



COPY

**REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 10 OF 2019
ABOUT
PROCEDURES FOR POPULATION ADMINISTRATION SERVICES
ONLINE _**

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that Population Administration is directed to fulfill the human rights of every person in the field of population administration without discrimination;

b. that in order to fulfill the human rights as intended in letter a, it is necessary to provide population administration services professionally, quickly and easily accessible to the public;

c. that based on Sukoharjo Regency Regional Regulation Number 5 of 2010 concerning the Implementation of Population Administration as amended several times most recently with Sukoharjo Regency Regional Regulation Number 16 of 2017 concerning the Second Amendment to Sukoharjo Regency Regional Regulation Number 5 of 2010 concerning Implementation of Population Administration stating that the regional government is obliged and responsible for carrying out population administration affairs in accordance with its authority;

d. that based on the considerations as intended in letter a, letter b and letter c need to specify Regent's Regulation on Procedures for Online Population Administration Services ;

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java;

2. Law Number 39 of 1999 concerning Human Rights Human (State Gazette of the Republic of Indonesia of 1999 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 3886);

3. Law Number 23 of 2002 concerning Child Protection (State Gazette of the Republic of Indonesia of 2002 Number 109, Supplement to the State Gazette of the Republic of Indonesia Number 4235) as amended several times, most recently by Law Number 17 of 2016 concerning Determination Government Regulation in Lieu of Law Number 1 of 2016 concerning the Second Amendment to Law Number 23 of 2002 concerning Child Protection into Law (State Gazette of the Republic of Indonesia of 2016 Number 237, Supplement to the State Gazette of the Republic of Indonesia Number 5946);
4. Law Number 12 of 2006 concerning Citizenship of the Republic of Indonesia (State Gazette of the Republic of Indonesia Year 2006 Number 63, Supplement to the State Gazette of the Republic of Indonesia Number 4634);
5. Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2006 Number 124, Supplement to State Gazette of the Republic of Indonesia Number 4674) as amended by Law Number 24 of 2013 concerning Amendments to Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2013 Number 262, Supplement to the State Gazette of the Republic of Indonesia Number 5475);
6. Law Number 11 of 2008 concerning Information and Electronic Transactions (State Gazette of the Republic of Indonesia of 2008 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 4843);
7. Law Number 25 of 2009 concerning Services Public (2009 State Gazette of the Republic of Indonesia Number 112, Supplement to the State Gazette of the Republic of Indonesia Number 5038);
8. Law Number 6 of 2011 concerning Immigration (State Gazette of the Republic of Indonesia of 2011 Number 53, Supplement to State Gazette of the Republic of Indonesia Number 5216);
9. Law Number 12 of 2011 concerning the Establishment of Legislation (State Gazette of the Republic of Indonesia of 2004 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234);
10. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 9 of 2015 concerning the Second Amendment to the Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 5679);

11. Government Regulation Number 37 of 2007 concerning Implementation of Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic Indonesia of 2007 Number 80, Supplement to the State Gazette of the Republic of Indonesia Number 4736), as amended by Government Regulation Number 102 of 2012 concerning Amendments to Government Regulation Number 37 of 2007 concerning Implementation of Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic Indonesia Year 2012 Number 265, Supplement to the State Gazette of the Republic of Indonesia Number 5373);
12. Presidential Regulation Number 26 of 2009 concerning the Implementation of Population Identification Cards Based on Population Identification Numbers Nationally, as amended several times, most recently by Presidential Regulation Number 112 of 2013 concerning the Fourth Amendment to Presidential Regulation Number 26 of 2009 concerning the Implementation of Number-Based Population Identification Cards National Population Register (State Gazette of the Republic of Indonesia 2013 Number 257);
13. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislative Regulations (State Gazette of the Republic of Indonesia of 2014 Number 199);
14. Presidential Regulation Number 96 of 2018 concerning Requirements and Procedures for Population Registration and Civil Registration (State Gazette of the Republic of Indonesia of 2018 Number 184);
15. Presidential Regulation Number 95 of 2018 concerning Electronic-Based Government Systems (State Gazette of the Republic of Indonesia of 2018 Number 182);
16. Minister of Home Affairs Regulation Number 68 of 2012 concerning Procedures for Reporting the Implementation of Population Administration (State Gazette of the Republic of Indonesia of 2012 Number 1028);
17. Regulation of the Minister of Home Affairs Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036) as well as Regulation of the Minister of Home Affairs Number 120 of 2018 concerning Amendments to Regulation of the Minister of Home Affairs Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia 2019 Number 157);
18. Minister of Home Affairs Regulation Number 9 of 2016 concerning the Acceleration of Increasing the Coverage of Birth Certificates (State Gazette of the Republic of Indonesia of 2016 Number 325);

