



# STATE GAZETTE OF THE REPUBLIC OF INDONESIA

No. 1789, 2019

|                            |               |
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| MINISTRY OF HOME AFFAIRS.  | Requirements. |
| Procedure                  | Procedure.    |
| Registration of Residents. | Civil         |
| Implementing Regulations.  | Civil.        |

REGULATION OF THE MINISTER OF HOME AFFAIRS OF THE REPUBLIC OF  
INDONESIA NUMBER 108 OF 2019

REGARDING

IMPLEMENTING REGULATION OF PRESIDENTIAL REGULATION NUMBER 96 OF 2018  
CONCERNING REQUIREMENTS AND PROCEDURES FOR POPULATION REGISTRATION  
AND CIVIL REGISTRATION

WITH THE GRACE OF GOD ALMIGHTY

THE MINISTER OF HOME AFFAIRS OF THE REPUBLIC OF INDONESIA,

Considering : that in order to implement the provisions of Article 23 paragraph (3), Article 30, Article 61, Article 64 paragraph (4), Article 72, and Article 77

Article (2) of Presidential Regulation Number 96 of 2018 concerning Requirements and Procedures for Population Registration and Civil Registration requires the issuance of a Minister of Home Affairs Regulation concerning the Implementation of Presidential Regulation Number 96 of 2018 concerning Requirements and Procedures for Population Registration and Civil Registration;

Considering : 1. 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 No. 24 of 2013 concerning Amendments to Law No. 23 of 2006 concerning Population Administration ( State Gazette Republic Indonesia Year 2013

- Number 232, Supplement to the State Gazette of the Republic of Indonesia Number 5475);
2. Law Number 39 of 2008 concerning State Ministries (State Gazette of the Republic of Indonesia Year 2008 Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916);
  3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law No. 9 of 2015 concerning the Second Amendment to Law No. 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 No. 58, Supplement to the State Gazette of the Republic of Indonesia No. 5679);
  4. Government Regulation Number 40 of 2019 concerning the Implementation of Law Number 23 of 2006 concerning Population Administration as amended by Law Number 24 of 2013 concerning Amendments to Law-Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2019 Number 102, Supplement to the State Gazette of the Republic of Indonesia Number 6354);
  5. Presidential Regulation No. 11 of 2015 concerning the Ministry of Home Affairs (State Gazette of the Republic of Indonesia of 2015 No. 12);
  6. Presidential Regulation No. 96 of 2018 concerning Procedures for Population Registration and Civil Registration (State Gazette of the Republic of Indonesia of 2018 No. 184);
  7. Ministry of Home Affairs Regulation No. 7 of 2019 concerning Online Population Administration Services (State Gazette of the Republic of Indonesia Year 2019 No. 152);

DECIDES:

To establish : REGULATION OF THE MINISTER IN  
GOVERNMENT REGARDING THE  
IMPLEMENTING REGULATION OF PRESIDENTIAL REGULATION  
NUMBER  
96 OF 2018 ON REQUIREMENTS AND PROCEDURES FOR POPULATION  
REGISTRATION AND CIVIL REGISTRATION.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Ministerial Regulation, the following terms shall have the following meanings:

1. Population Registration is the recording of population biodata, the recording of population events and the collection of data on populations vulnerable to population administration, as well as the issuance of population documents in the form of identity cards or population certificates.
2. Civil Registration is the recording of Important Events experienced by a person in the Civil Registration register at the district/city population and civil registration office.
3. The Minister is the minister who administers domestic government affairs.
4. The District/City Population and Civil Registration Office, hereinafter referred to as the District/City Disdukcapil is an apparatus of the district/city as the implementing agency in charge of population administration affairs.
5. The Technical Implementation Unit of the District/City Population and Civil Registration Office, hereinafter referred to as the District/City Disdukcapil UPT, is a service unit for population administration matters at the sub-district level or under another name, which is under the District/City Disdukcapil.
6. Representatives of the Republic of Indonesia are the embassies of the Republic of Indonesia, consulates general of the Republic of Indonesia, and consulates of the Republic of Indonesia.

7. Indonesian citizens, hereinafter referred to as WNI, are native Indonesians and foreigners who have been legally recognized as Indonesian citizens.
8. Residents are WNI and foreigners residing in Indonesia.
9. Indonesian citizens who are not residents, hereinafter referred to as non-resident Indonesian citizens, are Indonesian citizens who reside outside the territory of the Unitary State of the Republic of Indonesia.
10. Foreigners are persons who are not WNI.
11. The Population Registration Number, hereinafter abbreviated as NIK, is a unique or distinctive identity number that is assigned to individuals registered as Indonesian citizens.
12. The Family Card, hereinafter referred to as KK, is a family identity card that contains data on the names, structure, and relationships within the family, as well as the identities of family members.
13. The New Family Card, hereinafter referred to as KK Baru, is a newly issued KK with a new number due to the formation of a new family, a change in the head of the family, a split KK, the movement of residents not accompanied by the head of the family, vulnerable population administration, as well as foreigners who have obtained Indonesian citizenship and Indonesian citizens who were originally foreign nationals.
14. The Electronic Identity Card, hereinafter referred to as KTP-el, is an identity card equipped with a chip that serves as the official identity of residents as proof of identity issued by the District/City Population and Civil Registration Office.
15. The Population Administration Information System, hereinafter referred to as SIAK, is an information system that utilizes information and communication technology to facilitate the management of Population Administration information at the administrator level and the District/City Population and Civil Registration Office as a single entity.

16. The Child Identity Card, hereinafter referred to as KIA, is the official identity of a child as proof of identity for children under the age of 17 and unmarried, issued by the District/City Disdukcapil.
17. The Transfer Certificate, hereinafter referred to as SKP, is a certificate that must be possessed by residents who intend to move to another district/city/province, issued by the District/City Disdukcapil or the implementing unit of the population and civil registration office of the area of origin.
18. A Certificate of Moving Abroad, hereinafter abbreviated as SKPLN, is a certificate that must be possessed by Indonesian citizens who intend to move or settle abroad or leave the country for a period of 1 (one) consecutive year or more, issued by the District/City Population and Civil Registration Office.
19. Travel Documents are official documents issued by authorized officials of a country, international organization, or other international organization for travel between countries that contain the identity of the holder.
20. Travel Documents of the Republic of Indonesia are Indonesian passports and travel documents equivalent to Indonesian passports.
21. A Limited Stay Permit is a permit granted to Foreigners to stay in the territory of the Republic of Indonesia for a limited period of time in accordance with the provisions of laws and regulations.
22. A Permanent Stay Permit is a permit granted to a foreigner to reside permanently in the territory of the Unitary State of the Republic of Indonesia in accordance with the provisions of laws and regulations.
23. An applicant is a resident, foreigner, or Indonesian citizen outside the territory of the Republic of Indonesia who has an obligation to report population events and important events.

24. Population events are events experienced by residents that must be reported because they have consequences for the issuance or change of family cards, identity cards, and/or other population certificates, including moving in, changing addresses, and changing from limited stay to permanent residence status.
25. Important Events are events experienced by an individual, including birth, death, stillbirth, marriage, divorce, child recognition, child legitimization, child adoption, name changes, and changes in citizenship status.
26. The Independent Population Administration Kiosk, hereinafter abbreviated as ADM, is a tool consisting of various supporting devices and application systems that are compatible and connected to the population administration information system as an alternative to population administration services for residents who are already registered in *the population database*, outside the main service units at the office and technical implementation units in order to improve the quality of service to the community.

## CHAPTER II

### POPULATION REGISTRATION

#### Section One

##### General

#### Article 2

- (1) Population Registration Services consist of:
  - a. recording of residents' personal data;
  - b. issuance of family cards;
  - c. issuance of electronic ID cards (KTP-el);
  - d. issuance of Children's Identity Cards (KIA);
  - e. publication letter certificate of residence for the registration of Population Events; and

- f. data collection on residents vulnerable to administrative issues.
- (2) The Population Registration Service referred to in paragraph (1) is conducted online.
- (3) In the event that residents are unable to use the online Population Registration Service, they may use the manual service.
- (4) The manual service referred to in paragraph (3) is carried out at the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Office Technical Implementation Unit.
- (5) Manual services other than at the District/City Population and Civil Registration Office or District/City Population and Civil Registration Office Technical Implementation Unit may be carried out through registration officers.

## Section Two: Recording of Resident Biodata

### Article 3

- (1) The recording of resident biodata as referred to in Article 2 paragraph (1) letter a is carried out for:
  - a. Indonesian citizens within the territory of the Republic of Indonesia;
  - b. Indonesian citizens who come from outside the territory of the Republic of Indonesia due to relocation; and
  - c. Foreigners who have a Limited Stay Permit and Foreigners who have a Permanent Stay Permit.
- (2) In addition to the recording of residents' biodata as referred to in paragraph (1), the recording of biodata shall be carried out on Indonesian citizens outside the territory of the Republic of Indonesia by representatives of the Republic of Indonesia.

### Article 4

- (1) The District/City Population and Civil Registration Office or the District/City Population and Civil Registration Technical Implementation Unit shall record the biodata of Indonesian citizens within the territory of the Republic of Indonesia as referred to in Article 3 paragraph (1) letter a, after the citizens have fulfilled the requirements in accordance with

the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

- (2) The recording of the personal data of Indonesian citizens within the territory of the Republic of Indonesia as referred to in paragraph (1) is carried out in accordance with the following procedures:
  - a. Residents fill out and sign the biodata form and submit the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of biodata of Indonesian citizens within the territory of the Unitary State of the Republic of Indonesia;
  - b. Service officers verify and validate the biodata forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the recording of Indonesian citizens' biodata within the territory of the Republic of Indonesia.
  - c. Officials at the District/City Disdukcapil or District/City UPT Disdukcapil record the data in the population database.
  - d. Officials at the District/City Disdukcapil or UPT Disdukcapil print the resident biodata if requested by the applicant;
  - e. The head of the District/City Disdukcapil or the head of the District/City UPT Disdukcapil issues and signs the resident's biodata; and
  - f. The issued and signed biodata of the resident is handed over to the resident.
- (3) In the case of recording the biodata of Indonesian citizens as referred to in paragraph (1) through registration officers, the following procedures shall be followed:
  - a. The resident fills out and signs the biodata form and submits the requirements in accordance with the provisions of the Presidential Regulation regarding requirements and procedures methods Registration Residents



and Civil Registration, which governs the recording of Indonesian citizens' biodata within the territory of the Republic of Indonesia;

- b. Registration officers record events related to population and important events in a daily logbook.
- c. registration officers verify and validate the Population biodata forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the recording of Indonesian citizens' biodata within the territory of the Republic of Indonesia;
- d. registration officers forward the verified and validated Resident biodata forms and requirements as referred to in point c to the District/City Disdukcapil officers or the District/City Disdukcapil UPT for further processing in accordance with the provisions;
- e. officials at the District/City Disdukcapil or District/City UPT Disdukcapil record the data in the population database;
- f. officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit print the Resident biodata if requested by the Resident;
- g. The head of the District/City Disdukcapil or the head of the District/City Disdukcapil Technical Implementation Unit issues and signs the resident's biodata;
- h. The issued and signed biodata of the resident is handed over to the resident through the registration officer; and
- i. In the event that the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Technical Implementation Unit submits the biodata of residents directly to the residents, the District/City Population and Civil Registration Office shall compile a list of residents and submit it to the registration officer.

