) • Telephone number(*) • E-mail address(*) • Home address/address of applicant(*) • Address for sending documents(*) • Facial photo(*) *Items that can be auto-completed are auto-completed by the system
Information, etc., related to Unmanned Aircraft Remote Pilot Certification	• Application qualification type (Class I, Class II) • Type of airframe (rotorcraft, etc.) • Application restriction type (nighttime flight, etc.) • Conditions for rejection • Information on reasons for disqualification • Renewal Training Course Completion Certificate Number • Renewal Training Course Completion Certificate • Medical Criteria Certificate for Unmanned Aircraft Remote Pilot, etc.
Others	• Client's login ID and name • Password for setting agent • Power of attorney

04. Steps for Application for Renewal of the Unmanned Aircraft Remote Pilot Certificate by Agent

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

Start the application for renewal of the Unmanned Aircraft Remote Pilot Certificate by Agent

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 the Password (Agent Application) Entry Screen

Click "Enter proxy password" button in "Apply for proof of skill as an agent" item in the main menu.

Step 3: Enter the Password

Enter the client's ID, name, and password for setting agent.

Step 4: Proceed to Applicant-information Entry Screen

Click "Renewal of validity period" button in "Apply for proof of skill as an agent" item in the main menu.

Step 5: Confirm Applicant Information

Select the client's account, then confirm the applicant information on the screen.

Step 6: Select the Renewal Training Course Completion Certificate Number

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

Step 7: Enter Other Information

Check items such as the conditions for rejection.

Step 8: Confirm Application Information

Confirm the information that you entered, and apply.

Step 9: Confirm Arrival (Operation by the Client)

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

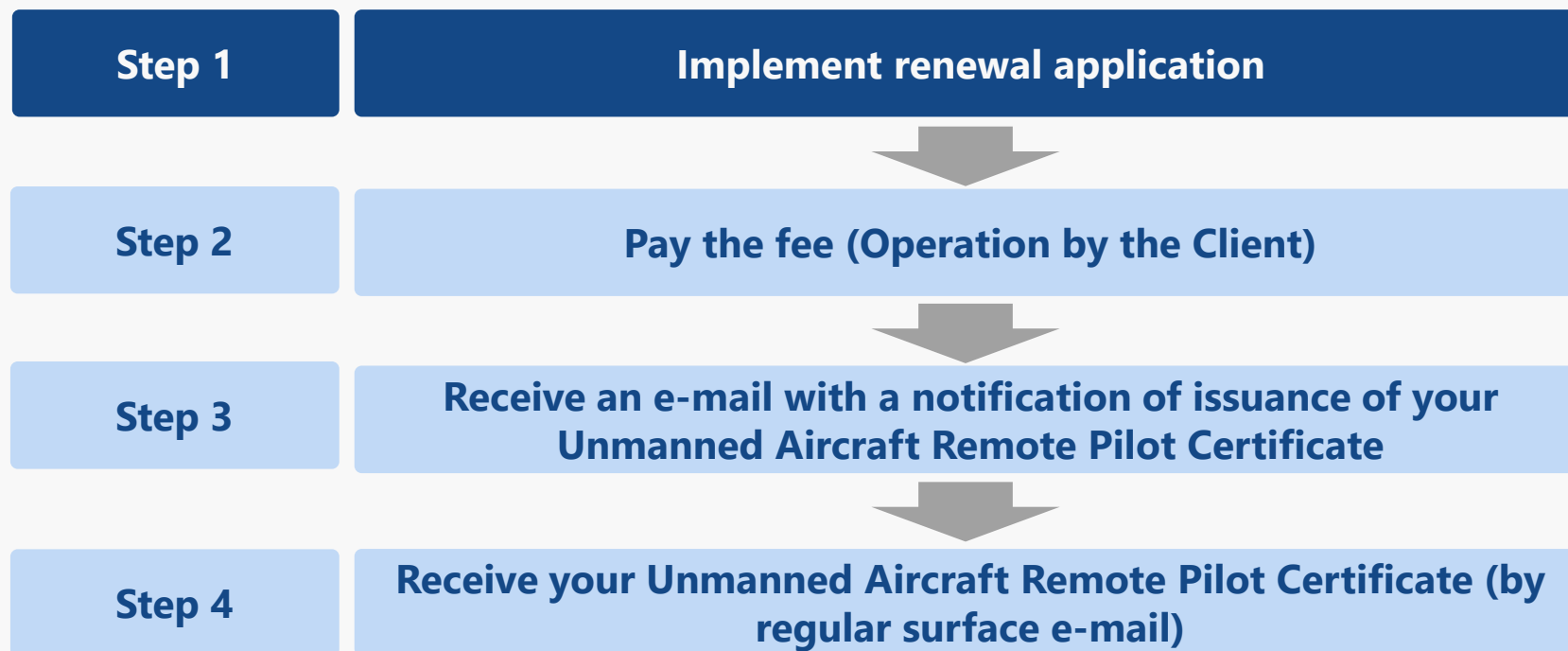
The new application for renewal of the Unmanned Aircraft Remote Pilot Certificate by Agent is completed

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

Caution!

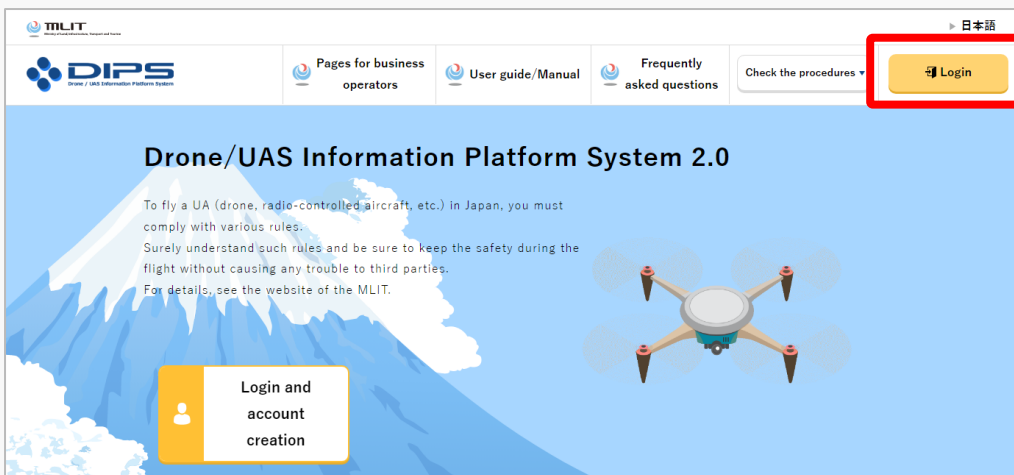
If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Once an agent has been set up, the agent's authority to apply as an agent remains valid unless the agent is cancelled by the client.

05. Flow from Application for Renewal to Completion of Procedures by Agent



In this operation manual, Step 1 shows how to implement the renewal application. After Step 2, a Request for Payment of Fees will be sent to the client's e-mail address you registered at the time of your application, so proceed sequentially according to the e-mail 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.

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

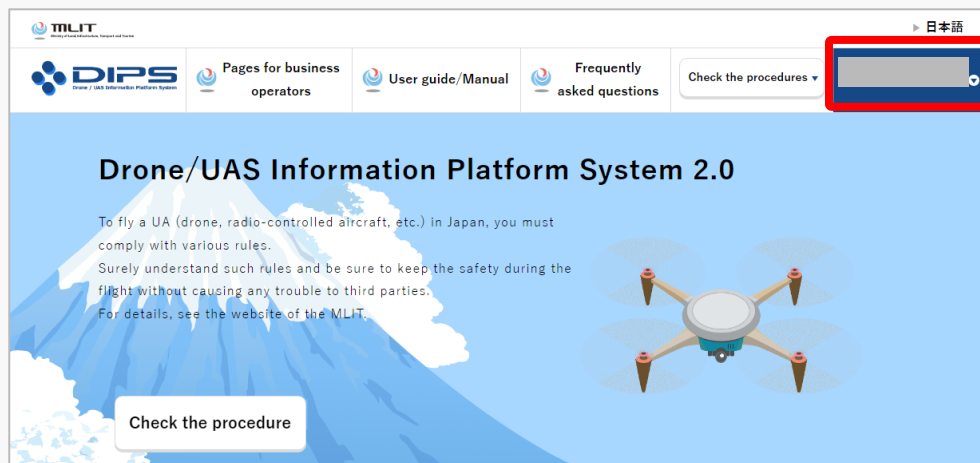
[Back](#)

Points to note!