19. Minister of Home Affairs Regulation Number 118 of 2017 regarding Family Card Forms, Registers and Civil Registration Deed Excerpts (State Gazette of the Republic of Indonesia of 2017 Number 1764);
20. Minister of Home Affairs Regulation Number 7 of 2019 concerning Online Population Administration Services (State Gazette of the Republic of Indonesia of 2019 Number 152);
21. Sukoharjo Regency Regional Regulation Number 5 of 2010 concerning the Implementation of Population Administration (Sukoharjo Regency Regional Gazette of 2010 Number 5, Supplement to Sukoharjo Regency Regional Gazette Number 176) as amended several times, most recently by Sukoharjo Regency Regional Regulation Number 16 of 2017 concerning Second Amendment on Sukoharjo Regency Regional Regulation Number 5 of 2010 concerning the Implementation of Population Administration (Sukoharjo Regency Regional Gazette of 2017 Number 16, Supplement to Sukoharjo Regency Regional Gazette Number 256);
22. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);

DECIDE:

**To stipulate: REGENT REGULATIONS CONCERNING SERVICE PROCEDURES
ONLINE POPULATION ADMINISTRATION .**

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation, what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The Population and Civil Registration Service, hereinafter referred to as Disdukcapil, is the Population and Civil Registration Service of Sukoharjo Regency.
5. The Communication and Informatics Service, hereinafter referred to as Diskominfo, is the Sukoharjo Regency Communication and Informatics Service.

6. **Population Administration** is a series of activities structuring and controlling the issuance of documents and Population Data through Population Registration, Civil Registration, managing Population Administration information and utilizing the results for public services and development in other sectors.
7. **Population Administration Information System**, hereinafter abbreviated as **SIAK**, is an information system that utilizes information and communication technology to facilitate the management of population administration information at the Administrator and Disdukcapil levels as one unit.
8. **Population events** are events that are experienced Residents who must be reported because it has consequences for the issuance or change of Family Cards, Resident Identity Cards and/or other residence certificates include moving in, changing address, and limited residence status to permanent residence.
9. **Family Card**, hereinafter abbreviated as **KK**, is a family identity card which contains data about the name, structure and relationships within the family, as well as the identity of family members.
10. **Electronic Identity Card**, hereinafter abbreviated as **KTP-el**, is an Identity Card equipped with a chip which is the official identity of the resident as proof of self issued by Disdukcapil.
11. **Civil Registration** is the recording of Important Events experienced by a person in the Civil Registration register at Disdukcapil.
12. **Civil Registration Official** is an official who records important events experienced by a person at Disdukcapil whose appointment is in accordance with the provisions of the Legislative Regulations.
13. **Important events** are events experienced by someone including recognition, birth, death, stillbirth, marriage, divorce, child child validation, child adoption, name change and change in citizenship status.
14. **Applications** are computer programs designed to make things easier for Information Technology users.
15. A **database** is a collection of various types of population data that are stored systematically, structured and interconnected using devices software, hardware and data communications networks.
16. **Population data** is individual data and/or structured aggregate data as a result of Population Registration and Civil Registration activities.

17. Online Population Administration Services *is* the process of processing population documents where the data is filled in electronically (*online*) on a web/internet basis using information and communication technology facilities.
18. Indonesian citizens are people of the original Indonesian nation and people of other nations who are legalized by law as Indonesian citizens.
19. The applicant is an Indonesian citizen who submits a request for population documents.
20. The page used by the applicant to obtain a Population Administration Cover Letter from the village or sub-district is [http:// jasa.sukoharjokab.go.id](http://jasa.sukoharjokab.go.id) or the Integrated Certificate *mobile* application.
21. The page used by the Village or Subdistrict to process the Population Administration Cover Letter is <http://skuter.sukoharjokab.go.id>.
22. The page for managing online population administration is <http://jasa-dispendukcapil.sukoharjokab.go.id> in a way

CHAPTER II

PURPOSE AND OBJECTIVES

Section 2

This Regent's Regulation is intended as a guideline for Regional Governments and the public to obtain population administration documents using *online-based applications*.