## Article 5

- (1) The District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit shall record the biodata of Indonesian citizens who come from outside the territory of the Republic of Indonesia due to relocation as referred to in Article 3 paragraph (1) letter b, after the residents have fulfilled the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The recording of the biodata of Indonesian citizens as referred to in paragraph (1) shall be carried out in the following manner:
  - a. The applicant fills out and signs the biodata form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of biodata for Indonesian citizens who come from outside the territory of the Republic of Indonesia;
  - b. Service officers verify and validate the biodata forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the recording of biodata for Indonesian citizens coming from outside the territory of the Republic of Indonesia.
  - c. Officials at the District/City Disdukcapil or District/City UPT Disdukcapil record the data in the population database.
  - d. Officials at the District/City Disdukcapil or UPT Disdukcapil print the resident biodata if requested by the applicant;
  - e. The head of the District/City Disdukcapil or the head of the District/City UPT Disdukcapil issues and signs the resident's biodata; and
  - f. The issued and signed biodata of the resident is submitted to the applicant.

- (3) In the case of recording the biodata of Indonesian citizens as referred to in paragraph (1) through registration officers, it shall be carried out in the following manner:
- a. The applicant fills out and signs the biodata form and submits the requirements in accordance with the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration, which regulates the recording of biodata for Indonesian citizens coming from outside the territory of the Republic of Indonesia;
  - b. the registration officer records the information in the Population Events and Important Events logbook;
  - c. the registration officer verifies and validates the Population biodata form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the recording of biodata for Indonesian citizens coming from outside the territory of the Republic of Indonesia;
  - d. registration officers submit the verified and validated Population Biodata Forms and requirements as referred to in point c to the District/City Population and Civil Registration Office (Disdukcapil) or the District/City Disdukcapil UPT for further processing in accordance with the provisions;
  - e. officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit record the data in the population database;
  - f. Officials at the District/City Population and Civil Registration Office or District/City Population and Civil Registration Technical Implementation Unit print out the resident's biodata when requested by the applicant.
  - g. The head of the District/City Disdukcapil or the head of the District/City Disdukcapil Technical Implementation Unit (UPT) issues and signs the resident biodata;

- h. The issued and signed Resident Data Sheet is handed over to the Applicant through the registration officer; and
- i. in the event that the District/City Disdukcapil or District/City UPT Disdukcapil submits the Resident biodata directly to the Applicant, the District/City Disdukcapil shall compile a list of Residents and may submit it to the registration officer.

#### Article 6

- (1) The District/City Disdukcapil shall record the biodata of Foreign Residents who have a Limited Stay Permit and Foreign Residents who have a Permanent Stay Permit as referred to in Article 3 paragraph (1) letter c, after the Foreign Residents have fulfilled the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The recording of the biodata of Foreign Residents as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. Residents fill out and sign the biodata form and submit the requirements in accordance with the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration, which regulates the recording of biodata of Foreign Residents.
  - b. service officers verify and validate the biodata forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the recording of biodata of Foreign Residents;
  - c. Officials at the District/City Population and Civil Registration Office record the data in the population database.

- d. Disdukcapil officers at the regency/city level print the biodata upon request by the resident;
- e. The head of the District/City Disdukcapil issues and signs the Resident biodata; and
- f. The issued and signed personal data is then handed over to the resident.

#### Article 7

- (1) Representatives of the Republic of Indonesia record the biodata of Indonesian citizens outside the territory of the Unitary State of the Republic of Indonesia as referred to in Article 3 paragraph (2), after Indonesian citizens have submitted a report that meets the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The reporting referred to in paragraph (1) shall be exempted for Indonesian citizens who already have a National Identification Number (NIK).
- (3) The recording of personal data for Indonesian citizens outside the territory of the Republic of Indonesia as referred to in paragraph (1) shall be carried out in the following manner:
  - a. Residents visit the Indonesian Representative Office whose jurisdiction covers the country where the Resident resides;
  - b. Residents fill out and sign a personal data form and submit the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration to the officer/official appointed by the minister who administers government affairs in the field of foreign relations;
  - c. The officer/official appointed by the minister who administers government affairs in the field of foreign relations shall, in accordance with the following procedures:

1. Officials verify and validate the biodata form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration related to the issuance of biodata for Indonesian citizens outside the territory of the Republic of Indonesia;
2. officials record data in the population database;
3. officials issue and sign Indonesian citizens' biodata and NIK notification letters; and
4. officials/civil servants submit the biodata of Indonesian citizens and NIK notification letters to Indonesian citizens in person or online.

#### Article 8

- (1) In the event of changes to data elements in the biodata of residents and Indonesian citizens outside the territory of the Republic of Indonesia, residents shall record the changes on the service application form, accompanied by the requirements in accordance with the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration.
- (2) Changes to the data elements of residents as referred to in paragraph (1) shall be carried out at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT).
- (3) Changes to the data elements of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in paragraph (1) shall be carried out at the Indonesian Representative Office.
- (4) The provisions regarding the requirements and procedures for issuing biodata due to changes in data elements apply *mutatis mutandis* to the requirements and procedures for recording biodata as referred to in Articles 4 to 7.

Section Three Issuance  
of Family Cards

Article 9

- (1) The issuance of KK as referred to in Article 2 paragraph (1) letter b, for Indonesian citizens or foreign nationals consists of:
  - a. the issuance of a new Family Card;
  - b. issuance of a Family Card due to changes in data; and
  - c. issuance of a Family Card due to loss or damage.
- (2) Foreign residents as referred to in paragraph (1) are:
  - a. Foreign residents who hold a Permanent Residence Permit;
  - b. Foreign residents who have obtained Indonesian citizenship; and
  - c. Foreign residents who have children with dual citizenship who have chosen Indonesian citizenship.

Article 10

- (1) The issuance of a new Family Card (KK) for Indonesian citizens as referred to in Article 9 paragraph (1) letter a is carried out due to:
  - a. forming a new family;
  - b. replacement of the head of the family;
  - c. separation of family cards;
  - d. the arrival of residents who are not accompanied by a head of household;
  - e. Indonesian citizens arriving from outside the territory of the Republic of Indonesia due to relocation;
  - f. vulnerable to population administration; and
  - g. Foreigners who have obtained Indonesian citizenship and Indonesian citizens who were originally foreign nationals.
- (2) Issuance of a new family card due to the formation of a new family as referred to in paragraph (1) letter a, with

meeting the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and supplemented with other requirements in the form of a statement of responsibility of responsibility responsibility for marriage/divorce that has not been recorded.

- (3) Issuance of a New Family Card due to a change in the head of the family as referred to in paragraph (1) letter b, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and supplemented with other requirements, including a death certificate.
- (4) Issuance of a new Family Card due to separation of the Family Card as referred to in paragraph (1) letter c, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and accompanied by other requirements in the form of:
  - a. a photocopy of the old Family Card; and
  - b. 17 (seventeen) years of age or older, or married or previously married, as evidenced by possession of an electronic ID card (KTP-el).
- (5) Issuance of a new Family Card for residents who have moved without a head of household as referred to in paragraph (1) letter d, by fulfilling the requirements in accordance with the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (6) Issuance of a New Family Card for Indonesian citizens who come from outside the territory of the Republic of Indonesia due to relocation as referred to in paragraph (1) letter e, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and/or supplemented with other requirements in the form of an SKP from the Representative of the Republic of Indonesia.



- (7) Issuance of a new KK for residents who are vulnerable in terms of population administration as referred to in paragraph (1) letter f, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (8) Issuance of new family cards for foreigners who have obtained Indonesian citizenship and for Indonesian citizens who were originally foreign nationals as referred to in paragraph (1) letter g, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (9) In addition to the issuance of new family cards as referred to in paragraph (1), this also applies to foreign residents who have a permanent residence permit, provided they meet the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and are accompanied by the following additional requirements:
  - a. Travel Documents; and
  - b. a letter of absolute responsibility for unregistered marriage/divorce.

#### Article 11

The issuance of a Family Card due to changes in data as referred to in Article 9 paragraph (1) letter b consists of changes resulting from:

- a. Population Events;
- b. Significant Events; and
- c. changes to the data elements listed in the Family Card.

#### Article 12

- (1) Population events as referred to in Article 11 letter a consist of:
  - a. the movement of residents within the territory of the Republic of Indonesia; and
  - b. inter-country migration.

- (2) In the case of population movement as referred to in paragraph (1) letter a being carried out for children under the age of 17 (seventeen), the movement shall be carried out by adding them to another family card.
- (3) In the event that the population movement referred to in paragraph (1) letter a is carried out by the head of the family and family members who are 17 (seventeen) years of age or older, are married or have been married but are not accompanied by family members who are all under the age of 17 (seventeen), then the family members who are all under the age of 17 (seventeen) shall be registered under another family card.
- (4) The relocation referred to in paragraphs (2) and (3) must be accompanied by a letter of authority for child custody from the parents/guardians and a statement of willingness to accept them as family members.
- (5) Residents who experience a Population Event as referred to in paragraph (1) may join another family card (KK) by attaching a statement letter stating their willingness to be accepted as a family member by the head of the family card they are joining.
- (6) The issuance of a KK due to changes in data related to the Population Event as referred to in paragraph (1) shall be subject to the requirements set forth in the applicable laws and regulations, and shall be accompanied by additional requirements, including a letter of authorization for child custody from the parents/guardians and/or a statement of willingness to accept the individual as a family member.

### Article 13

- (1) Important Events as referred to in Article 11 letter b consist of:
  - a. birth;
  - b. marriage;
  - c. annulment of marriage;
  - d. divorce;
  - e. annulment of divorce;

- f. death;
  - g. adoption;
  - h. child recognition,
  - i. child legitimation;
  - j. name change;
  - k. change of citizenship status;
  - l. correction of civil registration documents; and
  - m. cancellation of Civil Registry records.
- (2) Issuance of a Family Card due to changes in data on Important Events as referred to in paragraph (1), by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

#### Article 14

- (1) The issuance of a Family Card due to changes in data on Important Events in the form of changes in citizenship status as referred to in Article 13 paragraph (1) letter k, consists of:
- a. the issuance of a Family Card for Foreign Residents holding a Permanent Stay Permit who have obtained Indonesian citizenship;
  - b. the issuance of a Family Card for Indonesian citizens and/or foreign nationals who have children with dual citizenship who have chosen Indonesian citizenship; and
  - c. the issuance of a Family Card (KK) for Indonesian citizens and/or foreign nationals who have children with dual citizenship who have chosen foreign citizenship.
- (2) Issuance of KK for Foreign Residents holding Permanent Stay Permits who have obtained Indonesian citizenship as referred to in paragraph (1) letter a, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and accompanied by other requirements in the form of a photocopy of the Presidential Decree on citizenship.

and the minutes of the oath or pledge of allegiance for Indonesian citizens who were originally foreign nationals.

- (3) The issuance of a Family Card (KK) for Indonesian citizens and/or foreigners who have children with dual citizenship who have chosen Indonesian citizenship as referred to in paragraph (1) letter b, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and supplemented by other requirements in the form of a ministerial decree administering government affairs in the field of law and human rights concerning changes in citizenship status.
- (4) The issuance of a Family Card (KK) for Indonesian citizens and/or foreigners who have children with dual citizenship who have chosen foreign citizenship as referred to in paragraph (1) letter c, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and supplemented with other requirements in the form of a Permanent Stay Permit Card.