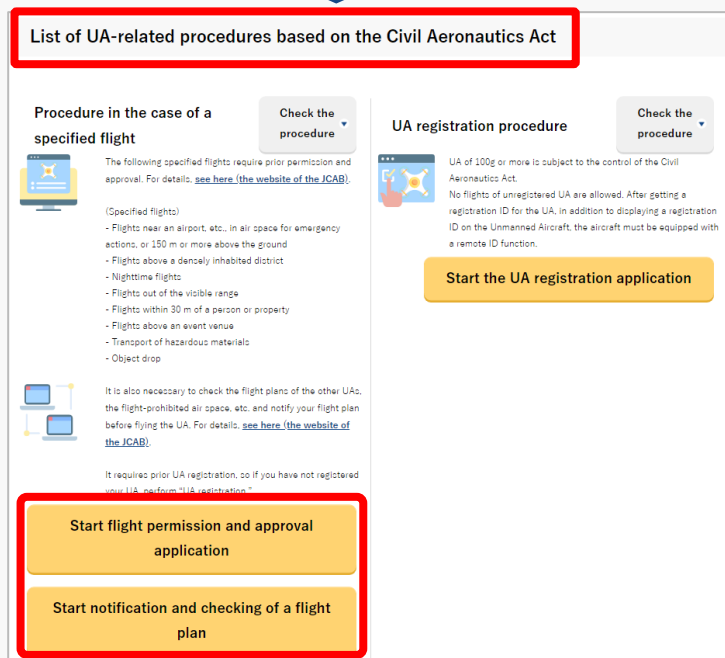
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 the Password (Agent Application) 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.

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Click the “Enter proxy password” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

08. Step 3: Enter the Password

Password input screen (proxy application)

Enter the client's login ID, name, and password received from the client, and press the 'Register' button.

Login ID ⓘ

Full name ⓘ

Proxy password ⓘ

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Enter the following information.

Login ID: Client's login ID

Full name: Client's name

Proxy password:

Password in the e-mail sent to the client

After entering, click the "Registration" button.
Return to the menu screen.

09. Step 4: 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



Click “Renewal of validity period” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Renewal of validity period

As an agent, we will renew the validity period of Unmanned Aircraft Remote Pilot Certificate. A power of attorney is required for renewal.

Return of Unmanned Aircraft Remote Pilot Certificate

As an agent, we will return Unmanned Aircraft Remote Pilot Certificate. If a return application is made, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed. For return, a power of attorney is required.

10. Step 5 Confirm Applicant Information (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

10. Step 5 Confirm Applicant Information (2/2)

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

Email address

Home / person's address Country Prefecture

Address to which documents should be sent Prefecture
City / Street

Face photograph

Information about agent

Power of attorney ⓘ

Selection

Delete

return

Next

Double-check the client information you selected.
Click "Selection" button to upload the Power of Attorney, then click "Next."

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

11. Step 6: Select the 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:

Limited types

Limitation of flight methods

Conditions etc.

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

Renewal Training Course Completion Certificate Number

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".

12. Step 7: 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? ⓘ

- 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? ⓘ ☒ Yes. ☐ No

Does the institution violate the medical examination order when suspending the competence certificate? ⓘ ☒ Yes. ☐ No

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

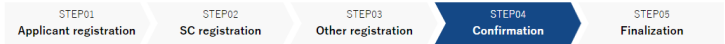
Additionally, if you have been staying abroad for the entire renewal period and wish to apply for renewal before the start date,

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."

13. Step 8: 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	

Amendment of Applicant



return

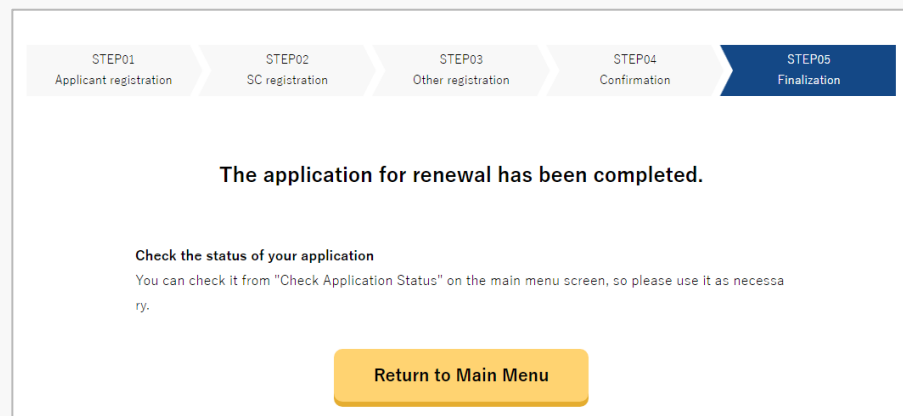
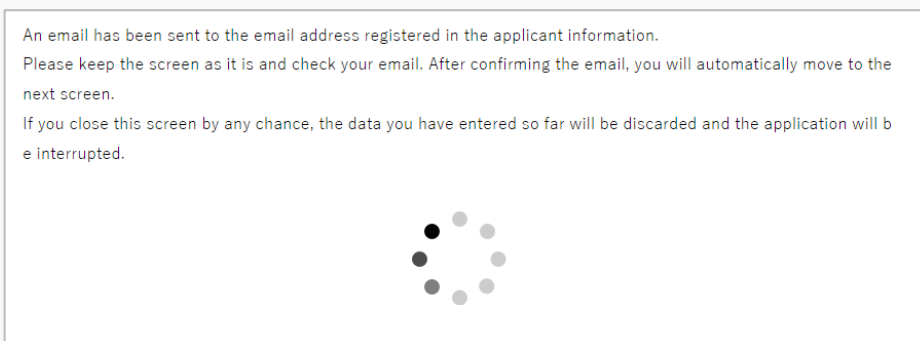
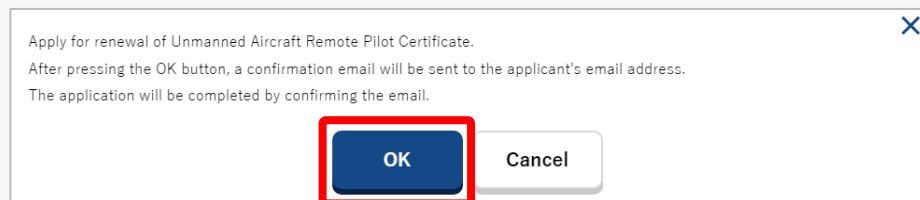
Application for renewal

Confirm application information.

If there is an error in the entered information, please correct it by clicking the “Amendment” button under each item.

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

13. Step 8: Confirm Application Information (2/2)



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

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

Caution!

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

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

14. Step 9: Confirm Arrival (Operation by the Client)

*Step 9 is operated by the client.

[English version]

* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System
* You cannot reply to this e-mail address.

Dear DIPS2.0 user,

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

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

<https://~>



認証完了

Authentication completed

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

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

Close the screen with the x button of the browser.

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

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

Points to note!

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

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

- Type of application

<Unmanned Aircraft Remote Pilot Certification Application Edition>

04. Applying for Reissuance of the Unmanned Aircraft Remote Pilot Certification Application by Agent

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01. Introduction (For Those Wishing to Apply for a Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Applying for Reissuance of the Unmanned Aircraft Remote Pilot Certification Application by Agent

The following information is required to apply for reissuance by agent. Please receive the information from the client.

Various Information	Item
Applicant information	Reason for reissuance
Others	- Client's login ID and name - Password for setting agent - Power of attorney

04. Steps for Application for Reissuance of the Unmanned Aircraft Remote Pilot Certification by Agent

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 by agent

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 the Password (Agent Application) Entry Screen

Click the "Enter proxy password" button in "Apply for proof of skill as an agent" item in the main menu.

Step 3: Enter the Password

Enter the client's ID, name, and password for setting agent.

Step 4: Proceed to Applicant-information Entry Screen

Click "Reissuance of Unmanned Aircraft Remote Pilot Certificate" button in "Apply for proof of skill as an agent" item in the main menu.

Step 5: Confirm Applicant Information

Select the client's account, then confirm the client information on the screen.

Step 6: Confirm Application Information

Confirm the information that you entered, and apply.

Step 7: Confirm Arrival (Operation by the Client)