Article 3

This Regent's Regulation aims to:

- a. arranging online population administration services ;
- b. orderly population administration;
- c. provide convenience, breadth of reach and time efficiency in processing population documents; d. facilitate population administration and civil registration services in villages and sub-districts through *online-based applications*; And
- e. provide a valid database for access by village and sub-district registration officers.

CHAPTER III

SCOPE**Article 4**

The scope of this Regent's Regulation includes: a.

Procedures for online application for a birth certificate (F-2.01), death certificate (F-2.29) and Indonesian citizen transfer application form (F-1.36) .

b. procedures for *online application for population administration documents at Disdukcapil*.

Article 5

(1) Online population administration *documents* as intended in Article 4 includes the following types of services: a.

issuance of Birth Certificate; b.

issuance of Death Certificate; And

c. Issuance of transfer certificate is coming.

(2) Online population administration documents as intended in paragraph (1) are only intended for Indonesian citizens residing in the territory of the Unitary State of the Republic Indonesia.

CHAPTER IV

**REQUIREMENTS AND PROCEDURES FOR ADMINISTRATIVE APPLICATIONS
ONLINE POPULATION**

**Part One
General**

Article 6

(1) Procedures for online application for a certificate/form in the village/ kelurahan *include* :

a. birth certificate (F-2.01);

b. death certificate (F-2.29); And

c. Indonesian citizen transfer application form (F-1.36).

(2) Procedures for requesting population administration documents at Disdukcapil.

**The second part
Procedures for Requesting a Certificate/Form
In the Village/Subdistrict**

Article 7

(1) Procedures for requesting a birth reporting certificate in villages/sub-districts as follows:

- a. Applicants register their application for a Birth Certificate in the Village or Subdistrict at [http:// jasa.sukoharjokab.go.id](http://jasa.sukoharjokab.go.id) or *mobile* application Integrated Certificate by entering the Population Identification Number to obtain access rights;
- b. Applicants who have obtained the access rights as intended in letter a, then select the Birth Certificate menu to submit a Birth Certificate, then the Applicant fills in the data in the Birth Certificate application;
- c. Village or Subdistrict officers carry out data verification and validation at <http://skuter.sukoharjokab.go.id>;
- d. After verifying and validating the data as in letter c, the Village or Subdistrict officer issues a Birth Certificate signed by

The applicant is known to the Village Head or Lurah or authorized official.

(2) The applicant for the birth certificate as intended in paragraph (1) shows the applicant's e-KTP, parents' e-KTP, e-KTP of 2 (two) witnesses.

Article 8

In the case of an applicant who already has a birth certificate from a birth attendant (hospital, health center, doctor, midwife or clinic), the request for a birth certificate can be processed directly at the Dukcapil Office.

Article 9

(1) Procedures for requesting a death certificate in a village/sub-district are as follows: a. the applicant registers

the application for a Death Certificate in the Village or Subdistrict at [http:// jasa.sukoharjokab.go.id](http://jasa.sukoharjokab.go.id) or the Integrated Certificate *mobile* application by entering the Population Identification Number to obtain access rights;

- b. Applicants who have obtained the access rights as intended in letter a, then select the Death Certificate menu to submit a Death Certificate, then the Applicant fills in the data in the Death Certificate application;
 - c. Village or Subdistrict officers carry out data verification and validation at <http://skuter.sukoharjokab.go.id>;
 - d. After verifying and validating the data as in letter c, the Village or Subdistrict officer issues a Death Certificate signed by the Village Head or Lurah or an authorized official.
- (2) The applicant for a death certificate as intended in paragraph (1) shows:
- a. Family card;
 - b. Applicant's e-KTP; And
 - c. E-KTP of 2 (two) witnesses to the death.