#### Article 15

- (1) Changes to the data elements listed in the KK include:
  - a. the name of the head of the family or family member;
  - b. gender;
  - c. place of birth;
  - d. date of birth;
  - e. religion or belief;
  - f. education;
  - g. occupation;
  - h. marital status;
  - i. family relationship status;
  - j. citizenship;
  - k. immigration documents;

- l. parents' names; and
  - m. signature of the head of the family.
- (2) In addition to the data elements listed in paragraph (1), changes also occur in the data elements of region and/or domicile address.
  - (3) Changes to gender and/or date of birth as referred to in paragraph (1) letters b and d are not followed by changes to the composition of the NIK.
  - (4) The issuance of a Family Card (KK) due to changes in the data elements referred to in paragraph (1) and paragraph (3) is subject to the requirements set forth in the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration.

#### Article 16

Issuance of a Family Card due to loss or damage for Indonesian citizens or foreign nationals as referred to in Article 9 paragraph (1) letter c, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and accompanied by other requirements in the form of a statement of the cause of loss or damage made by the resident concerned.

#### Article 17

- (1) The issuance of a Family Card (KK) for Indonesian citizens and foreign residents at the District/City Population and Civil Registration Office (Disdukcapil) or the District/City Population and Civil Registration Office Technical Implementation Unit (UPT Disdukcapil) is carried out in the following manner:
  - a. Residents fill out and sign the biodata form and submit the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the Issuance of Family Cards for Indonesian citizens and foreign residents;

- b. Service officers verify and validate forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the issuance of family cards for Indonesian citizens and foreign nationals.
  - c. officials at the District/City Disdukcapil or District/City UPT Disdukcapil record the data in the population database;
  - d. The head of the District/City Disdukcapil or the head of the District/City UPT Disdukcapil issues and signs the KK; and
  - e. officials at the District/City Disdukcapil or UPT Disdukcapil District/City submit the KK to the resident.
- (2) The issuance of KK for Indonesian citizens through registration officers is carried out in the following manner:
- a. Residents fill out and sign the biodata form and submit the required documents in accordance with the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration, which regulates the issuance of family cards for Indonesian citizens;
  - b. Registration officers verify and validate the forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the issuance of KK for Indonesian citizens;
  - c. The registration officer submits the forms and requirements that have been verified and validated as referred to in letter b to the District/City Disdukcapil officer or District/City Disdukcapil Technical Implementation Unit (UPT) for further processing in accordance with the provisions.
  - d. officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit record the data in the population database;

- e. The head of the District/City Disdukcapil or the head of the District/City Disdukcapil Technical Implementation Unit issues and signs the KK;
- f. Officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit (UPT) submit the KK to the resident through the registration officer; and
- g. in the event that the District/City Disdukcapil or District/City UPT Disdukcapil submits the KK directly to the resident, the District/City Disdukcapil shall compile a list of residents and may submit it to the registration officer.

#### Section Four

#### Issuance of Electronic Identity Cards

#### Article 18

- (1) The issuance of KTP-el as referred to in Article 2 paragraph (1) letter c, for Indonesian citizens or foreign residents consists of:
  - a. the issuance of a new KTP-el;
  - b. issuance of an e-ID card due to relocation;
  - c. issuance of an e-ID card due to changes in data;
  - d. Issuance of electronic ID cards due to extension for foreign residents who have permanent residence permits;
  - e. issuance of electronic ID cards due to loss or damage; and
  - f. issuance of electronic ID cards outside of the domicile.
- (2) In addition to the issuance of electronic ID cards as referred to in paragraph (1), there are other types of electronic ID card issuance, namely the issuance of electronic ID cards for special officers.

#### Article 19

The issuance of new electronic ID cards for Indonesian citizens or foreign residents as referred to in Article 18 paragraph (1) letter a, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

## Article 20

- (1) The issuance of an e-KTP due to relocation as referred to in Article 18 paragraph (1) letter b is granted to:
  - a. Residents Indonesian within the of of the Republic of Indonesia;
  - b. Indonesian citizens arriving from outside the territory of the Unitary State of the Republic of Indonesia; and
  - c. Foreign residents who have a Permanent Stay Permit.
- (2) In addition to being issued as referred to in paragraph (1), electronic ID cards are also issued to Indonesian citizens who have migrated.
- (3) The issuance of electronic ID cards due to relocation for Indonesian citizens within the territory of the Republic of Indonesia as referred to in paragraph (1) letter a, is subject to the requirements in accordance with the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (4) The issuance of an electronic ID card due to relocation for Indonesian citizens arriving from outside the territory of the Unitary State of the Republic of Indonesia as referred to in paragraph (1) letter b, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and supplemented with other requirements in the form of:
  - a. Travel Documents; and
  - b. SKPLN issued by the District/City Population and Civil Registration Office or District/City Technical Implementation Unit.
- (5) Issuance of an electronic ID card due to relocation for foreign nationals who have a permanent residence permit as referred to in paragraph (1) letter c, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and accompanied by other requirements in the form of:
  - a. Permanent Residence Permit card;



- b. Travel Document;
  - c. Family Card (KK); and
  - d. electronic ID card from the area of origin.
- (6) The issuance of an electronic ID card due to relocation for Indonesian citizens who have migrated as referred to in paragraph (2), by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and supplemented with other requirements, including a SKP from the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Technical Implementation Unit.

#### Article 21

The issuance of an e-KTP due to changes in data for Indonesian citizens or foreign nationals as referred to in Article 18 paragraph (1) letter c, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

#### Article 22

Issuance of electronic ID cards due to extension for foreign residents who have permanent residence permits as referred to in Article 18 paragraph (1) letter d, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

#### Article 23

Issuance of an electronic ID card due to loss or damage for Indonesian citizens or foreign residents as referred to in Article 18 paragraph (1) letter e, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

## Article 24

Issuance of an electronic ID card outside the domicile for Indonesian citizens or foreign nationals as referred to in Article

18 paragraph (1) letter f, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and supplemented with other requirements in the form of:

- a. having undergone biometric recording and being listed in the population database;
- b. Travel Documents; and
- c. Permanent Residence Permit card.

## Article 25

- (1) The issuance of electronic ID cards for special officers as referred to in Article 18 paragraph (2) is granted to special officers who perform state security duties.
- (2) The national security duties referred to in paragraph (1) are activities to secure public services and other confidential areas in accordance with the provisions of laws and regulations.
- (3) Special officers as referred to in paragraph (1) consist of investigative officers and intelligence officers.
- (4) The electronic ID cards for special officers as referred to in paragraph (1) are used to ensure the confidentiality of the identities of special officers while performing state security duties.
- (5) The provisions regarding the issuance of electronic ID cards for special officers are based on the provisions of laws and regulations.

Part Five Issuance of  
Child Identity Cards

## Article 26

- (1) The issuance of KIA as referred to in Article 2 paragraph (1) letter d is granted to Indonesian citizens and foreign nationals who have a Permanent Stay Permit.

who are under 17 (seventeen) years of age and unmarried.

- (2) In addition to being issued as referred to in paragraph (1), it is also issued to children with dual citizenship.
- (3) The issuance of KIA as referred to in paragraph (1) shall be carried out in accordance with the provisions of laws and regulations.

## Section Six

### Issuance of a Certificate of Residence for the Registration of Population Events

#### Article 27

The issuance of a certificate of residence for the registration of Population Events as referred to in Article 2 paragraph (1) letter e consists of:

- a. the registration of the movement of Indonesian citizens within the territory of the Republic of Indonesia;
- b. Registration of residents who will be transmigrating;
- c. registration of the arrival of foreign residents within the territory of the Unitary State of the Republic of Indonesia; and
- d. the registration of the movement of Indonesian citizens and foreign nationals who are moving between countries.

#### Article 28

- (1) Registration as referred to in Article 27 letters a and c is carried out through the issuance of an SKP based on the classification of population movement, fulfilling the requirements in accordance with the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration, and supplemented by other requirements in the form of a stamped statement of no objection to the use of the address in the population document of the homeowner for use by residents occupying a residence that is not their property.

- (2) Classification of population of as referred to in paragraph (1), consists of:
- a. within one village/subdistrict or which is referred to by another name;
  - b. between villages/subdistricts or which referred to by another name within one subdistrict;
  - c. between subdistricts or referred to by another name within a regency/city;
  - d. between regencies/cities within a province; or
  - e. between provinces.

#### Article 29

- (1) The classification of population movements as referred to in Article 28 paragraph (2) letters a, b, and c shall be carried out in the following manner:
- a. Residents fill out and sign the biodata form and submit the requirements in accordance with the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration governing population movements;
  - b. officials verify and validate the forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing Population Movement;
  - c. officials at the District/City Disdukcapil or the head of the District/City Disdukcapil Technical Implementation Unit (UPT) record the data in the population database; and
  - d. The head of the District/City Disdukcapil or the head of the District/City Disdukcapil Technical Implementation Unit (UPT) issues and submits the Family Card (KK), Electronic Identity Card (KTP-el) and/or KIA with the new address.
- (2) The head of the District/City Population and Civil Registration Office (Disdukcapil) or the head of the District/City Population and Civil Registration Office Unit (UPT Disdukcapil) revokes the Family Card (KK), Electronic ID Card (KTP-el), and/or Child Identity Card (KIA) old address for subsequently

to be destroyed in accordance with the the of the applicable laws and regulations.

#### Article 30

- (1) The classification of population migration as referred to in Article 28 paragraph (2) letters d and e at the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Office Technical Implementation Unit in the area of origin shall be carried out in the following manner:
  - a. Residents fill out and sign the biodata form and submit the requirements in accordance with the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration governing population movements;
  - b. officials verify and validate the forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing Population Movement;
  - c. officials at the District/City Disdukcapil or the head of the District/City Disdukcapil Technical Implementation Unit (UPT) record the data in the population database;
  - d. The head of the District/City Disdukcapil or the head of the District/City Disdukcapil Technical Implementation Unit issues and signs the SKP;
  - e. The issued and signed SKP is then submitted to the resident; and
  - f. the head of the District/City Disdukcapil or the head of the District/City Disdukcapil Technical Implementation Unit issues a Family Card (KK) for the head/members of the family who are not moving.
- (2) The SKP as referred to in paragraph (1) letter d is valid for 100 (one hundred) working days from the date of issuance of the SKP.
- (3) In the event that the validity period of the SKP as referred to in paragraph (3) has expired, and the Resident has not reported their relocation plans to the destination area, the SKP shall be deemed invalid.

- (4) An SKP that is no longer valid as referred to in paragraph (3) shall be the basis for canceling the transfer using SIAK in the area of origin.
- (5) In the event that a resident intends to register a transfer of residence beyond the validity period of the SKP as referred to in paragraph (3), the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Office Technical Implementation Unit may communicate the processing of the SKP via electronic mail or other electronic media.

#### Article 31

In the event that a resident is in fact domiciled in the destination district/city, the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT) of the destination area shall assist in communicating the SKP processing via electronic mail or other electronic media to the District/City Disdukcapil of the area of origin in order to obtain the SKP.

#### Article 32

- (1) The registration of residents who will transmigrate as referred to in Article 27 letter b, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and supplemented with other requirements in the form of an electronic ID card (KTP-el).
- (2) The requirements for the registration of residents who will transmigrate as referred to in paragraph (1) shall be assisted by the minister who administers government affairs in the field of transmigration.
- (3) The procedures for registering residents who will be transmigrating apply mutatis mutandis to the procedures for registering the movement of Indonesian citizens within the territory of the Republic of Indonesia as referred to in Article 27 letter a.

