

**REGULATION OF THE MINISTER OF HOME AFFAIRS OF THE REPUBLIC  
OF INDONESIA NUMBER 119 OF 2017  
REGARDING  
THE APPOINTMENT AND DISMISSAL AS WELL AS THE MAIN DUTIES OF CIVIL REGISTRATION OFFICIALS  
AND REGISTRATION OFFICERS**

BY THE GRACE OF ALMIGHTY GOD

THE MINISTER OF HOME AFFAIRS OF THE REPUBLIC OF INDONESIA,

Considering:

- a. that in order to implement the provisions of Article 11 paragraph (2) and Article 12 paragraph (3) of Law Number 23 of 2006 concerning Population Administration as amended by Law Number 24 of 2013 concerning Amendments to Law Number 23 of 2006 concerning Population Administration, guidelines for the appointment and dismissal as well as the main duties of civil registration officials and registration officers are necessary;
- b. that Regulation of the Minister of Home Affairs Number 18 of 2010 concerning Guidelines for the Appointment and Dismissal as well as the Main Duties of Civil Registry Officials and Registration Officers is no longer in accordance with developments in legislation and therefore needs to be replaced;
- c. that based on the considerations referred to in letters a and b, it is necessary to stipulate a Minister of Home Affairs Regulation on the Appointment and Dismissal as well as the Main Duties of Civil Registry Officials and Registration Officers.

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, most recently by Law Number 24 of 2013 concerning Amendments to Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2006 Number 262, Supplement to 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 of 2008 Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916);
3. Law Number 5 of 2014 concerning the State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5494);
4. 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 Number 9 of 2015 concerning the Second Amendment to Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 5679);
5. Government Regulation Number 37 of 2007 concerning the Implementation of Law Number 23 of 2006 concerning Population Administration as amended by Government Regulation Number 102 of 2012 concerning Amendments to Government Regulation Number 37 of 2007 concerning the Implementation of Law-Law No. 23 of 2006 on Population Administration (State Gazette of the Republic of Indonesia of 2007 Number 80, Supplement to State Gazette of the Republic of Indonesia Number 4736);

6. Presidential Regulation No. 25 of 2008 concerning Requirements and Procedures for Population Registration and Civil Registration.

DECIDES:

Establishes:

MINISTER OF HOME AFFAIRS REGULATION ON THE APPOINTMENT AND DISMISSAL AS WELL AS THE MAIN DUTIES OF CIVIL REGISTRATION OFFICIALS AND REGISTRATION OFFICERS.

## **CHAPTER I**

### **GENERAL PROVISIONS**

#### **Article 1**

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

1. Civil Registration Officer, hereinafter abbreviated as PPS, is an official who records Important Events experienced by a person at the District/City Population and Civil Registration Office, the District/City Population and Civil Registration Office Technical Implementation Unit, Representatives of the Republic of Indonesia and implementing agencies in charge of population and civil registration matters within the DKI Jakarta Provincial Government, whose appointments are in accordance with the provisions of laws and regulations.
2. Civil Registry Officials outside the territory of the Republic of Indonesia, hereinafter referred to as Consular Officials, are officials who perform consular functions at Indonesian diplomatic missions appointed as Civil Registry Officials.
3. Registration Officers are employees who are assigned the task and responsibility of providing services for reporting population events and important events, as well as managing and presenting population data in villages/subdistricts or other names.
4. Civil Servants, hereinafter referred to as PNS, are Indonesian citizens who meet certain requirements and are permanently appointed as ASN employees by civil service officials to hold government positions.
5. Government Employees with Work Agreements, hereinafter referred to as PPPK, are Indonesian citizens who meet certain requirements and are appointed based on a work agreement for a specific period to carry out government duties.
6. Employees are PNS and PPPK.
7. State Civil Apparatus, hereinafter referred to as ASN, is a profession for PNS and PPPK who work in government agencies.
8. Residents are Indonesian citizens and foreigners residing in Indonesia.
9. 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, change of address, and change of status from temporary residence to permanent residence.
10. Important events are events experienced by a person, including birth, death, stillbirth, marriage, divorce, child recognition, child ratification, child adoption, name changes, and changes in citizenship status.
11. Population Registration is the recording of residents' biodata, the recording of reports on Population Events, and the collection of data on residents who are vulnerable to Population Administration, as well as the issuance of documents.

Population Documents in the form of identity cards or population certificates.

12. Civil Registration is the recording of important events experienced by a person in the Civil Registration register at the Implementing Agency.
13. Population data is structured individual and/or aggregate data resulting from Population Registration and Civil Registration activities.
14. The District/City Population and Civil Registration Office, hereinafter referred to as the District/City Disdukcapil, is a district/city regional apparatus acting as the implementing agency in charge of population administration.
15. 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 other equivalent level under the District/City Disdukcapil.
16. A village is a village and a traditional village or other name hereinafter referred to as a Village is a legal community unit that has territorial boundaries and the authority to regulate and manage government affairs and local community interests based on community initiative, original rights, and/or traditional rights that are recognized and respected in the government system of the Unitary State of the Republic of Indonesia.
17. A kelurahan is the working area of the lurah as a regional apparatus of the regency/city within the working area of the subdistrict.