Article 10

- (1) The procedure for applying for an application form to move Indonesian citizens to a village/sub-district is as follows:
- a. Applicants register the application form to move Indonesian citizens in the sub-district at or ~~http://~~ jasa.sukoharjokab.go.id or Integrated Certificate *mobile* application by entering the Population Identification Number to obtain access rights;
 - b. Applicants who have obtained the access rights as intended in letter a, then select the Transfer Letter menu to submit the Indonesian Citizen transfer application form, then the Applicant fills in the data in the Transfer Letter application;
 - c. Village or Subdistrict officers carry out data verification and validation at <http://skuter.sukoharjokab.go.id>;
 - d. After verifying and validating the data as in letter c, the Village or Subdistrict Registration officer issues an application form to move Indonesian citizens which is signed by the registration officer;
 - e. In the event that the registration officer as referred to in letter d is absent, the applicant can apply to move the Indonesian citizen to Disdukcapil.
- (2) Applicant of the Indonesian Citizen transfer application form as follows referred to in paragraph (1) indicates:
- a. Family card; And
 - b. Applicant's e-KTP.

**Part Three
Procedures for Requesting Population Administration Documents
At Disdukcapil**

**Paragraph 1
Birth Registration Services**

Article 11

- (1) Requirements for the application for the issuance of an Indonesian citizen's birth certificate as follows:
- a. birth certificate from the doctor/midwife/assistant birth;
 - b. photocopy of marriage book/excerpt of marriage certificate or other valid evidence (divorce certificate, court order) legalized by an authorized official;
 - c. photocopy of family card (attach the original family card if registering the birth will result in changes to the family card);
And
 - d. photocopy of parents' e-KTP.
- (2) Birth registration of Indonesian citizens for newly born or newly discovered children whose origins or whereabouts of their parents are unknown must comply with the requirements for an official report from the police.
- (3) Birth registration of Indonesian citizens for children whose origins or whereabouts of their parents are unknown other than those referred to in paragraph (3) must fulfill the requirements of a statement of absolute responsibility for the correctness of birth data with 2 (two) witnesses.

Article 12

- (1) Residents can make a statement of absolute responsibility for the correctness of the data with the knowledge of 2 (two) witnesses in the case of:
- a. do not have a birth certificate; and/or
 - b. do not have a marriage certificate/excerpt from a marriage certificate or other valid evidence but the relationship status is in the family card showing as husband and wife.
- (2) The statement of absolute responsibility as intended in paragraph (1) must be affixed with sufficient stamp duty.

Article 13

The procedure for requesting online Birth Registration services *is* as follows:

- a. The applicant registers at <http://pe.jasa-disdukcapil.sukoharjokab.go.id> access rights as a user of the birth registration application;
- b. Applicants who have obtained the access rights as intended in letter a, then enter their NIK for application to fill out the form in the birth registration application and upload the requirements as intended in Article 11;
- c. Applicants who have filled out the birth registration application form and uploaded the requirements as intended in letter b will receive confirmation of the application;
- d. Officers at Disdukcapil verify and validate application data as referred to in letter c, with the database/biodata stored in SIAK;
- e. After verification and validation of the data as intended in letter d, the civil registration official at Disdukcapil signs and issues the register and birth certificate extract;
- f. Officers at Disdukcapil send notification of the issuance of the register and birth certificate extract as intended in letter e, via SMS to the *mobile phone* number applicant; And
- g. The applicant takes the birth certificate excerpt as intended in letter f, and submits the required documents as intended in Article 11.

Paragraph 2 Death Registration Services

Article 14

(1) Death Registration Requirements are as follows:

- a. death certificate; And
- b. Republic of Indonesia travel document for Indonesian citizens is not it resident.

(2) Death certificate as intended in paragraph (1) letter a, namely:

- a. death certificate from the doctor or village head;
- b. police certificate for the death of a person whose identity is unclear;

- c. a copy of a court order for someone whose whereabouts are unclear because they are missing or dead but their body has not been found;
 - d. a copy of the court order for residents whose death occurred a long time ago and who are not registered as residents in the family card or population database;
 - e. a death statement from the airline or Harbor Master's Office and Port Authority (KSOP) for someone whose whereabouts are unclear because they are missing or dead but their body has not been found in accordance with the provisions of statutory regulations.
- (3) In the event that there is a change in the population document due to death, the officer can request a population document that has changed data.