Article 33

- (1) The registration of foreign nationals moving within the territory of the Republic of Indonesia as referred to in Article 27 letter c consists of:
  - a. Foreigners who have a Permanent Stay Permit; and
  - b. Foreigners who have a Limited Stay Permit.
- (2) The registration of the arrival of foreign residents as referred to in paragraph (1) shall be carried out by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

Article 34

- (1) Registration of Indonesian citizens and foreign nationals who move between countries as referred to in Article 27 letter d, with the following classifications:
  - a. registration of the transfer of Indonesian citizens outside the territory of the Republic of Indonesia;
  - b. registration of arrival for Indonesian citizens from outside the territory of the Unitary State of the Republic of Indonesia to settle back in Indonesia;
  - c. arrival registration for foreigners from outside the territory of the Republic of Indonesia with a Limited Stay Permit or Permanent Stay Permit; and
  - d. registration of relocation for Indonesian citizens residing outside the territory of the Republic of Indonesia who move to another country.
- (2) Registration of relocation for Indonesian citizens residing outside the territory of the Republic of Indonesia who move to another country as referred to in paragraph (1) letter d shall be carried out at the Representative Office of the Republic of Indonesia.
- (3) The registration referred to in paragraph (2) shall be used as the basis for the issuance of a SKP from the Representative Office of the Republic of Indonesia.

- (4) The classification of registration as referred to in paragraph (1) shall meet the requirements in accordance with the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

#### Article 35

The registration of the relocation of Indonesian citizens residing outside the territory of the Republic of Indonesia who move to another country as referred to in Article 34 paragraph (2) shall be carried out in accordance with the following procedures:

- a. Residents fill out and sign the form and submit the requirements in accordance with the provisions of laws and regulations governing the registration of Indonesian citizens residing outside the territory of the Republic of Indonesia who are moving to another country.
- b. Officials at the Indonesian Representative Office verify and validate the forms and requirements in accordance with the provisions of laws and regulations governing the registration of Indonesian citizens residing outside the territory of the Republic of Indonesia who are moving to another country.
- c. Officials at the Indonesian Representative Office record the data on relocation to another country through the WNI Care Portal;
- d. The head of the Indonesian Representative Office in the country of origin issues an SKP to the other country and reports to the minister in charge of foreign affairs; and
- e. officials at the Indonesian Representative Office submit the SKP to the other country to Indonesian citizens for reporting in the destination country; and
- f. In cases where Indonesian citizens are actually residing in the destination country, the head of the Indonesian Representative Office in the destination country shall assist in communicating the SKP processing from the country of origin via email or other electronic media to the country of origin in order to obtain the SKP.



Article 36

- (1) The District/City Population and Civil Registration Office or the District/City Population and Civil Registration Office Technical Implementation Unit shall compile a list of residents who have moved in as a result of the services provided to residents.
- (2) The list of residents as referred to in paragraph (1) shall be submitted by the District/City Disdukcapil or UPT Disdukcapil to the sub-district or other name to be forwarded to the village/kelurahan or other name to be recorded in the daily log of Population Events and Important Events and to the neighborhood association and neighborhood group or other name periodically and/or as needed.

Section Seven

Data Collection on Vulnerable Residents for Population Administration

Article 37

Data collection on vulnerable populations as referred to in Article 2 paragraph (1) letter f shall be regulated in accordance with the provisions of laws and regulations.

Section Eight

Cancellation of Population Registration Documents

Article 38

- (1) Cancellation of Registration of Residents must meet the following requirements:
  - a. a copy of a court decision that has permanent legal force;
  - b. Family Card (KK);
  - c. electronic ID card;
  - d. Child Identity Card (KIA); and/or
  - e. a certificate of residence.
- (2) In addition to the provisions referred to in paragraph (1) letter a, the cancellation of Population Registration documents

may also be carried out without going through court proceedings/*Contrarius Actus*.

- (3) The cancellation of Population Registration documents as referred to in paragraph (1) is carried out in accordance with the following procedures:
  - a. The applicant reports the court decision and/or invalid authentic documents to the District/City Population and Civil Registration Office by submitting the requirements referred to in paragraph (1);
  - b. service officers verify and validate the report and requirements from the Resident as referred to in letter a;
  - c. officials prepare official reports based on the results of verification and validation as referred to in letter b;
  - d. The head of the District/City Population and Civil Registration Office shall determine the cancellation of the Population Registration document based on the official report;
  - e. officials submit the decision to cancel the Population Registration document; and
  - f. in the case of cancellation as referred to in letter d, which requires the issuance of a new Population Registration document, the head of the District/City Population and Civil Registration Office shall issue the document in accordance with the provisions of laws and regulations.
- (4) The cancellation of Population Registration documents without going through *court/Contrarius Actus* as referred to in paragraph (2) is carried out in the following manner:
  - a. the head of the District/City Population and Civil Registration Office verifies and validates the invalid population document;
  - b. The head of the District/City Disdukcapil shall determine the cancellation of the Population Registration document in an official report based on the results of the verification and validation as referred to in letter a;
  - c. officials submit the minutes of the cancellation of the Population Registration document;

- d. in the event of cancellation as referred to in letter c, which requires the issuance of new Population Registration documents, the head of the District/City Population and Civil Registration Office shall issue the documents in accordance with the provisions of laws and regulations; and
- e. the officer submits the Population Registration document as referred to in letter d.

### CHAPTER III CIVIL REGISTRATION

#### Article 39

- (1) Civil Registration Services consist of:
  - a. birth;
  - b. stillbirths;
  - c. marriage;
  - d. annulment of marriage;
  - e. divorce;
  - f. annulment of divorce;
  - g. death;
  - h. adoption;
  - i. child recognition;
  - j. child legitimation;
  - k. name change;
  - l. change of citizenship status;
  - m. Other important events;
  - n. correction of civil registration documents; and
  - o. cancellation of civil registration certificates.
- (2) The Civil Registration Services referred to in paragraph (1) are conducted online.
- (3) In the event that a resident is unable to use the online Civil Registration Service, the resident shall use the manual service.

## Article 40

- (1) Civil Registration Services are provided to:
  - a. Indonesian citizens; and
  - b. Foreign nationals.
- (2) Services Civil Services for Foreign Foreigners as referred to in paragraph (1) letter b, including:
  - a. visitor permit holders;
  - b. holders of Limited Stay Permits; and
  - c. holders of Permanent Stay Permits.

## Article 41

- (1) Civil registration services for Indonesian citizens are provided at the District/City Civil Registry Office or the District/City Civil Registry Office Technical Implementation Unit (UPT) where the citizen resides.
- (2) Civil registration services for Indonesian citizens who are not residents and are visiting Indonesia are provided at the District/City Disdukcapil office where the important event occurred.
- (3) Civil registration services for foreigners holding visit permits are provided at the District/City Civil Registration Office where the important event occurred.
- (4) Civil registration services for foreigners holding limited stay permits and permanent stay permits are carried out at the District/City Disdukcapil office where the foreigner resides.
- (5) Civil registration services for Indonesian citizens outside the territory of the Republic of Indonesia are carried out at the Indonesian Representative Office.

Section One Birth  
Registration

## Article 42 Birth

registration consists of:

- a. birth registration of Indonesian citizens within the territory of the Republic of Indonesia;

- b. birth registration of non-resident Indonesian citizens visiting Indonesia;
- c. birth registration of foreigners within the territory of the Republic of Indonesia;
- d. birth registration of Indonesian citizens outside the territory of the Republic of Indonesia; and
- e. the registration of births of Indonesian citizens outside the territory of the Unitary State of the Republic of Indonesia in cases where the local country does not conduct birth registration for foreigners.

#### Article 43

- (1) The registration of births of Indonesian citizens in the territory of the Republic of Indonesia as referred to in Article 42 letter a must meet the following requirements:
  - a. birth certificate;
  - b. marriage certificate/marriage certificate excerpt or other valid evidence;
  - c. family card; and
  - d. electronic ID card (KTP-el).
- (2) The family card referred to in paragraph (1) letter c is a family card in which the resident is registered or will be registered as a family member.
- (3) The electronic ID card (KTP-el) referred to in paragraph (1) letter d is not required for biological mothers who are under 17 (seventeen) years of age and unmarried.
- (4) The registration of the birth of an Indonesian citizen in the territory of the Republic of Indonesia as referred to in paragraph (1), which is carried out by the District/City Disdukcapil or UPT Disdukcapil District/City, is carried out in the following manner:
  - a. The applicant fills out and signs the reporting form by submitting the requirements as referred to in paragraph (1);

- b. service officers verify and validate the reporting form and requirements as referred to in paragraph (1);
  - c. officials at the District/City Disdukcapil or UPT Disdukcapil record the data in the population database;
  - d. Civil Registry officials at the District/City Population and Civil Registration Office or The District/City Disdukcapil Technical Implementation Unit records the birth certificate in the register and issues a birth certificate extract; and
  - e. birth certificate extracts are delivered to the Applicant.
- (5) In the case of the registration of the birth of an Indonesian citizen in the territory of the Republic of Indonesia as referred to in paragraph (1) being carried out by a birth registration officer, the procedure is as follows:
- a. The applicant fills out and signs the report form and submits the requirements as referred to in paragraph (1);
  - b. the registration officer verifies and validates the report form and requirements as referred to in paragraph (1);
  - c. the registration officer forwards the report form and requirements that have been verified and validated as referred to in letter b to the District/City Disdukcapil officer or District/City Disdukcapil Technical Implementation Unit (UPT) to issue a birth certificate excerpt;
  - d. officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit verify and validate the report form and requirements as referred to in paragraph (1);
  - e. officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit record the data in the population database;
  - f. Civil Registry officials at the District/City Population and Civil Registration Office or Sub-Unit of the District/City Population and Civil Registration Office

- of the Regency/City records the birth certificate in the register and issues a copy of the birth certificate; and
- g. the birth certificate extract is delivered to the Applicant.

#### Article 44

- (1) The registration of births of Indonesian citizens who are not residents visiting Indonesia as referred to in Article 42 letter b shall be carried out by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of births of Indonesian citizens who are not residents visiting Indonesia is carried out in the following manner:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of births of Indonesian citizens who are non-residents visiting Indonesia;
  - b. Service officers verify and validate the reporting forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of births of non-resident Indonesian citizens visiting Indonesia.
  - c. officials at the District/City Disdukcapil or UPT Disdukcapil record the data in the population database;
  - d. Civil Registration officials at the District/City Disdukcapil record the information in the birth certificate register and issue a birth certificate extract; and

- e. The birth certificate extract is delivered to the applicant.

#### Article 45

- (1) The registration of births of foreigners in the territory of the Republic of Indonesia as referred to in Article 42 letter c shall be carried out in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of the birth of a foreigner in the territory of the Unitary State of the Republic of Indonesia shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of births of Foreigners in the territory of the Republic of Indonesia;
  - b. service officers verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of births of Foreigners in the territory of the Republic of Indonesia;
  - c. officials at the District/City Population and Civil Registration Office record the data in the population database;
  - d. Civil Registration officials at the District/City Disdukcapil record the information in the birth certificate register and issue a birth certificate extract; and
  - e. the birth certificate extract is delivered to the Applicant.



Article 46

- (1) The registration of births of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in Article 42 letter d must be recorded at the competent agency in the local country and reported to the Representative of the Republic of Indonesia, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of births of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in paragraph (1) shall be carried out in the following manner:
  - a. The applicant fills out and submits a report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of births of Indonesian citizens outside the territory of the Unitary State of the Republic of Indonesia;
  - b. officials at the Indonesian Representative Office verify and validate the report form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of births of Indonesian citizens outside the territory of the Unitary State of the Republic of Indonesia;
  - c. Officials at the Indonesian Representative Office who have access to the population database record the reported data in the population database.
  - d. Civil Registry officials at the Indonesian Representative Office record the report in the report register and issue a report certificate; and
  - e. A certificate of reporting is given to the Applicant.