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

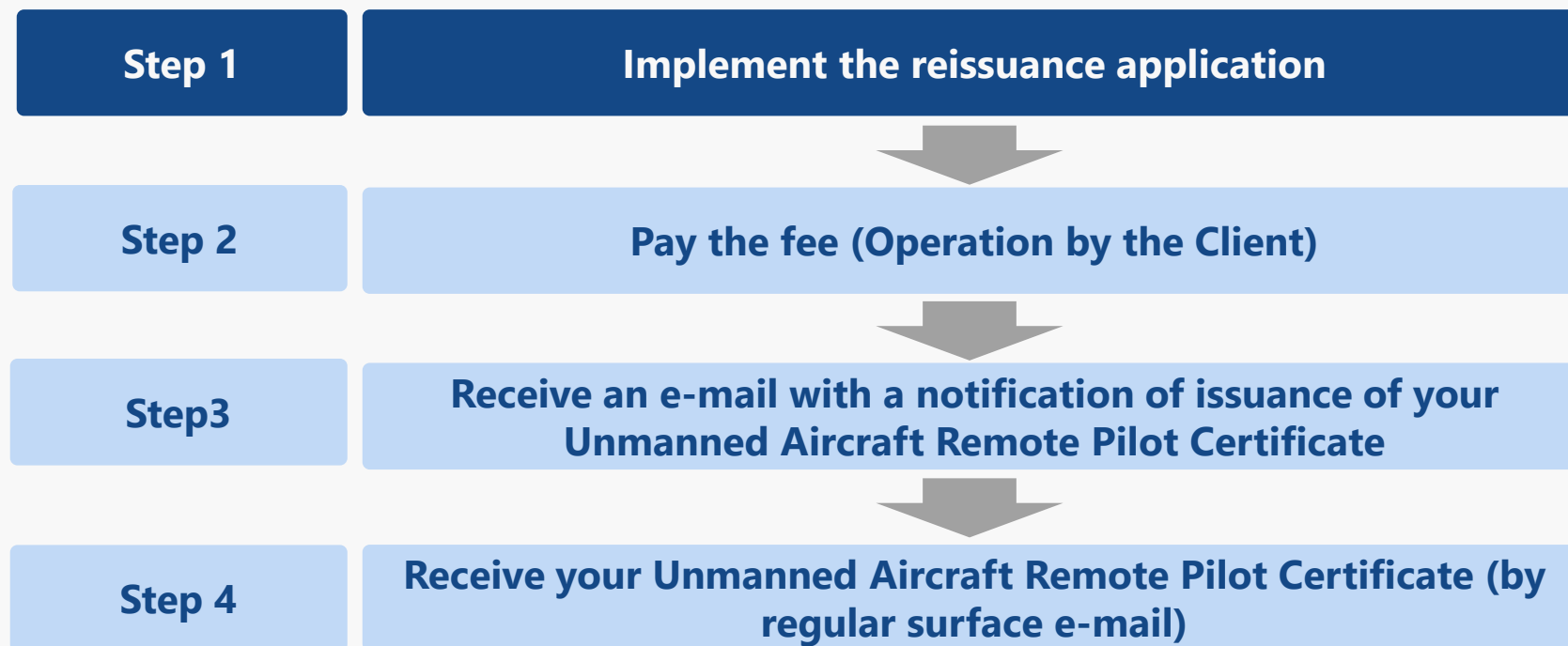
The application for reissuance of the Unmanned Aircraft Remote Pilot Certificate is completed

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

Caution!

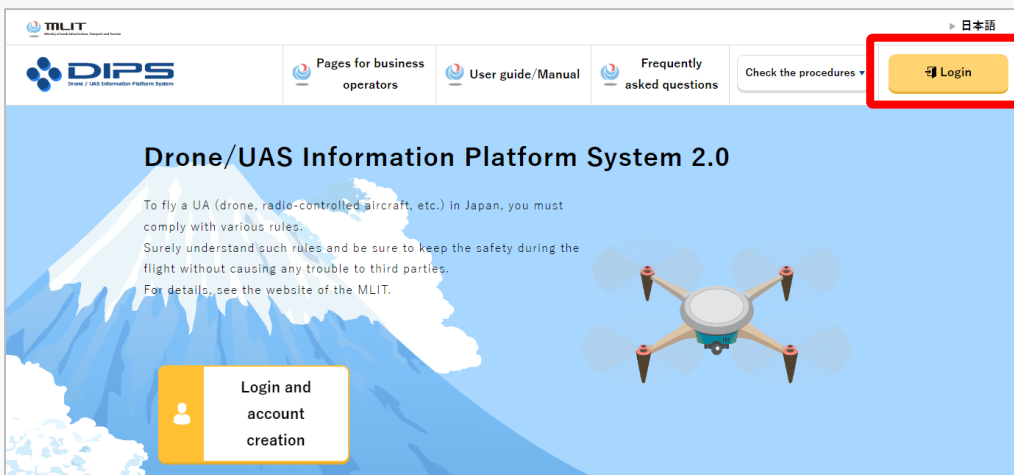
If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Once an agent has been set up, the agent's authority to apply as an agent remains valid unless the agent is cancelled by the client.

05. Flow from Application for Reissuance to Completion of Procedures by Agent



This operation manual shows "Step 1 : Implement the reissuance application." Step 2 onward, follow the instruction in the e-mail including "Request for Payment of the Fee" sent to client's address registered in the 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.

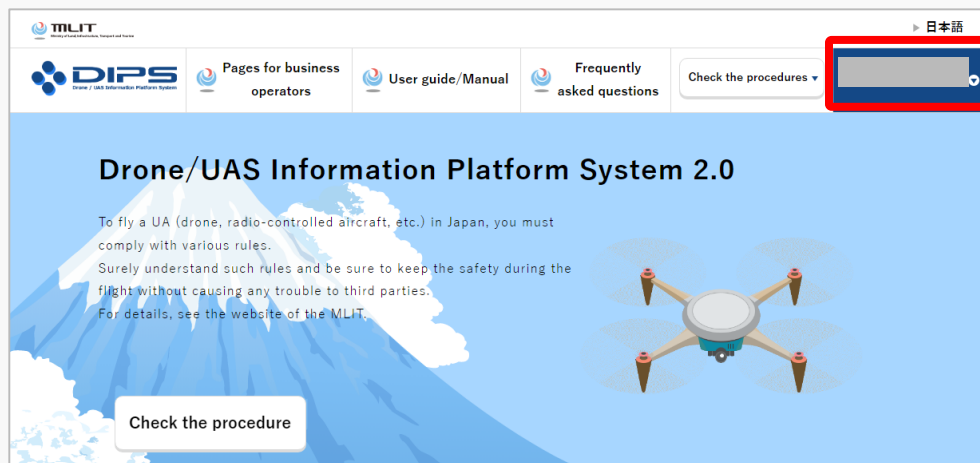
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

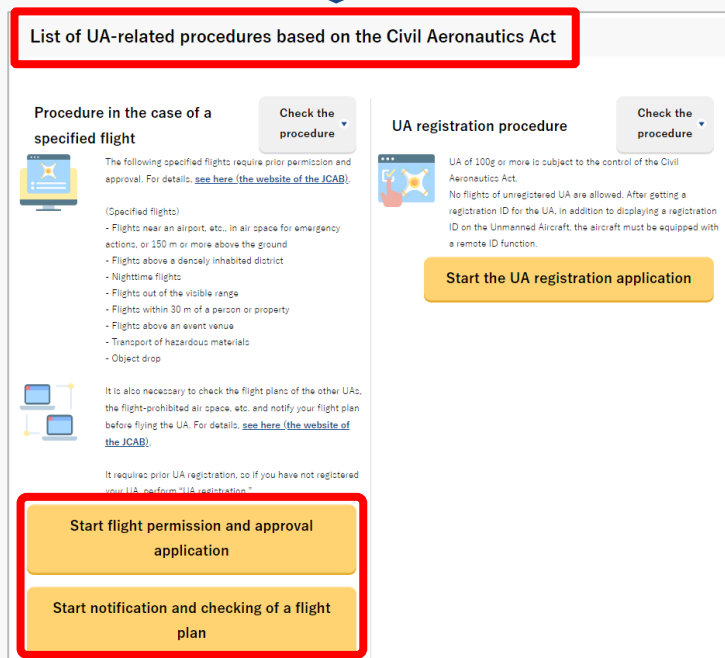
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 the Password (Agent Application) 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

Confirmation/change of registration information Remote Pilot Applicant Number

You can obtain Remote Pilot Applicant Number to be used in various applications for Unmanned Aircraft Remote Pilot Certificate. The information registered in Remote Pilot Applicant Number (name, address, face photo, etc.) will be used for examinations and various applications. Identification documents are required to obtain a number. ***Those under the age of 16 cannot apply.**

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

Apply for proof of skill as an agent

Enter proxy password

Confirmation of application status / withdrawal / payment

Obtaining Remote Pilot Applicant Number

Confirmation/change of registration information Remote Pilot Applicant Number

Issuance of new Unmanned Aircraft Remote Pilot Certificate

Limitation change to Unmanned Aircraft Remote Pilot Certificate

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

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.

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Click the “Enter proxy password” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

p.04-10

08. Step 3: Enter the Password

Password input screen (proxy application)

Enter the client's login ID, name, and password received from the client, and press the 'Register' button.

Login ID ⓘ

Full name ⓘ

Proxy password ⓘ

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Enter the following information.

Login ID: Client's login ID

Full name: Client's name

Proxy password:

Password in the e-mail sent to the client

After entering, click the "Registration" button.
Return to the menu screen.

09. Step 4: Proceed to Applicant-information Entry Screen

Certificate Menu

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Renewal of validity period

As an agent, we will renew the validity period of Unmanned Aircraft Remote Pilot Certificate. A power of attorney is required for renewal.

Return of Unmanned Aircraft Remote Pilot Certificate

As an agent, we will return Unmanned Aircraft Remote Pilot Certificate. If a return application is made, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed. For return, a power of attorney is required.

Reissuance of Unmanned Aircraft Remote Pilot Certificate

As an agent, we will reissue Unmanned Aircraft Remote Pilot Certificate. If you want to change your name or address, you need to change the registered information of Remote Pilot Applicant Number in advance. A power of attorney is required for reissuance.

Confirmation of proof information

As an agent, you can check the information of Unmanned Aircraft Remote Pilot Certificate of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II that you currently have.