Article 15

Procedures for requesting online death registration are as follows:

- a. the applicant registers at <http://pe.jasa-dispendukcapil.sukoharjokab.go.id> to obtain access rights as a user of the death registration application;
- b. Applicants who have obtained the access rights as intended in letter a, then enter their NIK for submission to fill out the form in the death registration application and upload the requirements as intended in Article 14.
- c. applicants who have filled in the death registration application data and uploaded the requirements as intended in letter b, will receive proof of application;
- d. officers at Disdukcapil verify and validate application data as intended in letter c, with the database/biodata stored in SIAK;
- e. after verification and validation of the data as intended in letter d, the civil registration official at Disdukcapil signs and issues the register and death certificate extract;
- f. Officers at Disdukcapil send notification of the issuance of the register and extract of death certificates as referred to in letter e, via SMS to *mobile phone* numbers applicant; And
- g. the applicant takes the death certificate extract as follows referred to in letter f, by submitting the required documents as intended in Article 14.

**Paragraph 3
Moving Services Coming**

Article 16

- (1) Registration of the movement of Indonesian citizens within the territory of the Unitary State of the Republic of Indonesia is carried out by issuance of a moving certificate based on population movement classification.**
- (2) The classification of population movements as intended in paragraph (1) consists of:**
 - a. in one village/sub-district;**
 - b. between villages/sub-districts in one sub-district;**
 - c. between sub-districts within one district;**
 - d. between districts/cities within one province; And**
 - e. between provinces.**
- (3) The issuance of a certificate of transfer of Indonesian citizens (SKPWNI) as intended in paragraph (1) is carried out at the Disdukcapil or UPT Disdukcapil in the area of origin by showing the KK.**
- (4) The moving certificate as intended in paragraph (3) is used as the basis for the KK change process for heads/family members who do not move.**
- (5) The moving certificate as intended in paragraph (3) is used as the basis for issuing a KK, KIA, or e-KTP with a new address.**

Article 17

The procedures for the *online* resident transfer service are as follows:

- a. Applicants register at <http://pe.jasa-dispendukcapil.sukoharjokab.go.id> to obtain access rights as an application user to move out;**
- b. the applicant who has obtained the access rights as intended in letter a, then enters the NIK for the application to fill out the form in the application for registering the move out and uploads the requirements as intended in Article 16 paragraph (3);**
- c. applicants who have filled in the application data for moving out and uploaded the requirements as intended in letter b, will receive proof of application;**
- d. officers at Disdukcapil verify and validate application data as intended in letter c, with the database/biodata stored in SIAK;**

- e. after verification and validation of the data as intended in letter d, officials at the Disdukcapil will issue a certificate of transfer of Indonesian citizens;
- f. Officers at Disdukcapil send notification of the issuance of a certificate of transfer of Indonesian citizens as referred to in letter e, via SMS to the *mobile phone* number applicant; And
- g. the applicant takes the certificate of transfer of Indonesian citizens as intended in letter f by submitting the KK as intended in Article 16 paragraph (3).

Article 18

The procedure for *online* service is as follows:

- a. Applicants register at <http://pe.jasa-dispendukcapil.sukoharjokab.go.id> to get access rights as a user of the coming move application;
- b. applicants who have obtained access rights as intended in letter a, then enter the applicant's NIK, SKPWNI number, *mobile phone* number to fill in the form in the application for arrival and upload the requirements as intended in Article 16 paragraph (3);
- c. Applicants who have filled in the arrival application data and uploaded the requirements as intended in letter b, will receive proof application;
- d. officers at Disdukcapil verify and validate application data as intended in letter c, with the database/biodata stored in SIAK; e. after verification and validation of data as intended in letter d, officials at Disdukcapil issue KK and e-KTP;
- f. officers at Disdukcapil send notification of the issuance of KK and e-KTP as intended in letter e, via SMS to the applicant's cellphone number; And
- g. the applicant takes the KK and e-KTP as intended in letter f by submitting a certificate of movement of Indonesian citizens from the area of origin as intended in Article 16 paragraph (3).

CHAPTER V
MISCELLANEOUS PROVISIONS

Article 19

- (1) The provisions in this Regent's Regulation are not a substitute for offline Population Administration services .
- (2) The provisions in the Regent's Regulation as intended in paragraph (1) constitute additional population administration service *outlets* .

CHAPTER VI
CLOSING

Article 20

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Stipulated in Sukoharjo on
March 12 2019

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

Promulgated in Sukoharjo
on March 1, 2019

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed

AGUS SANTOSA

REGIONAL NEWS SUKOHARJO DISTRICT
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