## Article 47

- (1) The birth of Indonesian citizens outside the territory of the Republic of Indonesia, in cases where the local country does not conduct birth registration for foreigners as referred to in Article 42 letter e, shall be recorded at the Indonesian Representative Office by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of births of Indonesian citizens outside the territory of the Republic of Indonesia, in cases where the local country does not conduct birth registration for foreigners as referred to in paragraph (1), shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and submits the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of births of Indonesian citizens outside the territory of the Republic of Indonesia;
  - b. officials at the Indonesian Representative Office verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of births of Indonesian citizens outside the territory of the Republic of Indonesia;
  - c. officials at the Representative Office of the Republic of Indonesia who have access to the population database record the reported data in the population database;
  - d. Civil Registration officials at the Representative Office of the Republic of Indonesia record the birth certificate in the register and issue a copy of the birth certificate; and
  - e. the birth certificate extract is delivered to the Applicant.

Article 48

- (1) In the event that the birth registration referred to in Article 42 cannot meet the requirements in the form of:
  - a. a marriage certificate/marriage certificate excerpt or other valid evidence; and
  - b. the family relationship status on the family card does not indicate the marital status as husband and wife,  
recorded in the birth certificate register and birth certificate extract as the child of a mother.
- (2) In the event that the birth registration referred to in Article 42 cannot meet the requirements of:
  - a. a marriage certificate/marriage certificate extract or other valid evidence; and
  - b. the family relationship status on the family card (KK) indicates the marital relationship status as husband and wife,  
recorded in the birth certificate register and birth certificate excerpt as the child of the father and mother with the addition of the phrase: whose marriage has not been registered in accordance with the provisions of laws and regulations.
- (3) The birth registration of Indonesian citizens for newborns or foundlings whose origins or parents are unknown, in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, shall be recorded in the birth certificate register and birth certificate excerpt without the parents' names.

Part Two: Birth and  
Death Registration

Article 49

- (1) Birth and Death Registration for Indonesian Citizens and Foreigners with meeting the requirements in accordance with the

the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

- (2) Birth and death registration for Indonesian citizens and foreigners as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of births and deaths for Indonesian citizens and foreigners;
  - b. registration and service officers verify and validate the report form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of births and deaths for Indonesian citizens and foreigners;
  - c. registration officers for Indonesian citizens forward the reporting forms to the District/City Population and Civil Registration Office or the District/City Disdukcapil UPT to issue a birth or death certificate;
  - d. officials at the District/City Disdukcapil or District/City UPT Disdukcapil record the data in the population database;
  - e. Civil Registry officials at the District/City Disdukcapil and/or District/City UPT Disdukcapil issue birth and death certificates; and
  - f. the birth and death certificate is submitted to the Applicant.

Part Three Marriage  
Registration

Article 50

- (1) Marriage registration consists of:
  - a. the registration of marriages of Indonesian citizens within the territory of the Republic of Indonesia;
  - b. the registration of marriages of foreign nationals within the territory of the Unitary State of the Republic of Indonesia;
  - c. the registration of marriages of Indonesian citizens outside the territory of the Republic of Indonesia;
  - d. the registration of marriages of Indonesian citizens outside the territory of the Republic of Indonesia in cases where the local country does not conduct marriage registration for foreigners;
  - e. the registration of marriages between Indonesian citizens and foreigners outside the territory of the Republic of Indonesia conducted at the competent agency in the local country; and
  - f. the registration of marriages between Indonesian citizens and foreigners outside the territory of the Republic of Indonesia in cases where the local country does not conduct marriage registration for foreigners.
- (2) In the event that one or both spouses die before the marriage registration as referred to in paragraph (1), the marriage registration shall be carried out by fulfilling the requirements in the form of a statement of absolute responsibility for the accuracy of the data as a married couple.
- (3) In the case of marriages between people of different religions and marriages that cannot be proven by a marriage certificate, the marriage shall be registered based on a court decision by fulfilling the following requirements:
  - a. a copy of the court decision;
  - b. electronic ID cards of the husband and wife;
  - c. passport photos of the husband and wife; and

- d. Travel documents for the foreign spouse.
- (4) In the case of marriage registration for a husband and wife whose divorce status has not yet been recorded in the Family Card (KK), it can be carried out with a letter of absolute responsibility stating that the divorce has not yet been recorded.

#### Article 51

- (1) The registration of marriages of Indonesian citizens within the territory of the Republic of Indonesia as referred to in Article 50 paragraph (1) letter a shall be carried out in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of marriages of Indonesian citizens as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of marriages of Indonesian citizens in the territory of the Unitary State of the Republic of Indonesia;
  - b. Service officers verify and validate the reporting forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of marriages of Indonesian citizens within the territory of the Republic of Indonesia.
  - c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data in the population database;
  - d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit records the marriage certificate in the register and issues a copy of the marriage certificate; and

- e. the marriage certificate extract is delivered to the applicant.

#### Article 52

- (1) The registration of marriages of foreign nationals in the territory of the Republic of Indonesia as referred to in Article 50 paragraph (1) letter b shall be carried out in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of marriages of foreigners as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the marriage report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of marriages of Foreigners in the territory of the Republic of Indonesia;
  - b. service officers verify and validate the report form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of marriages of foreigners in the territory of the Republic of Indonesia;
  - c. officials at the District/City Population and Civil Registration Office record the data in the population database;
  - d. Civil Registration officials at the District/City Disdukcapil record the marriage in the marriage certificate register and issue a marriage certificate excerpt; and
  - e. the marriage certificate extract is delivered to the Applicant.

## Article 53

- (1) The registration of marriages of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in Article 50 paragraph (1) letter c and marriages of Indonesian citizens with foreigners outside the territory of the Republic of Indonesia as referred to in Article 50 paragraph (1) letter e, shall be reported to the Representative Office of the Republic of Indonesia by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The reporting of the registration of marriages of Indonesian citizens and the registration of marriages of Indonesian citizens with foreigners as referred to in paragraph (1) shall be carried out in the following manner:
  - a. The applicant fills out and submits the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of marriages of Indonesian citizens outside the territory of the Republic of Indonesia;
  - b. Officials at the Indonesian representative office verify and validate the reporting forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of marriages of Indonesian citizens outside the territory of the Republic of Indonesia.
  - c. Officials at the Indonesian Representative Office who have access to the population database record the reported data in the population database.
  - d. Civil Registration officials at the Indonesian Representative Office record the report in the reporting list and issue a report certificate; and
  - e. the reporting certificate is given to the Applicant.



Article 54

- (1) The registration of marriages of Indonesian citizens outside the territory of the Republic of Indonesia in cases where the local country does not conduct marriage registration for foreigners as referred to in Article 50 paragraph (1)
  - (1) The letter d and the registration of marriages between Indonesian citizens and foreigners outside the territory of the Republic of Indonesia as referred to in Article 50 paragraph (1) letter f shall be recorded at the Representative Office of the Republic of Indonesia by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of marriages of Indonesian citizens and the registration of marriages of Indonesian citizens with foreigners as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant shall fill out and submit the report form and submit the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of marriages between Indonesian citizens and Indonesian citizens with foreigners outside the territory of the Republic of Indonesia in cases where the local country does not conduct marriage registration for foreigners;
  - b. Officials at the Indonesian Representative Office verify and validate the reporting forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of marriages between Indonesian citizens and Indonesian citizens with foreigners outside the territory of the Republic of Indonesia in cases where the local country does not conduct marriage registration for foreigners.
  - c. Officials at the Indonesian Representative Office who can access basis data kependudukan

- recording the reported data into the population database;
- d. Civil Registration officials at the Indonesian Representative Office record the marriage certificate in the register and issue a copy of the marriage certificate; and
  - e. the marriage certificate extract is delivered to the Applicant.

#### Part Four Registration of Marriage Annulment

##### Article 55

- (1) The registration of the annulment of a marriage of a resident shall be carried out by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of marriage annulment as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The husband and wife whose marriage has been annulled must fill out and sign the report form and submit the requirements in accordance with the provisions of the laws and regulations governing the registration of marriage annulments for residents.
  - b. service officers verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the recording of marriage annulments;
  - c. Officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data in the population database;
  - d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit revokes the marriage certificate and makes a note in the marriage certificate register and on the marriage certificate;

- e. Civil Registration officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit issues a marriage annulment certificate; and
- f. Civil Registry officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT) submits the marriage annulment certificate to the Applicant.

## Part Five Divorce Registration

### Article

56 Divorce registration consists of:

- a. the registration of divorce within the territory of the Republic of Indonesia;
- b. Registration of divorce of Indonesian citizens outside the territory of the Republic of Indonesia carried out at the competent agency in the local country; and
- c. the registration of divorce of Indonesian citizens outside the territory of the Republic of Indonesia in cases where the local country does not provide divorce registration for foreigners.

### Article 57

- (1) The registration of divorce within the territory of the Republic of Indonesia as referred to in Article 56 letter a shall be carried out in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of divorce as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration Civil Registration yang mengatur mengenai

the registration of divorces within the territory of the Republic of Indonesia;

- b. service officers verify and validate the reporting forms and requirements in accordance with the provisions of the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration, which governs the registration of divorces within the territory of the Republic of Indonesia;
- c. officials at the District/City Population and Civil Registration Office or District/City Population and Civil Registration Technical Implementation Unit record data in the population database;
- d. Civil Registration officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Units record divorce certificates in the register and issue divorce certificate excerpts, as well as retrieve marriage certificate excerpts and make marginal notes in the marriage certificate register and marriage certificate excerpts; and
- e. divorce certificate extracts are delivered to the Applicant.

#### Article 58

- (1) The registration of divorce of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in Article 56 letter b shall be reported to the Representative of the Republic of Indonesia by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The reporting of divorce registrations of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and submits the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration which regulates concerning

the registration of divorces of Indonesian citizens outside the territory of the Republic of Indonesia;

- b. officials at the Indonesian Representative Office verify and validate the reporting forms and requirements in accordance with the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of divorce of Indonesian citizens outside the territory of the Republic of Indonesia;
- c. officials at the Representative Office of the Republic of Indonesia who have access to the population database record the reported data in the population database;
- d. Civil Registration officials at the Representative Office of the Republic of Indonesia record the report in the report register and issue a report certificate; and
- e. the reporting certificate is given to the Applicant.

#### Article 59

- (1) The registration of divorce of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in Article 56 letter c shall be recorded at the Representative Office of the Republic of Indonesia by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of divorce of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and submits a report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of divorce of Indonesian citizens outside the territory of the Republic of Indonesia;

- b. officials at the Indonesian Representative Office verify and validate the report form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of divorce of Indonesian citizens outside the territory of the Republic of Indonesia;
- c. Officials at the Indonesian Representative Office who have access to the population database record the reported data in the population database.
- d. Civil Registry officials at the Indonesian Representative Office revoke and make marginal notes on marriage certificate extracts and issue divorce registers and divorce certificate extracts; and
- e. divorce certificate extracts are delivered to the Applicant.