Click “Reissuance of Unmanned Aircraft Remote Pilot Certificate” button in the “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

10. Step 5 Confirm Applicant Information (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

10. Step 5 Confirm Applicant Information (2/2)

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

Other information

Reason for reissuance ⓘ

Information about agent

Power of attorney ⓘ

Selection

Delete

return

Next

Confirm the applicant information.

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

Double-check the entry and fill in "Reason for reissuance."

Click "Selection" button to upload the Power of Attorney, then click "Next."

*To change applicant information, withdraw the application for reissuance temporarily, then change it from "Confirmation/change of registration information Remote Pilot Applicant Number" menu.

After making changes, implement the application for reissuance again.

11. Step 6: 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	
Face photograph	

Amendment of Applicant

Confirm application information.

If there is an error in the entered information, please correct it by clicking the “Amendment” button under each item.

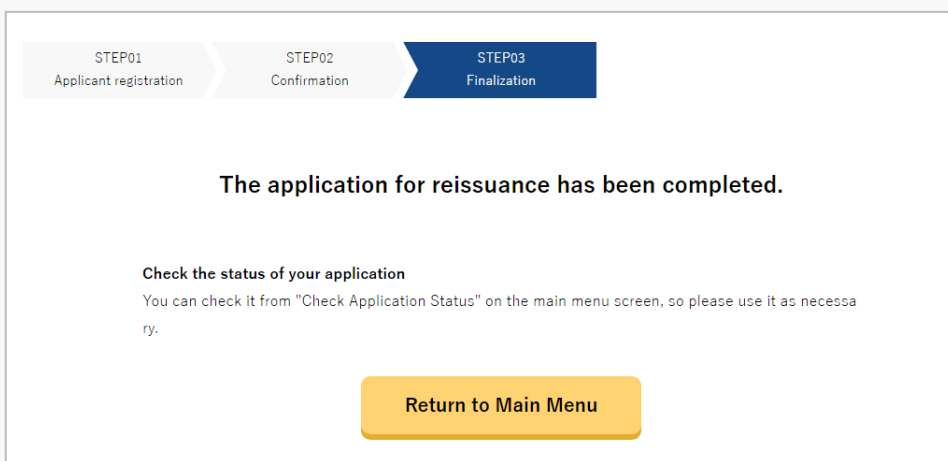
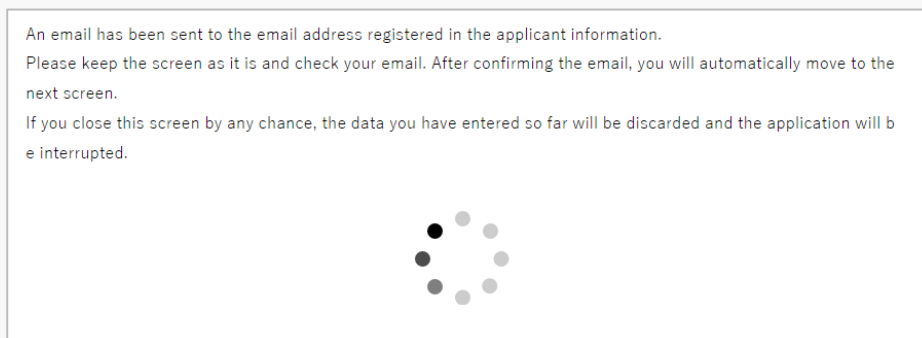
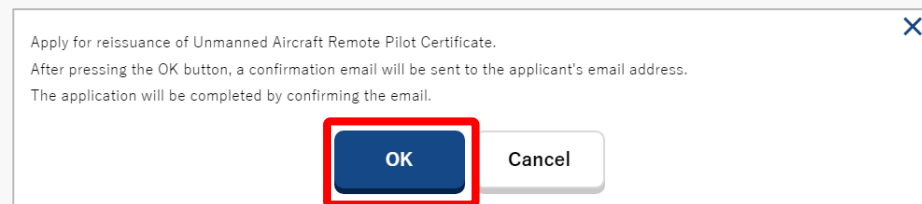
If the entered information is correct, click the “Application for reissuance” button.

22

return

Application for reissuance

11. Step 6: Confirm Application Information (2/2)



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

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

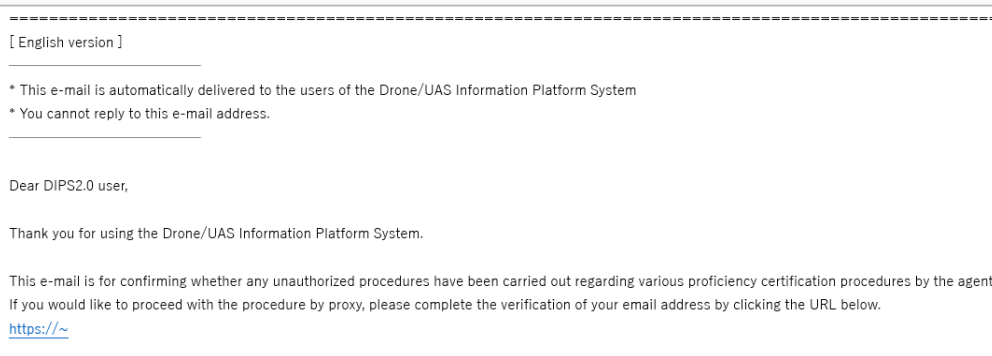
Caution!

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

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

12. Step 7: Confirm Arrival (Operation by the Client)

***Step 9 is operated by the client.**



認証完了
Authentication completed

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

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

Close the screen with the x button of the browser.

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

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

Points to note!

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

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

- Type of application

<Unmanned Aircraft Remote Pilot Certification Application Edition>

05. Applying for Return of a Unmanned Aircraft Remote Pilot Certification Application by Agent

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01. Introduction (For Those Wishing to Apply for a Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Applying Return of a Unmanned Aircraft Remote Pilot Certificate by Agent

The following information is required to apply for return by agent. Please receive the information from the client.

Type of Information	Item
Others	• Client's login ID and name • Password for setting agent • Power of attorney

04. Steps for Application for Return of the Unmanned Aircraft Remote Pilot Certificate by Agent

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

Start the application for return of the Unmanned Aircraft Remote Pilot Certificate by agent

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 the Password (Agent Application) Entry Screen

Click the "Enter proxy password" button in the "Apply for proof of skill as an agent" item in the main menu.

Step 3: Enter the Password

Enter the client's ID, name, and password for setting agent.

Step 4: Proceed to Applicant-information Entry Screen

Click the "Return of Unmanned Aircraft Remote Pilot Certificate" button in the "Apply for proof of skill as an agent" item in the main menu.

Step 5: Confirm Applicant Information

Select the client's account, then confirm the client information on the screen.

Step 6: Confirm Application Information

Confirm the information that you entered, and apply.

Step 7: Confirm Arrival (Operation by the Client)

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

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

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

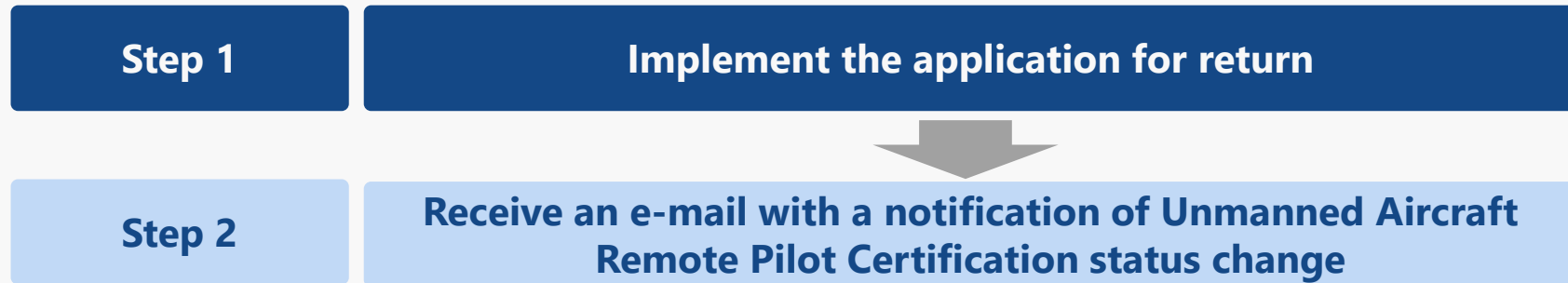
Notification of Unmanned Aircraft Remote Pilot Certification Status Change

You will be notified by e-mail to your email address when the Civil Aviation Bureau has been completed confirmation procedures.