#### Section Six Registration of Divorce Annulment

##### Article 60

- (1) The registration of divorce annulment shall be carried out by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of divorce annulment as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. the husband and wife whose divorce has been annulled fill out and sign a report form and submit the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of divorce annulments;
  - b. service officers verify and validate the reporting form and requirements in accordance with

in accordance with Presidential Regulations concerning the requirements and procedures for Population Registration and Civil Registration governing the recording of divorce annulments;

- c. officials at the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Technical Implementation Unit record the data in the population database;
- d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT) make marginal notes on the divorce certificate register, divorce certificate excerpts, and the marriage certificate register and marriage certificate excerpts;
- e. Civil Registration officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit revokes divorce certificate extracts;
- f. Civil Registration officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit issues a divorce annulment certificate;
- g. Civil Registry officials at the District/City Disdukcapil or The District/City Disdukcapil Technical Implementation Unit (UPT) submits the divorce annulment certificate to the applicant; and
- h. the Civil Registration Officer issues a second copy of the marriage certificate with a marginal note in accordance with the application.

## Section Seven Death Registration

### Article 61 Death

registration consists of:

- a. the registration of death in territory State of the Republic of Indonesia;

- b. recording of deaths of Indonesian citizens outside the territory of the Republic of Indonesia carried out by the competent authorities in the local country; and
- c. the registration of the death of an Indonesian citizen outside the territory of the Republic of Indonesia in the event that the local country does not conduct death registration for foreigners.

#### Article 62

- (1) The registration of deaths within the territory of the Republic of Indonesia as referred to in Article 61 letter a shall be carried out in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The recording of deaths as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate death registration in the territory of the Republic of Indonesia;
  - b. service officers verify and validate the report form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of deaths in the territory of the Unitary State of the Republic of Indonesia;
  - c. officials at the District/City Population and Civil Registration Office or District/City Population and Civil Registration Technical Implementation Unit record data in the population database;
  - d. Civil Registration officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Units record the death certificate in the register and issue a copy of the death certificate; and



- e. death certificate extracts are delivered to the Applicant.
- (3) In the case of death registration of Indonesian citizens as referred to in paragraph (1) carried out by registration officers, the registration is carried out in the following manner:
- a. The applicant fills out and signs the report form and submits the requirements in accordance with the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulates the recording of deaths in the territory of the Republic of Indonesia;
  - b. the registration officer verifies and validates the report form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the recording of deaths in the territory of the Unitary State of the Republic of Indonesia;
  - c. The registration officer forwards the verified and validated report form and requirements as referred to in letter b to the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Technical Implementation Unit for the issuance of a Death Certificate;
  - d. officials at the District/City Disdukcapil or District/City UPT Disdukcapil verify and validate the report form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the recording of deaths in the territory of the Republic of Indonesia;
  - e. officials at the District/City Disdukcapil or UPT Disdukcapil record the data in the population database;

- f. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit records the death certificate in the register and issues a copy of the death certificate; and
- g. the death certificate extract is delivered to the Applicant.

#### Article 63

- (1) The registration of deaths of Indonesian citizens outside the territory of the Republic of Indonesia, carried out by the competent authorities in the country concerned as referred to in Article 61 letter b, shall be reported to the Representative of the Republic of Indonesia in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The reporting of death records as referred to in paragraph (1) shall be carried out by:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of deaths of Indonesian citizens outside the territory of the Republic of Indonesia;
  - b. officials at the Indonesian Representative Office verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of deaths of Indonesian citizens outside the territory of the Republic of Indonesia;
  - c. officials at the Representative Office of the Republic of Indonesia who have access to the population database record the reported data into the population database;

- d. Civil Registry officials at the Indonesian Representative Office record reports in the reporting register and issue a report certificate; and
- e. the reporting certificate is given to the Applicant.

#### Article 64

- (1) The registration of the death of an Indonesian citizen outside the territory of the Republic of Indonesia, in the event that the local country does not conduct death registration for foreigners as referred to in Article 61 letter c, shall be recorded at the Indonesian Representative Office by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The recording of death as referred to in paragraph (1) shall be carried out in the following manner:
  - a. The applicant shall fill out and sign the report form and submit the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of the death of an Indonesian citizen outside the territory of the Republic of Indonesia;
  - b. Officials at the Indonesian Representative Office verify and validate the reporting forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of deaths of Indonesian citizens outside the territory of the Republic of Indonesia.
  - c. Officials at the Indonesian Representative Office who have access to the population database record the reported data in the population database.
  - d. Civil Registration officials at the Indonesian Representative Office record the death certificate in the register

- and issue a death certificate excerpt; and
- e. the death certificate extract is delivered to the Applicant.

#### Article 65

The registration of deaths for residents who are not registered in the family card (KK) and in *the* population *database* is carried out through a court decision.

### Part Eight Registration of Child Adoption

#### Article 66 The

registration of child adoption consists of:

- a. the registration of child adoption within the territory of the Republic of Indonesia;
- b. registration of the adoption of foreign nationals by Indonesian citizens outside the territory of the Republic of Indonesia, carried out at the competent agency in the local country; and
- c. the registration of the adoption of foreign nationals by Indonesian citizens outside the territory of the Republic of Indonesia in cases where the local country does not provide for the registration of the adoption of foreign nationals.

#### Article 67

- (1) The registration of the adoption of a child within the territory of the Republic of Indonesia as referred to in Article 66 letter a shall be carried out in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of adoption as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation regarding the requirements and procedures methods Registration Population

and Civil Registration, which governs the registration of child adoption in the territory of the Republic of Indonesia;

- b. Service officers verify and validate the reporting forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of child adoption in the territory of the Republic of Indonesia.
- c. officials at the District/City Disdukcapil or District/City UPT Disdukcapil record the data in the population database;
- d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT) make marginal notes on the birth certificate register and birth certificate excerpts; and
- e. Civil Registration officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit (UPT) shall submit the birth certificate extract with the marginal note to the Applicant.

#### Article 68

- (1) The registration of the adoption of a foreign citizen by an Indonesian citizen outside the territory of the Republic of Indonesia, carried out at the competent agency in the local country as referred to in Article 66 letter b, shall be reported to the Representative of the Republic of Indonesia by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The reporting of the adoption of a child as referred to in paragraph (1) shall be carried out in the following manner:
  - a. The applicant fills out and signs the form and submits the required documents in accordance with the provisions of the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration that govern the registration of the adoption of foreign nationals by Indonesian citizens outside the territory of the Republic of Indonesia;

the provisions of the Presidential Regulation on the requirements and procedures for Population Registration and Civil Registration governing the registration of the adoption of foreign nationals by Indonesian citizens outside the territory of the Republic of Indonesia;

- b. officials at the Indonesian Representative Office verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of the adoption of foreign nationals by Indonesian citizens outside the territory of the Republic of Indonesia;
- c. officials at the Representative Office of the Republic of Indonesia who have access to the population database record the reported data into the population database;
- d. The Civil Registry official at the Indonesian Representative Office issues a letter of adoption; and
- e. the certificate of adoption is given to the Applicant.

#### Article 69

- (1) The registration of the adoption of a foreign citizen by an Indonesian citizen outside the territory of the Republic of Indonesia, in the event that the local country does not conduct the registration of the adoption of a foreign citizen by an Indonesian citizen for Foreigners as referred to in Article 66 letter c, shall be registered at the Indonesian Representative Office by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of adoption as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant shall fill out and sign the form and submit the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements

and procedures for Population Registration and Civil Registration that govern the registration of the adoption of foreign nationals by Indonesian citizens outside the territory of the Republic of Indonesia in cases where the local country does not conduct the registration of the adoption of foreign nationals by Indonesian citizens for foreigners;

- b. Officials at the Indonesian Representative Office verify and validate the reporting forms and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of the adoption of foreign nationals by Indonesian citizens outside the territory of the Republic of Indonesia in cases where the local country does not conduct the registration of the adoption of foreign nationals by Indonesian citizens for foreigners.
- c. Officials at the Indonesian Representative Office who have access to the population database record the reported data in the population database;
- d. Civil Registration officials at the Indonesian Representative Office issue a letter of adoption; and
- e. the certificate of adoption is given to the Applicant.

#### Section Nine: Registration of Child Recognition

##### Article 70

- (1) Child recognition registration consists of:
  - a. the registration recognition of in the territory of the Unitary State of the Republic of Indonesia; and
  - b. recording of recognition of children born out of wedlock who valid according to law

religion/belief in God Almighty in the territory of the Unitary State of the Republic of Indonesia.

- (2) In addition to the registration referred to in paragraph (1), there is another type of child recognition registration, namely:
  - a. recording of child recognition for Indonesian citizens who are non-residents outside the territory of the Unitary State of the Republic of Indonesia; and
  - b. recording of the recognition of children born outside of a marriage that is valid according to religious law/belief in God Almighty for Indonesian citizens who are non-residents outside the territory of the Unitary State of the Republic of Indonesia.

#### Article 71

- (1) The registration of child recognition within the territory of the Republic of Indonesia as referred to in Article 70 paragraph (1) letter a, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The registration of child recognition as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of child recognition in the territory of the Republic of Indonesia;
  - b. service officers verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of child recognition in the territory of the Republic of Indonesia;



- c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data in the population database;
- d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT) records the child recognition deed in the register and issues a copy of the child recognition deed;
- e. Civil Registration officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit (UPT) make marginal notes in the birth certificate register and birth certificate excerpt; and
- f. A copy of the child acknowledgment certificate and a copy of the birth certificate with marginal notes are submitted to the Petitioner.

#### Article 72

- (1) The registration of child recognition as referred to in Article 70 paragraph (1) letter b, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and other requirements in the form of:
  - a. birth certificate excerpt;
  - b. Family Card (KK); and
  - c. electronic ID card (KTP-el).
- (2) The registration of child recognition as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and other requirements as referred to in paragraph (1);
  - b. service officers verify and validate the reporting form and requirements in accordance with

the provisions of laws and regulations governing the registration of child recognition;

- c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data in the population database;
- d. Civil Registry officials at the District/City Population and Civil Registration Office or The District/City Disdukcapil Technical Implementation Unit (UPT) makes a marginal note in the birth certificate register and birth certificate excerpt; and
- e. birth certificate extracts that have been annotated are submitted to the Applicant.

#### Article 73

- (1) The registration of child recognition as referred to in Article 70 paragraph (2) letter a shall be reported to the Representative of the Republic of Indonesia by fulfilling the following requirements:
  - a. a statement of child recognition from the biological father approved by the biological mother;
  - b. a letter of confirmation of marriage from a religious leader or believer in God Almighty;
  - c. an extract of the child's birth certificate; and
  - d. Indonesian Travel Document.
- (2) The reporting of the registration of child recognition as referred to in paragraph (1) shall be carried out in the following manner:
  - a. The applicant fills out and signs the reporting form and submits the requirements as referred to in paragraph (1);
  - b. officials at the Representative Office of the Republic of Indonesia verify and validate the reporting form and requirements as referred to in paragraph (1);
  - c. officials at the Indonesian Representative Office who can access basis data kependudukan

- record the reporting data into the population database;
- d. Civil Registry officials at Indonesian Representative Offices record acknowledgments of paternity in the register and issue extracts from the acknowledgment of paternity certificate;
  - e. The Civil Registry Officer at the Indonesian Representative Office makes a marginal note in the birth certificate register and birth certificate excerpt; and
  - f. The excerpt from the child acknowledgment certificate and the excerpt from the birth certificate with the marginal note are submitted to the Applicant.