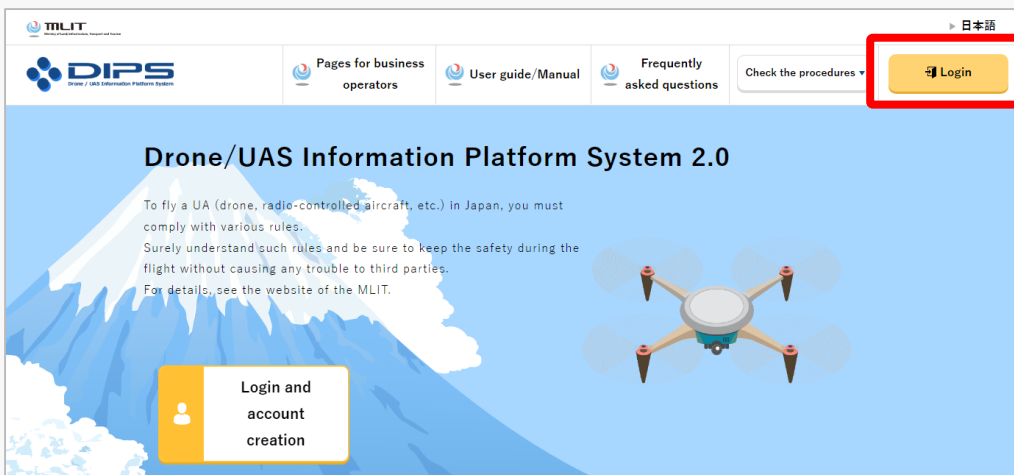
Caution!

If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Once an agent has been set up, the agent's authority to apply as an agent remains valid unless the agent is cancelled by the client.

05. Flow from Application to Return to Completion of Procedures by Agent



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.

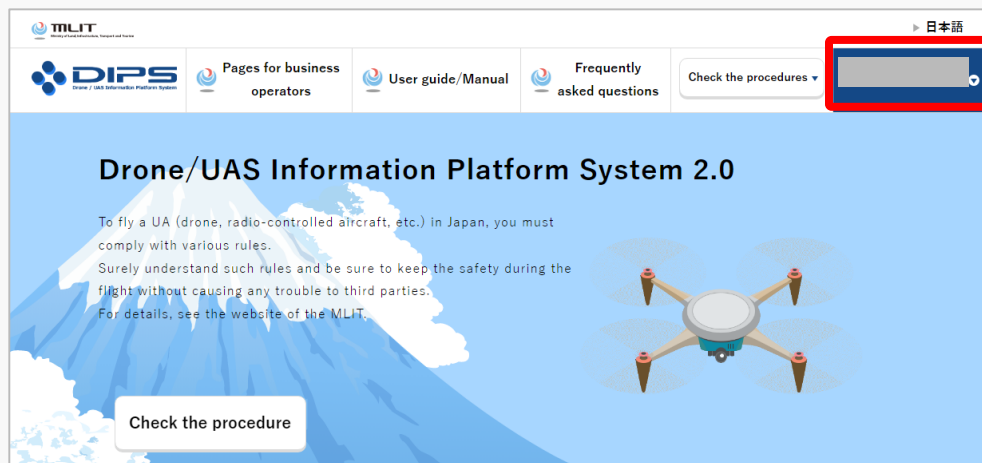
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

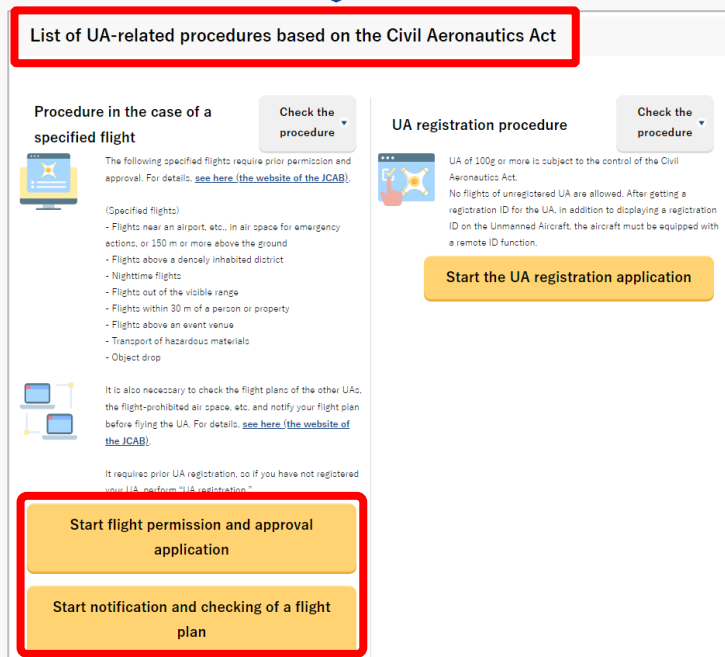
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 the Password (Agent Application) 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.

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Click the “Enter proxy password” button in “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

08. Step 3: Enter the Password

Password input screen (proxy application)

Enter the client's login ID, name, and password received from the client, and press the 'Register' button.

Login ID ⓘ

Full name ⓘ

Proxy password ⓘ

*If you have already entered a password for setting up an agent for the same client in the past, you do not need to enter a password. Skip Steps 2 and 3 and proceed to Step 4.

Enter the following information.

Login ID: Client's login ID

Full name: Client's name

Proxy password:

Password in the e-mail sent to the client

After entering, click the "Registration" button.
Return to the menu screen.

09. Step 4: 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

Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Renewal of validity period

As an agent, we will renew the validity period of Unmanned Aircraft Remote Pilot Certificate. A power of attorney is required for renewal.

Return of Unmanned Aircraft Remote Pilot Certificate

As an agent, we will return Unmanned Aircraft Remote Pilot Certificate. If a return application is made, Unmanned Aircraft Remote Pilot Certificate will be invalid after the procedure is completed. For return, a power of attorney is required.

Click “Return of Unmanned Aircraft Remote Pilot Certificate” button in the “Apply for proof of skill as an agent” item in the Unmanned Aircraft Remote Pilot Certificate menu page.

10. Step 5: Confirm Applicant Information (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

10. Step 5: Confirm Applicant Information (2/2)

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

Email address

Home / person's address

Country

Prefecture

Address to which documents should be sent

Prefecture

City / Street

Information about agent

Power of attorney ⓘ

Selection

Delete

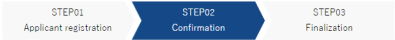
return

Next

Double-check the client information you selected.
Click "Selection" button to upload the Power of Attorney, then 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	

Amendment of
Applicant

Information about agent

Power of attorney	
-------------------	--

Amendment of
Applicant

return

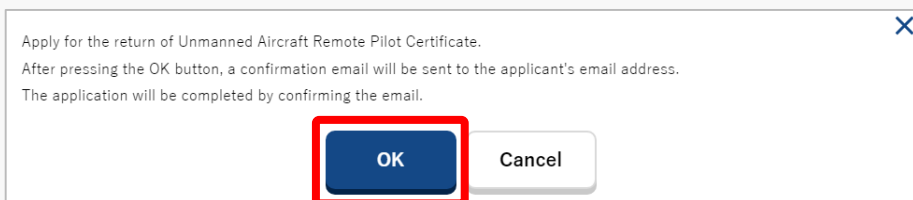
Application for return

Confirm application information.

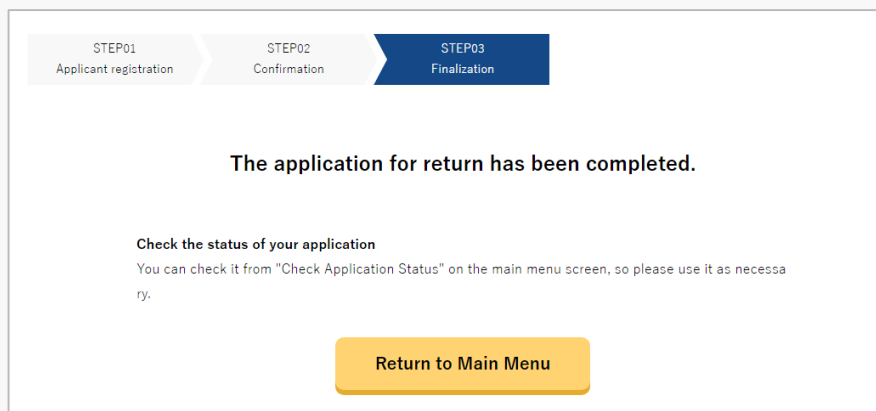
If there is an error in the entered information, please correct it by clicking the “Amendment” button under each item.

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

11. Step 6: Confirm Application Information (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.



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

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

Caution!

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

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

12. Step 7: Confirm Arrival (Operation by the Client)

***Step 9 is operated by the client.**

[English version]

* This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System
* You cannot reply to this e-mail address.

Dear DIPS2.0 user,

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

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

<https://~>



認証完了

Authentication completed

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

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

Close the screen with the x button of the browser.

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

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

Points to note!

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

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

- Type of application

<Unmanned Aircraft Remote Pilot Certification Application Edition>
06. Confirming the Status of the Application of an
Unmanned Aircraft Remote Pilot Certification
Application by Agent

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01. Introduction (For Those Wishing to Apply for an Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. List of Application Status Types

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

Application status	Details
E-mail delivery being confirmed	• Waiting for confirmation of delivery of e-mail at time of application
Waiting for procedure details	• 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
Suspension of procedure	• Application withdrawn by applicant
Completed procedure	• 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. Necessary Items for Confirming the Application Status of an Unmanned Aircraft Remote Pilot Certification by Agent

There is no information to be prepared in advance to confirm the status of an application for the Unmanned Aircraft Remote Pilot Certification application.