#### Article 74

- (1) The registration of child acknowledgment as referred to in Article 70 paragraph (2) letter b shall be reported to the Representative Office of the Republic of Indonesia by fulfilling the following requirements:
  - a. a copy of the court decision from the competent court in accordance with the provisions of laws and regulations;
  - b. an extract of the child's birth certificate; and
  - c. Indonesian Travel Document.
- (2) The registration of child recognition as referred to in paragraph (1) shall be carried out in the following manner:
  - a. the applicant fills out and signs the report form and submits the requirements referred to in paragraph (1);
  - b. officials at the Representative Office of the Republic of Indonesia verify and validate the report form and requirements as referred to in paragraph (1);
  - c. Representatives of the Republic of Indonesia that can access the population database record the reported data into the population database;

- d. Civil Registry officials at the Representative Office of the Republic of Indonesia make marginal notes in the birth certificate register and birth certificate excerpts; and
- e. birth certificate extracts that have been annotated are submitted to the Applicant.

## Section Ten Registration of Child Legitimacy

### Article 75

- (1) Child recognition registration consists of:
  - a. the registration of child recognition for Indonesian citizens and foreigners in the territory of the Republic of Indonesia; and
  - b. the registration of the recognition of children of residents in the territory of the Unitary State of the Republic of Indonesia who were born before their parents entered into a legal marriage according to religious law or belief in God Almighty.
- (2) In addition to the registration referred to in paragraph (1), there are other child recognition registrations, namely:
  - a. child recognition records for Indonesian citizens who are non-residents outside the territory of the Republic of Indonesia; and
  - b. the registration of the recognition of children for Indonesian citizens who are non-residents outside the territory of the Republic of Indonesia who were born before their parents entered into a valid marriage according to religious law or belief in God Almighty.

### Article 76

- (1) The registration of child adoption as referred to in Article 75 paragraph (1) letter a shall be carried out in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.

- (2) The registration of child recognition as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
- a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the registration of child recognition;
  - b. service officers verify and validate the reporting form and requirements as referred to in letter a;
  - c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data in the population database;
  - d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit records the child legitimation certificate in the register and issues a copy of the child legitimation certificate;
  - e. Civil Registration officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit (UPT) make marginal notes in the birth certificate register and birth certificate excerpts; and
  - f. A copy of the child's legalization certificate and a copy of the birth certificate with marginal notes shall be submitted to the Petitioner.

#### Article 77

- (1) The registration of child adoption as referred to in Article 75 paragraph (1) letter b, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and other requirements in the form of:
- a. birth certificate excerpt;
  - b. Family Card (KK); and

- c. electronic ID card (KTP-el).
- (2) The registration of child recognition as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
- a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration and other requirements as referred to in paragraph (1);
  - b. service officers verify and validate the reporting form and requirements as referred to in paragraph (1);
  - c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data in the population database;
  - d. Civil Registry officials at the District/City Population and Civil Registration Office or The District/City Disdukcapil Technical Implementation Unit (UPT) makes a marginal note in the birth certificate register and birth certificate excerpt; and
  - e. birth certificate extracts that have been annotated are submitted to the Applicant.

#### Article 78

- (1) The registration of child recognition as referred to in Article 75 paragraph (2) letter a shall be reported to the Representative of the Republic of Indonesia by fulfilling the following requirements:
- a. birth certificate excerpt;
  - b. a marriage certificate extract stating that the religious or spiritual marriage to God Almighty took place before the child's birth; and
  - c. Indonesian Travel Document.
- (2) The reporting of the registration of child recognition as referred to in paragraph (1) shall be carried out in the following manner:

- a. The applicant fills out and signs the reporting form and submits the requirements referred to in paragraph (1);
- b. officials at the Indonesian Representative Office verify and validate the reporting form and requirements as referred to in paragraph (1);
- c. officials at the Representative Office of the Republic of Indonesia who have access to the population database record the reporting data into the population database;
- d. Civil Registry officials at Indonesian Representative Offices record child adoption certificates in the register and issue copies of child adoption certificates;
- e. Civil Registry officials at the Representative Office of the Republic of Indonesia make marginal notes in the birth certificate register and birth certificate excerpts; and
- f. The excerpts from the child's legalization certificate and birth certificate that have been annotated are submitted to the Applicant.

#### Article 79

- (1) The registration of child adoption as referred to in Article 75 paragraph (2) letter b shall be reported to the Representative Office of the Republic of Indonesia by fulfilling the following requirements:
  - a. a copy of the court decision from the competent court in accordance with the provisions of laws and regulations;
  - b. a copy of the birth certificate; and
  - c. Indonesian Travel Document.
- (2) The registration of child recognition as referred to in paragraph (1) shall be carried out in the following manner:
  - a. The applicant fills out and signs the report form and submits the requirements referred to in paragraph (1);

- b. officials at the Indonesian Representative Office verify and validate the report form and requirements as referred to in paragraph (1);
- c. officials at the Representative Office of the Republic of Indonesia who have access to the population database record the reporting data into the population database;
- d. Civil Registry officials at the Indonesian Representative Office make marginal notes in the birth certificate register and birth certificate excerpts; and
- e. birth certificate extracts that have been annotated are submitted to the Applicant.

#### Part Eleven Registration of Name Changes

##### Article 80

- (1) The registration of name changes is carried out by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The recording of name changes as referred to in paragraph (1) is carried out in the following manner:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of name changes;
  - b. service officers verify and validate the report form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the recording of name changes;
  - c. Officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit (UPT) record



the data in the population database;

- d. Civil Registry officials at the District/City Population and Civil Registration Office or District/City Disdukcapil Technical Implementation Units provide marginal notes on Civil Registration certificates and Civil Registration certificate excerpts; and
- e. Civil Registration certificate extracts that have been annotated are submitted to the Applicant.

## Section Twelve

### Recording of Changes in Citizenship Status

#### Article 81

The registration of changes in citizenship status consists of:

- a. the registration of changes in citizenship status from foreign citizen to Indonesian citizen within the territory of the Republic of Indonesia;
- b. the recording of children born from mixed marriages who have chosen to become Indonesian citizens or foreign nationals; and
- c. recording of changes in citizenship status from Indonesian citizen to foreign citizen outside the territory of the Unitary State of the Republic of Indonesia.

#### Article 82

- (1) The registration of changes in citizenship status from foreign citizen to Indonesian citizen within the territory of the Republic of Indonesia as referred to in Article 81 letter a, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The recording of changes in citizenship status as referred to in paragraph (1) shall be carried out in the following manner:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with

the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that govern the recording of changes in citizenship status from foreign nationals to Indonesian citizens within the territory of the Republic of Indonesia;

- b. service officers verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of changes in citizenship status from foreign nationals to Indonesian citizens in the territory of the Republic of Indonesia;
  - c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data in the population database;
  - d. Civil Registry officials at the District/City Population and Civil Registration Office or The District/City Disdukcapil Technical Implementation Unit (UPT) makes marginal notes on the Civil Registration certificate register and Civil Registration certificate excerpts; and
  - e. Civil Registration certificate extracts that have been annotated are submitted to the Applicant.
- (3) In the event that the Civil Registration certificate extract is issued by another country, a certificate of change of citizenship status shall be issued as a substitute for the marginal note.

#### Article 83

- (1) Registration for children born from mixed marriages who have chosen to become Indonesian citizens or foreign nationals as referred to in Article 81 letter b, by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) Registration for children born from mixed marriages as referred to in at paragraph (1),

is carried out in the following manner:

- a. The applicant fills out and signs the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the registration of children born from mixed marriages who have chosen to become Indonesian citizens or foreign nationals.
  - b. service officers verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the registration of children born from mixed marriages who have chosen to become Indonesian citizens or foreign nationals;
  - c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City or Indonesian Representative Office record the data in the population database;
  - d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit or the Representative of the Republic of Indonesia make marginal notes on the Civil Registration certificate register and the Civil Registration certificate excerpt; and
  - e. Civil Registration certificate extracts that have been annotated are submitted to the Applicant.
- (3) In the event that a civil registry certificate is issued by another country, a certificate of change of citizenship status shall be issued in lieu of a marginal note.

#### Article 84

- (1) The registration of changes in the citizenship status of Indonesian citizens to foreign citizens outside the territory of the

of the Republic of Indonesia as referred to in Article 81 letter c, shall be recorded at the Representative Office of the Republic of Indonesia by fulfilling the following requirements:

- a. an excerpt from the decision of the minister who administers government affairs in the field of law and human rights regarding changes in citizenship status;
  - b. an extract from the Civil Registry; and
  - c. Indonesian Travel Document.
- (2) In the event that the excerpt from the Ministerial Decree as referred to in paragraph (1) letter a is not fulfilled, the Representative of the Republic of Indonesia shall issue a certificate of release from Indonesian citizenship based on a letter of approval from the local country.
- (3) The registration of changes in citizenship of Indonesian citizens to foreign citizens outside the territory of the Republic of Indonesia as referred to in paragraphs (1) and (2) shall be carried out in the following manner:
- a. The applicant fills out and submits a report form along with the required documents;
  - b. Officials at the Indonesian Representative Office verify and validate the reporting forms and requirements.
  - c. officials at the Indonesian Representative Office who have access to the population database record the reporting data in the population database;
  - d. Civil Registry officials at the Indonesian Representative Office issue a certificate of release from Indonesian citizenship and make a marginal note on the Civil Registry certificate excerpt;
  - e. Civil Registry officials at the Indonesian Representative Office send data on changes in citizenship status to the minister who administers government affairs in the field of law and human rights regarding changes in citizenship status kewarganegaraan for forwarded to

the Minister through the Director General of Population and Civil Registration;

- f. The Minister forwards it to the District/City Population and Civil Registration Office and UPT the District/City Population and Civil Registration Office that issues the Civil Registration certificate; and
- g. Civil Registration officials at the District/City Disdukcapil and UPT The District/City Disdukcapil makes marginal notes on the Civil Registration certificate register.

### Section Thirteen

#### Recording of Other Important Changes

##### Article 85

- (1) The recording of other Important Events is carried out by fulfilling the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration.
- (2) The recording of changes to other Important Events as referred to in paragraph (1) is carried out in the following manner:
  - a. The applicant fills out and signs the report form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of changes to other Important Events;
  - b. service officers verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration that regulate the recording of changes to other Important Events;
  - c. officials at the District/City Disdukcapil or District/City Disdukcapil Technical Implementation Unit (UPT) record the data into the population database;

- d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT) make marginal notes on the Civil Registration certificate register and the Civil Registration certificate excerpt; and
- e. Civil Registration certificate extracts that have been annotated are submitted to the Applicant.

#### Section Fourteen

##### Recording of Corrections to Civil Registration Deeds

#### Article 86

The recording of corrections to civil registration documents consists of:

- a. the registration of corrections to civil registration certificates upon request from the subject of the certificate within the territory of the Republic of Indonesia;
- b. the recording of corrections to civil registration certificates upon request from the subject of the certificate outside the territory of the Republic of Indonesia;
- c. the recording of corrections to civil registration documents without a request from the subject of the document within the territory of the Republic of Indonesia; and
- d. recording of corrections to Civil Registration documents without a request from the subject of the document outside the territory of the Unitary State of the Republic of Indonesia.