05. Steps for Confirming the Unmanned Aircraft Remote Pilot Certificate Application Status by Agent

Use the following steps to confirm the application status in the Drone Information Platform System.

Start confirmation of Unmanned Aircraft Remote Pilot Certificate application status

Step 1: Log in to Drone Information Platform System

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

Step 2: Proceed to List of Submission Status Screen

Click the " Confirmation of application status / withdrawal / payment " button in "Apply for proof of skill as an agent" item in the main menu.

Step 3: Select Application Procedures You Want to Confirm

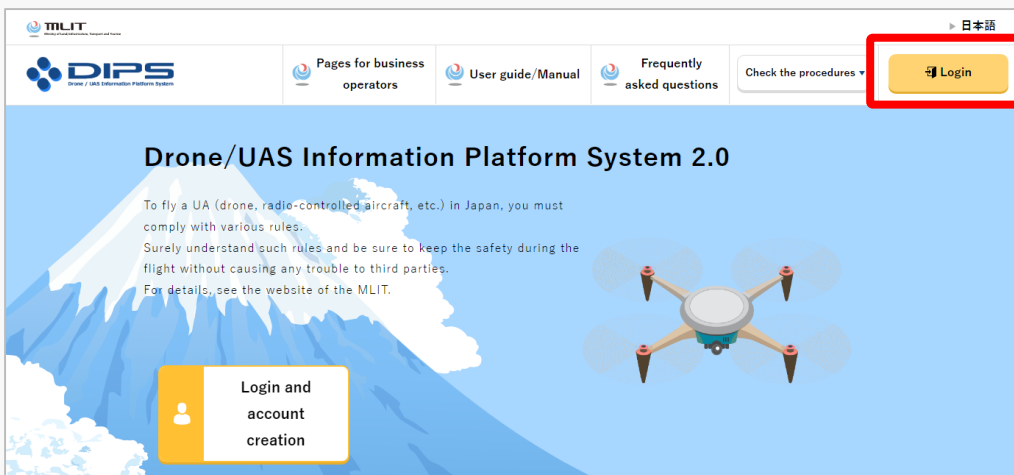
Select the client's account and click "Details" button for the application you want to check.

Step 4: Confirm Application Status Details

Confirm the application status details.

Confirmation of Unmanned Aircraft Remote Pilot Certificate application status is completed

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

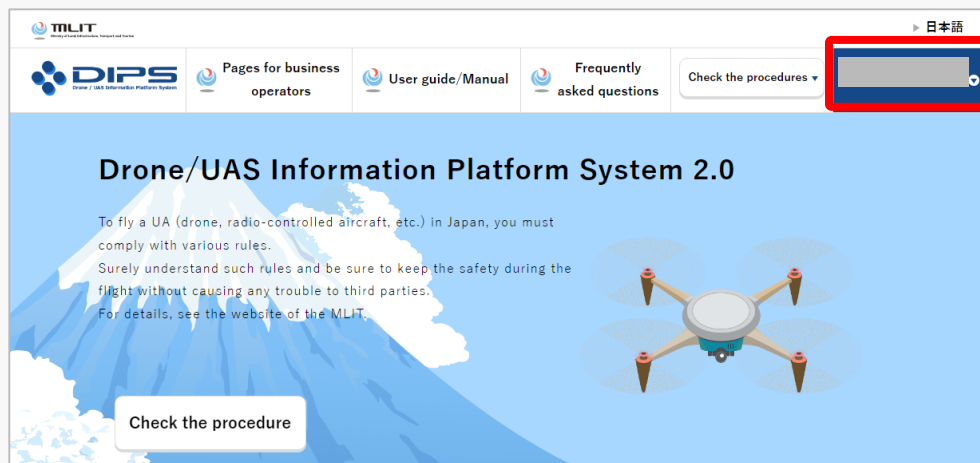
[Back](#)

Points to note!

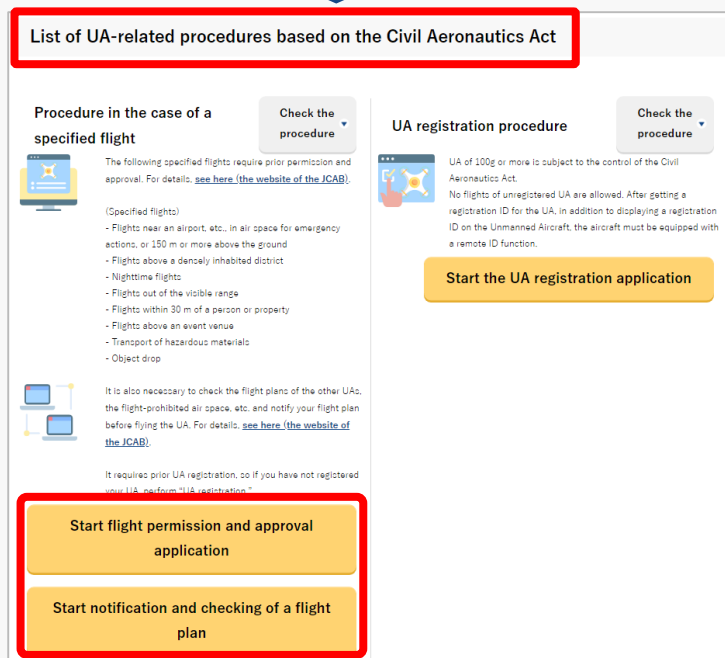
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 List of Submission Status 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.



Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Click the "Confirmation of application status / withdrawal / payment" button in "Apply for proof of skill as an agent" item in the Unmanned Aircraft Remote Pilot Certificate menu page.

08. Step 3: Select Application Procedures You Want to Confirm (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name

Furigana

Date of birth

Phone number

Email address

return

Continue

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

08. Step 3: Select Application Procedures You Want to Confirm (2/2)

List of submission status

The list of applications currently being applied for is displayed.

Please note that it may take some time for the details of the application to be reflected in the application status list.

Click the 'Details' button to check the details of the application status.

By pressing the 'Select Payment' button, you can pay the fee and registration license tax.

If you press the 'Withdraw' button, you can check the details of the application status and withdraw the application.

If you press the 'Reapply' button, you can edit the application details and reapply.

Application number

Type of application

Please select

Application status

Please select

Search

Application Date	Application number	Type of application	Application status	Details	Withdrawal/re-application	Payment selection
				Details	Withdrawal	
				Details		
				Details		

return

Select the application you want to check.

Application can be retrieved by "Application number," "Type of application," "Application status."

Application status can be confirmed in "Application Status" field.

Click "Details" button to check the detailed application status.

09. 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	
Application status	
Storage engine number	
Payment number	
Confirmation Number	
Application fee	
Registration and license tax	
Application Date	

Information about the applicant

Remote Pilot Applicant Number	
Full name	

Confirm the details of the application status.

<Unmanned Aircraft Remote Pilot Certification Application Edition>

07. Withdrawing the Application of an Unmanned Aircraft Remote Pilot Certification Application by Agent

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01. Introduction (For Those Wishing to Apply for an Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Withdrawing an Application of an Unmanned Aircraft Remote Pilot Certification by Agent

The following information is required to withdraw an application for the Unmanned Aircraft Remote Pilot Certification by agent.

Type of Information	Item
Application information	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 for Withdrawing an Unmanned Aircraft Remote Pilot Certificate Application by Agent

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

Start withdrawal of Unmanned Aircraft Remote Pilot Certification application by agent

Step 1: Log in to the Drone Information Platform System

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

Step 2: Confirm Application Status

Click the "Confirmation of application status / withdrawal / payment" button in "Apply for proof of skill as an agent" item in the main menu.

Step 3: Select Withdrawal Application Procedures

Select the account of client, then click "Withdrawal" button to confirm the detailed application data.

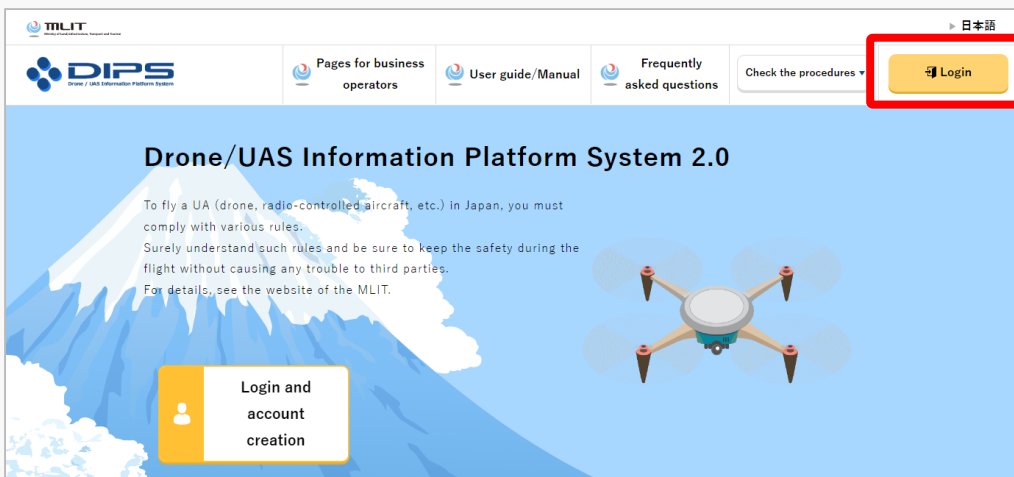
Step 4: Withdraw the Application

Click the "Withdrawal" button on the "application status details for skill certificate" screen to withdraw the application.