#### Article 87

- (1) The recording of corrections to Civil Registry documents as referred to in Article 86 letters a and b shall be carried out in accordance with the requirements set forth in the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registry.
- (2) The recording of corrections to Civil Registration documents as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the reporting form and submits the requirements in accordance with the provisions of Presidential Regulation regarding

the requirements and procedures for Population Registration and Civil Registration governing the recording of corrections to Civil Registration certificates;

- b. service officers verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration governing the recording of corrections to Civil Registration certificates;
- c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City or Representative of the Republic of Indonesia record the data into the population database;
- d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit or the Representative of the Republic of Indonesia make a marginal note in the Civil Registration certificate register regarding the correction of the certificate;
- e. Civil Registration officials as referred to in point d reissue the Civil Registration certificate and revoke the Civil Registration certificate from the subject of the certificate; and
- f. the corrected extract of the Civil Registration deed is submitted to the Applicant.

#### Article 88

The recording of corrections to Civil Registry deeds as referred to in Article 86 letters c and d shall be made directly by the officer before being submitted to the Applicant.

## Part Fifteen

## Registration of Cancellation of Civil Registration Deeds

## Article 89

- (1) Registration of the cancellation of  
Registration Civil for residents must meet the following requirements:
  - a. a copy of the court decision that has permanent legal force;
  - b. an extract from the canceled Civil Registration certificate;
  - c. Family Card (KK); and
  - d. electronic ID card (KTP-el).
- (2) In addition to the provisions referred to in paragraph (1) letter a, the cancellation of a Civil Registry certificate may also be carried out by by without through the *court/Contrarius Actus*.
- (3) The registration of the cancellation of the Civil Registration deed as referred to in paragraph (1) shall be carried out in accordance with the following procedures:
  - a. The applicant fills out and signs the reporting form and submits the requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the recording of the cancellation of Civil Registration certificates for residents.
  - b. service officers verify and validate the reporting form and requirements in accordance with the provisions of the Presidential Regulation concerning the requirements and procedures for Population Registration and Civil Registration, which regulates the recording of the cancellation of Civil Registration certificates for residents;
  - c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data into the population database;
  - d. Civil Registration officials at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT) creates catatan pinggir on the



the Civil Registration certificate register;

- e. Civil Registration Officer at the District/City Disdukcapil or the District/City Disdukcapil UPT revokes the Civil Registration certificate excerpt; and
- f. Civil Registry officials at the District/City Population and Civil Registration Office or District/City Disdukcapil Technical Implementation Units issue Civil Registration certificates and Civil Registration certificate extracts in accordance with court decisions.

(4) The cancellation of Civil Registration certificates without going through *court/Contrarius Actus* as referred to in paragraph (2) is carried out within the territory of the Republic of Indonesia or outside the territory of the Republic of Indonesia in the following manner:

- a. The applicant fills out and signs the report form and submits the requirements:
  - 1. an extract of the canceled Civil Registration certificate;
  - 2. supporting documents substantiating the annulment;
  - 3. Family Card (KK);
  - 4. electronic ID card (KTP-el); or
  - 5. a letter of absolute responsibility.
- b. service officers verify and validate the reporting form and requirements as referred to in letter a;
- c. service officers record the data into the population database; and
- d. Civil Registration Officer at the District/City Population and Civil Registration Office or District/City Disdukcapil Technical Implementation Unit or Indonesian Representative revokes the Civil Registration certificate; and
- e. Civil Registration Officer ( ) Civil Registration ( ) Officer ( ) at the District/City Population and Civil Registration Office ( Disdukcapil)
 

|               |    |                    |   |
|---------------|----|--------------------|---|
| District/City | or | UPT                | Population<br>and Civil<br>Registration<br>Office |
| Regency/City  | or | Representati<br>ve | of the  |

of Indonesia issues a register of Civil Registration

and extracts of Civil Registry certificates in accordance with the request.

#### Section Sixteen

##### Reissuance of Civil Registration Records and Certificates

#### Article 90

Civil Registry records and extracts of Civil Registry records may be reissued by the District/City Population and Civil Registration Office.

#### Article 91

- (1) The reissuance of the Civil Registration Register as referred to in Article 90 is due to damage or loss.
- (2) The reissuance of the Civil Registration Register as referred to in paragraph (1) shall be carried out at the place where the register was issued or in accordance with the domicile of the resident and shall be carried out based on an extract or photocopy of the Civil Registration Certificate.

#### Article 92

- (1) Reissuance of an extract of a Civil Registration certificate as referred to in Article 91 due to damage, loss, or being in the possession of one of the disputing parties.
- (2) Reissuance of civil registration certificates as referred to in paragraph (1) shall be carried out at the place of residence of the resident.
- (3) The reissuance of damaged civil registration certificates as referred to in paragraph (1) shall be based on a request accompanied by the damaged civil registration certificate.
- (4) The reissuance of a lost civil registration certificate as referred to in paragraph (1) shall be based on a request accompanied by a letter of confirmation of loss from the police.

- (5) The issuance of a copy of a Civil Registration certificate that is in the possession of one of the disputing parties as referred to in paragraph (1) shall be based on a request accompanied by a statement letter.

#### Article 93

The issuance of a copy of a Civil Registration Certificate is carried out after the registration of the Civil Registration Certificate.

### CHAPTER IV

#### ONLINE POPULATION REGISTRATION AND CIVIL REGISTRATION

#### Article 94

- (1) The online services referred to in Article 2 paragraph (2) and Article 39 paragraph (2) shall be carried out through *the web* and ADM.
- (2) Online population document services through *the web* as referred to in paragraph (1) are carried out in the following manner:
  - a. Residents submit a request for population administration services;
  - b. Residents select the type of service, upload the requirements, and choose the service schedule provided.
  - c. Residents print the service schedule and bring it to the District/City Population and Civil Registration Office, District/City Population and Civil Registration Technical Implementation Unit, or Indonesian Representative Office; and
  - d. process of service issuance of civil registration documents is carried out in accordance with the provisions of laws and regulations.
- (3) Online services for population documents through a combination of *web* and ADM as referred to in paragraph (1) are carried out in the following manner:
  - a. Residents apply for registration of an account at ADM through Disdukcapil Regency/City

- or the District/City Population and Civil Registration Office (UPT Disdukcapil);
- b. Disdukcapil District/City or UPT Disdukcapil District/City officers verify and validate the applicant's data and issue an ADM account valid for a period of 2 (two) years;
  - c. Disdukcapil District/City or UPT Disdukcapil District/City officers send the PIN and *QR Code* as well as fingerprint usage information to the applicant for ADM access via text message and email;
  - d. The applicant uses a combination of a PIN, *QR Code*, and fingerprint as referred to in letter c to log into the ADM application;
  - e. The applicant follows the instructions in the ADM service to select the civil registration document service as requested; and
  - f. The applicant receives the results of the civil registration document service.
- (4) The provisions regarding online service requirements apply *mutatis mutandis* to the requirements for manual civil registration services.
- (5) Online service documentation is carried out by the District/City Population and Civil Registration Office, the District/City Population and Civil Registration Office Technical Implementation Unit, and the Representative of the Republic of Indonesia in accordance with the provisions of laws and regulations.

## CHAPTER V OTHER PROVISIONS

### Article 95

- (1) In the event of an Important Event experienced by a Foreign National who does not have immigration documents within the territory of the Republic of Indonesia, a certificate may be issued by the District/City Disdukcapil where the Important Event occurred.

- (2) The certificate referred to in paragraph (1) shall be issued based on the requirement of evidence of the Significant Event issued by the competent authority stating the occurrence of the Significant Event.

#### Article 96

Recording of Important Events for Foreigners who do not have immigration documents in the territory of the Republic of Indonesia shall be carried out in the following manner:

- a. The applicant fills out and signs the report form and submits the requirements as referred to in Article 95 paragraph (2);
- b. service officers verify and validate the reporting form and requirements as referred to in Article 95 paragraph (2);
- c. service officers record the data in the population database and print the documents;
- d. The Civil Registration Officer at the District/City Population and Civil Registration Office where the Important Event occurred issues a certificate of Important Event; and
- e. The certificate of the Important Event is submitted to the Applicant.

#### Article 97

- (1) Every recording of an Important Event experienced by an Indonesian citizen outside the territory of the Republic of Indonesia must be reported by the Indonesian citizen to the District/City Disdukcapil or UPT Disdukcapil in their place of domicile no later than 30 (thirty) days after returning to Indonesia.
- (2) Based on the report referred to in paragraph (1), the Civil Registration Officer at the District/City Disdukcapil or UPT Disdukcapil shall record the report in the population database and issue a certificate of report.

- (3) In the case of recording Important Events of Indonesian citizens outside the territory of the Republic of Indonesia that have been recorded by the competent authorities in the local country but have not been reported to the Representative of the Republic of Indonesia, the issuance of a report certificate can be done at the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Technical Implementation Unit.
- (4) The reporting of the results of the recording of Important Events as referred to in paragraph (3) requires evidence of the recording of Important Events translated by a sworn translator or a letter of absolute responsibility.

#### Article 98 The

registration of a marriage agreement consists of:

- a. the marriage agreement is made at the time of or before the marriage is solemnized;
- b. the marriage agreement is made during the marriage;
- c. the marriage agreement is made within the territory of the Republic of Indonesia and the marriage is recorded outside the territory of the Republic of Indonesia; and
- d. amendments or revocation of the marriage agreement.

#### Article 99

- (1) The registration of a marriage agreement as referred to in Article 98 shall be subject to the following requirements:
  - a. a marriage agreement deed drawn up by a notary public located within the territory of the Republic of Indonesia;
  - b. a copy of the marriage certificate of the husband and wife or other name issued by another country;
  - c. a photocopy of the electronic ID card; and
  - d. a photocopy of the family card.
- (2) The registration of the marriage agreement referred to in paragraph (1) shall be carried out in the following manner:

- a. the reporter fills out and signs the reporting form and submits the requirements as referred to in paragraph (1);
- b. service officers verify and validate the reporting form and requirements as referred to in paragraph (1);
- c. officials at the District/City Disdukcapil or UPT Disdukcapil District/City record the data from the reporting form into the population database;
- d. the Civil Registration Officer at the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT) makes a marginal note in the marriage certificate register and marriage extract or issues a certificate if the marriage was registered in another country; and
- e. the marriage certificate excerpt with marginal notes or the certificate is given to each husband and/or wife.

## CHAPTER VI FINAL PROVISIONS

### Article 100

Upon the entry into force of this Ministerial Regulation:

- a. Regulation of the Minister of Home Affairs Number 12 of 2010 concerning Guidelines for the Registration of Marriages and Reporting of Certificates Issued by Other Countries;
- b. Articles 25, 26, and 27 of Regulation of the Minister of Home Affairs Number 118 of 2017 concerning Family Card Forms, Registers, and Civil Registration Certificate Extracts;
- c. Ministry of Home Affairs Regulation No. 9 of 2016 concerning the Expansion of Birth Certificate Coverage (State Gazette of the Republic of Indonesia Year 2016 No. 325);

are revoked and declared invalid.

Article 101

This Ministerial Regulation shall enter into force on the date of its promulgation.

To ensure that everyone is aware of it, the promulgation of this Ministerial Regulation is ordered by its placement in the State Gazette of the Republic of Indonesia.

Issued in Jakarta  
on December 27, 2019

MINISTER OF HOME AFFAIRS OF  
THE REPUBLIC OF INDONESIA,

Signed

MUHAMMAD TITO KARNAVIAN

Promulgated in Jakarta  
on December 31, 2019

DIRECTOR GENERAL  
REGULATIONS OF THE MINISTRY OF LAW AND HUMAN  
RIGHTS OF THE REPUBLIC OF INDONESIA,

Signed

WIDODO EKATJAHJANA