Completion of withdrawal of Unmanned Aircraft Remote Pilot Certification application

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

05. Step 1: Log in to the Drone Information Platform System (1/3)



Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<https://www.ossportal.dips.mlit.go.jp/portal/top/>)

Click the "Login" button.

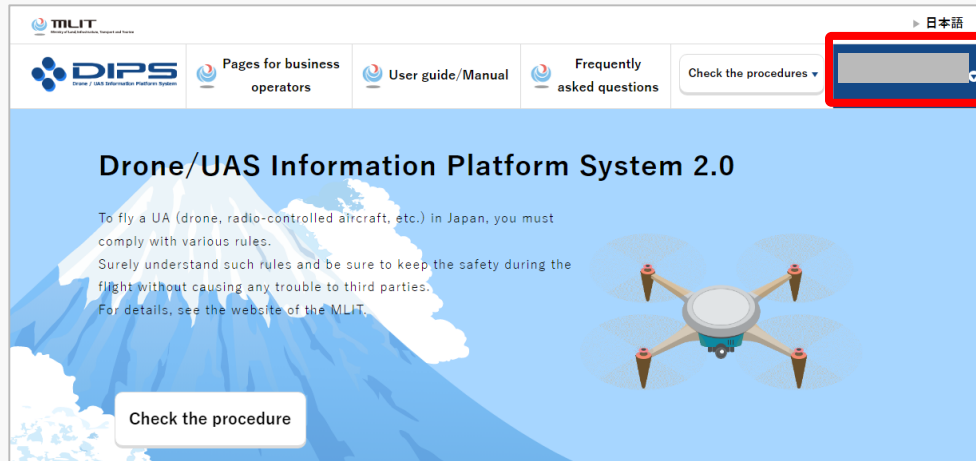
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

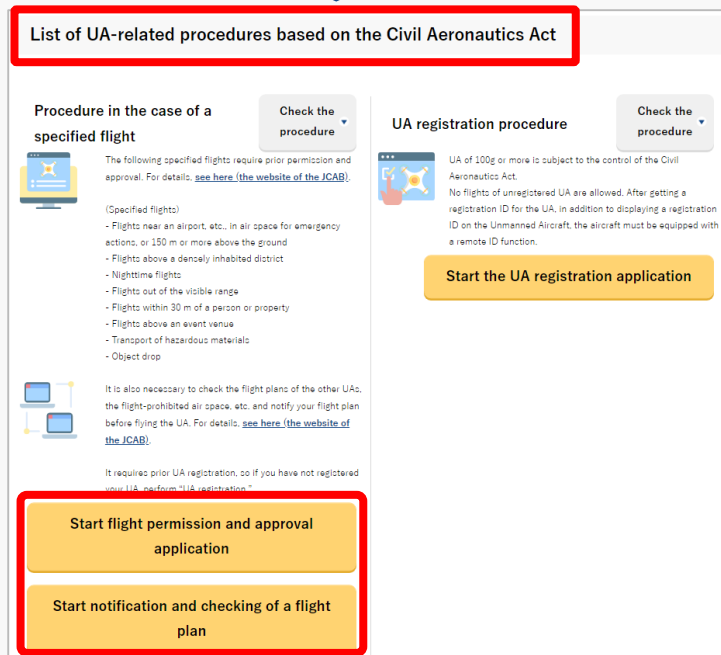
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

05. Step 1: Log in to the Drone Information Platform System (2/3)



Upon successful login, the name of the registered account will appear in the upper right corner of the "DIPS2.0" portal screen.



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

05. Step 1: Log in to the Drone Information Platform System (3/3)

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop



It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UAS certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure



Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [see here \(the website of the JCAB\)](#) and [here \(the website of the JCAB\)](#), respectively.

Start the UA certification application

Start the skill certification application

06. Step 2: Confirm Application Status

Certificate Menu

Prepare the information necessary for taking the test and applying for the issuance of Unmanned Aircraft Remote Pilot Certificate

Obtaining Remote Pilot Applicant Number

You can obtain Remote Pilot Applicant Number to be used in various applications for Unmanned Aircraft Remote Pilot Certificate. The information registered in Remote Pilot Applicant Number (name, address, face photo, etc.) will be used for examinations and various applications. Identification documents are required to obtain a number. ***Those under the age of 16 cannot apply.**

Confirmation/change of registration information Remote Pilot Applicant Number

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



Apply for proof of skill as an agent

Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Click the "Confirmation of application status / withdrawal / payment" button in "Apply for proof of skill as an agent" item in the Unmanned Aircraft Remote Pilot Certificate menu page.

07. Step 3: Select Withdrawal Application Procedures (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

07. Step 3: Select Withdrawal Application Procedures (2/2)

List of submission status

The list of applications currently being applied for is displayed.
Please note that it may take some time for the details of the application to be reflected in the application status list.

Click the 'Details' button to check the details of the application status.
By pressing the 'Select Payment' button, you can pay the fee and registration license tax.
If you press the 'Withdraw' button, you can check the details of the application status and withdraw the application.
If you press the 'Reapply' button, you can edit the application details and reapply.

Application number

Type of application

Please select

Application status

Please select

Search

Application Date	Application number	Type of application	Application status	Details	Withdrawal/re-application	Payment selection
				Details	Withdrawal	
				Details		
				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.

08. Step 4 : Withdraw the 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	

??

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

return

Withdrawal

Completion of application withdrawal procedures

The application withdrawal procedure has been completed.

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

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

<Unmanned Aircraft Remote Pilot Certification Application Edition>

08. Reapplying for an Unmanned Aircraft Remote Pilot Certification Application by Agent

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01. Introduction (For Those Wishing to Apply for an Unmanned Aircraft Remote Pilot Certification by Agent)

- In the Drone Information Platform System, you can apply for various Unmanned Aircraft Remote Pilot Certificates, withdraw your application, reapply, and check the status of your application.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

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

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

Type of Information	Item
Applicant's information (information from the client)	- Name(*) - Date of birth(*) - Telephone number(*) - E-mail address(*) - Home address/address of applicant(*) - Address for sending documents(*) - Facial photo(*) *Items that can be auto-completed are auto-completed by the system
Remote Pilot Qualification Number	- Remote Pilot Qualification Number (for new application, for application for limitation change) - Renewal Training Course Completion Certificate Number (for application for renewal)
Information, etc., related to Unmanned Aircraft Remote Pilot Certification	- Application qualification type (Class I, Class II) - Type of airframe (rotorcraft, etc.) - Application restriction type (nighttime flight, etc.) - Conditions for rejection - Information on reasons for disqualification - Attachments (Skill certificate of acceptance, Renewal Training Course Completion Certificate, etc.)
Others	Power of attorney

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

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

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

Step 1 : Log in to the Drone Information Platform System

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

Step 2 : Confirm Application Status

Click the "Confirmation of application status / withdrawal / payment" button in "Apply for proof of skill as an agent" item in the main menu.

Step 3 : Select Re-application Procedures

Select the account of client, then select the application procedures that you want to re-apply for from the application status list and click the "reapplication" button.

Step 4 : Correct Application Contents

Correct "Information about the applicant," "Acceptance information," and "Other information."

Step 5 : Re-apply

If the application contents are correct, re-apply.

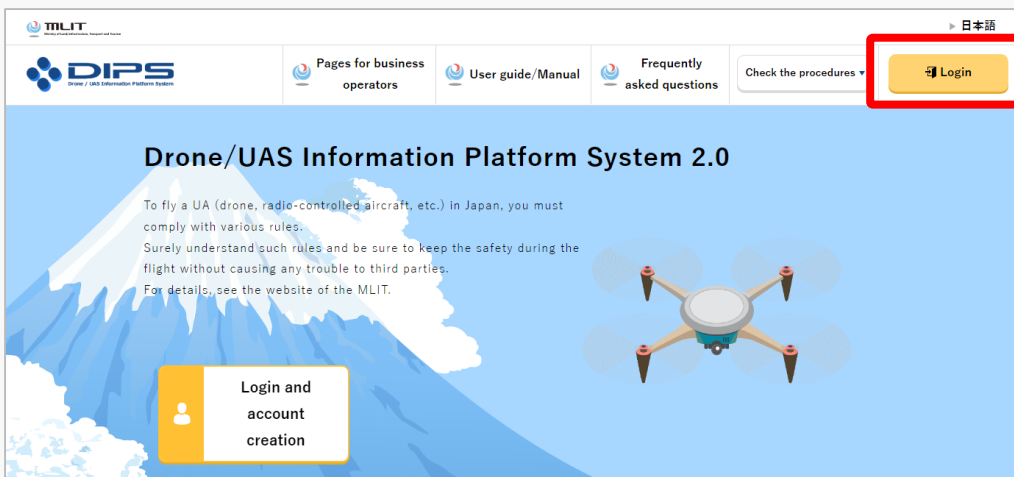
Step 6 : Confirm Arrival (Operation by the Client)

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

Complete re-application

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

05. Step 1: Log in to the Drone Information Platform System (1/3)



Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<https://www.ossportal.dips.mlit.go.jp/portal/top/>)

Click the "Login" button.

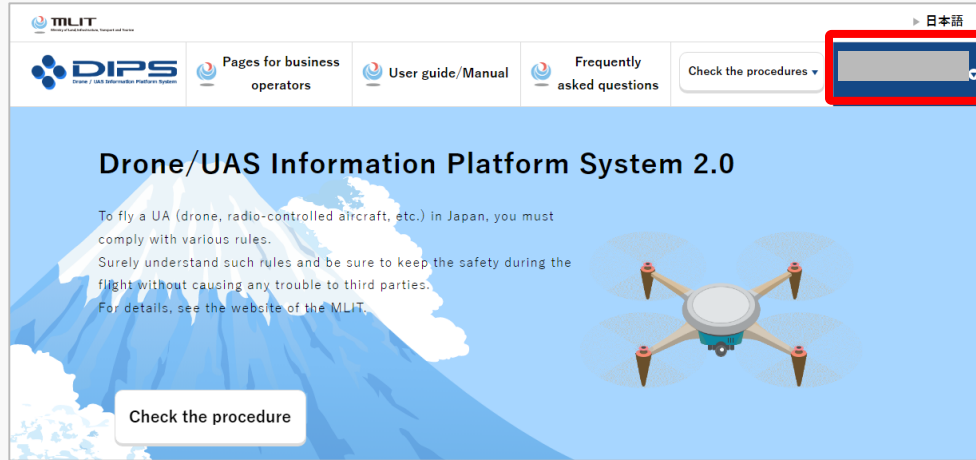
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

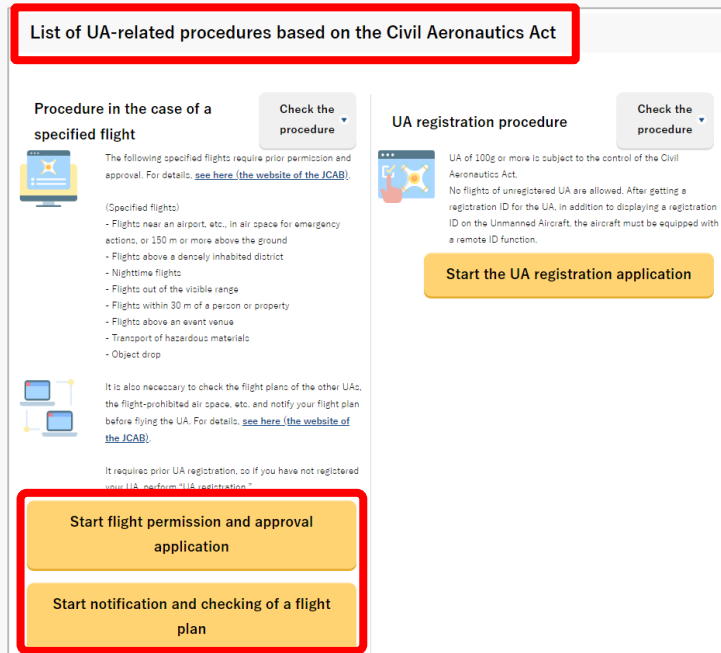
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

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

05. Step 1: Log in to the Drone Information Platform System (2/3)



Upon successful login, the name of the registered account will appear in the upper right corner of the "DIPS2.0" portal screen.



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

05. Step 1: Log in to the Drone Information Platform System (3/3)

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop



It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UAS certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure



Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [see here \(the website of the JCAB\)](#) and [here \(the website of the JCAB\)](#), respectively.

Start the UA certification application

Start the skill certification application

06. Step 2: Confirm Application Status

Certificate Menu

Prepare the information necessary for taking the test and applying for the issuance of Unmanned Aircraft Remote Pilot Certificate

Obtaining Remote Pilot Applicant Number

You can obtain Remote Pilot Applicant Number to be used in various applications for Unmanned Aircraft Remote Pilot Certificate. The information registered in Remote Pilot Applicant Number (name, address, face photo, etc.) will be used for examinations and various applications. Identification documents are required to obtain a number. ***Those under the age of 16 cannot apply.**

Confirmation/change of registration information Remote Pilot Applicant Number

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



Apply for proof of skill as an agent



Enter proxy password

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

Confirmation of application status / withdrawal / payment

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Issuance of new Unmanned Aircraft Remote Pilot Certificate

You can request the issuance of unmanned aircraft remote pilot CLASS I and unmanned aircraft remote pilot CLASS II. If you apply for it for the first time, you need to obtain Remote Pilot Applicant Number in advance. Also, you will need to attach a certificate of competence certificate when you apply.

Limitation change to Unmanned Aircraft Remote Pilot Certificate

As an agent, we will apply for a change in the limited items (Limitation Change) of Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Click the "Confirmation of application status / withdrawal / payment" button in the "Apply for proof of skill as an agent" item in the Unmanned Aircraft Remote Pilot Certificate menu page.

07. Step 3: Select Re-application Procedures (1/2)

Select client account

Please select a client to apply for a proxy. In addition, if the proxy setting is not completed, you will not be able to select it.
Please set up a proxy in advance from the "Set proxy" menu.
After selecting, make sure that the client information displayed is correct and press 'Proceed'.

Client selection

Information about the client

Full name	
Furigana	
Date of birth	
Phone number	
Email address	

Select the account of client, then click "Continue."

*You have to select a client's account only when there are two or more clients.
Check the applicant information when only one client is set.

07. Step 3: Select Re-application Procedures (2/2)

List of submission status

The list of applications currently being applied for is displayed.

Please note that it may take some time for the details of the application to be reflected in the application status list.

Click the 'Details' button to check the details of the application status.

By pressing the 'Select Payment' button, you can pay the fee and registration license tax.

If you press the 'Withdraw' button, you can check the details of the application status and withdraw the application.

If you press the 'Reapply' button, you can edit the application details and reapply.

Application number

Type of application

Please select

Application status

Please select

Search

Application Date	Application number	Type of application	Application status	Details	Withdrawal/re-application	Payment selection
				Details	reapplication	
				Details		
				Details		

return

Confirm the application contents and re-apply.

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

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

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

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08. Step 4: Correct Application Contents (1/2)

Confirmation of Applicants/Acceptance Information/Other Information

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

Information about the applicant

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



Information on technical skill passing certificate

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

Corrected information
about Skill certificates

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

Click the “reapplication” button at the “List of submission status” screen to display the “Confirmation of Applicants/Acceptance Information/Other Information” screen.

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

08. Step 4: Correct Application Contents (2/2)

Enter passing information

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

Remote Pilot Qualification Number

Remote Pilot Qualification Number ⓘ

Information on skill certification

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

Category:

Type of airframe:

current limitation

Limitation Change on types:

Limitation Change on flight methods:

Modified Restrictions

Limitation Change on types:

Limitation Change on flight methods:

Conditions etc.

return

Correction complete

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

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

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

Confirmation of Applicants/Acceptance Information/Other Information

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

Information about the applicant

Full name

Furigana

Name (English)

Date of birth

Phone number

Email address

Home / person's address

??

Other information

Remarks

Other amendments

return

reapplication

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

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

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



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



The re-application process has been completed.

Check the status of your application

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

Return to Main Menu

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

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

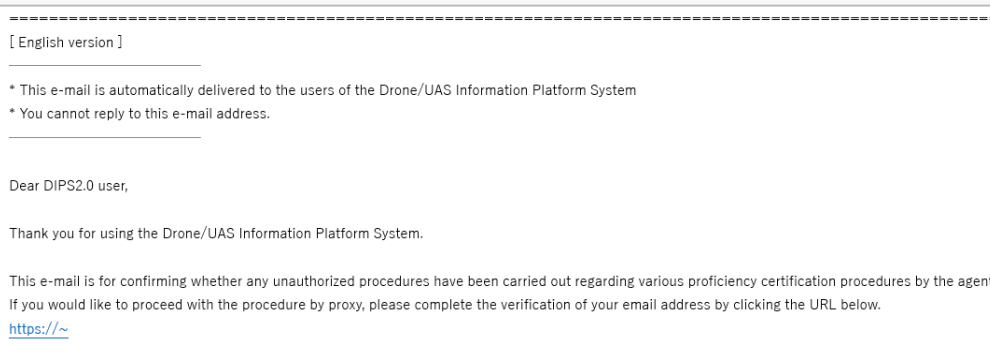
Caution!

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

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

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

*Step 6 is operated by the client.



認証完了
Authentication completed

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

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

Close the screen with the x button of the browser.

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

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

Points to note!

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

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

- Type of application