## CHAPTER II

### CIVIL REGISTRATION OFFICIAL

#### Article 2

- (1) The PPS consists of:
  - a. Head of the District/City Population and Civil Registration Office;
  - b. Head of the District/City Population and Civil Registration Office; and
  - c. Consular Officer appointed as PPS.
- (2) Specifically for the Provincial Government of the Special Capital Region of Jakarta, the PPS consists of:
  - a. Head of the Provincial Population and Civil Registration Office; and
  - b. Head of the Sub-District Population and Civil Registration Office of the Administrative District/City.
- (3) The PPS referred to in paragraph (1) letters a and b and paragraph (2) are PPS due to their positions.
- (4) The PPS referred to in paragraph (1) letter c is a PPS by virtue of their position in accordance with the provisions of laws and regulations.
- (5) In addition to the PPS referred to in paragraphs (1) and (2), other civil servants who meet the requirements may also be appointed.

#### Article 3

- (1) The PPS referred to in Article 2 paragraph (1) letter a is located at the District/City Population and Civil Registration Office.
- (2) The PPS referred to in Article 2 paragraph (1) letter b is located at the Technical Implementation Unit (UPT) of the District/City Population and Civil Registration Office.

- (3) PPS as referred to in Article 2 paragraph (1) letter c is located at the representative office of the Republic of Indonesia outside the territory of the Unitary State of the Republic of Indonesia.
- (4) The PPS referred to in Article 2 paragraph (2) letter a is located at the Provincial Population and Civil Registration Office.
- (5) The PPS referred to in Article 2 paragraph (2) letter b is located at the Sub-Office of Population and Civil Registration of the Administrative City/Regency.
- (6) PPS as referred to in Article 2 is located in accordance with the decision of its appointment.

#### Article 4

- (1) The requirements for PPS due to their position as referred to in Article 2 paragraph (3) and paragraph (4) are in accordance with the provisions of laws and regulations.
- (2) The requirements for the appointment of PPS as referred to in Article 2 paragraph (5), for other civil servants, are:
  - a. A certificate of physical and mental health based on the results of a medical examination from a government/local government hospital;
  - b. Minimum education of senior high school or equivalent, with preference given to those with a D-IV (Diploma IV) in Civil Registration and/or a Bachelor of Law degree;
  - c. Minimum rank/grade:
    - 1) Junior Administrator/IIIa at the District/City Civil Registry Office and the Provincial Civil Registry Office of the Special Capital Region of Jakarta.
    - 2) Administrator Level I/IIa at the District/City Disdukcapil Technical Implementation Unit and the District/City Disdukcapil Sub-Division of the Jakarta Special Capital Region Provincial Administration.
    - 3) at Indonesian Representative Offices outside the territory of the Republic of Indonesia shall be regulated in accordance with the provisions of laws and regulations.
  - d. Civil servants as referred to in paragraph (2) letter b who do not have a D-IV (Diploma IV) education in civil registration must have proof of participation in:
    - 1) civil registration education and training; and/or
    - 2) technical guidance in the field of civil registration.

#### Article 5

- (1) Civil servants at the District/City Civil Registration Office who meet the requirements referred to in Article 4 shall be appointed by the Regent/Mayor as PPS based on the recommendation of the Head of the District/City Civil Registration Office.
- (2) Civil servants at the District/City Disdukcapil Technical Implementation Unit (UPT) who meet the requirements referred to in Article 4 shall be appointed by the Regent/Mayor as PPS based on the recommendation of the Head of the District/City Disdukcapil UPT after obtaining the approval of the Head of the District/City Disdukcapil.

#### Article 6

The appointment of civil servants as PPS at Indonesian Representative Offices outside the territory of the Republic of Indonesia shall be regulated in accordance with the provisions of laws and regulations.

#### Article 7

Civil servants at the Provincial Population and Civil Registration Office of the Special Capital Region of Jakarta and the Sub-District Population and Civil Registration Office of the Administrative District/City of the Special Capital Region of Jakarta who meet the requirements referred to in Article 4 shall be appointed by the Governor as PPS based on the recommendation of the Head of the Provincial Population and Civil Registration Office of the Special Capital Region of Jakarta.

#### Article 8

- (1) The appointment of civil servants as PPS as referred to in Article 5 and Article 7 shall be stipulated by a Regent/Mayor Decree or a Governor Decree for the Special Capital Region of Jakarta.
- (2) The appointment of civil servants as PPS as referred to in Article 6 shall be determined in accordance with the provisions of laws and regulations.

#### Article 9

- (1) PPS as referred to in Article 8 paragraph (1) shall take an oath of office before carrying out their duties, administered by the Regent/Mayor or Governor for the Special Capital Region of Jakarta Province.
- (2) PPS as referred to in Article 8 paragraph (2) shall take an oath of office in accordance with the provisions of laws and regulations before carrying out their duties.

#### Article 10

The PPS as referred to in Article 2 has the authority to:

- a. verifying the accuracy of data;
- b. to certify records in its official capacity;
- c. recording data in the Civil Registration register;
- d. to issue extracts from Civil Registration deeds; and
- e. making marginal notes on Civil Registration deeds.

#### Article 11

- (1) In exercising the authority referred to in Article 10, the PPS has the following main duties:
  - a. to verify Population data in accordance with the required documents;
  - b. ensuring that the registration is in accordance with the required documents;
  - c. record important events reported by residents in the Civil Registry;
  - d. signing and issuing Civil Registration Certificates; and
  - e. making and signing marginal notes on Civil Registration Certificates.
- (2) In addition to the duties referred to in paragraph (1), the PPS has the duty to create and sign civil registration certificates.

#### Article 12

In carrying out the main duties referred to in Article 11, the PPS is responsible to the Regent/Mayor or Governor for the Special Capital Region of Jakarta Province.

**Article 13**

- (1) The dismissal of the PPS is due to:
  - a. reaching the retirement age for civil servants;
  - b. death;
  - c. voluntary resignation; and/or
  - d. being dismissed.
- (2) The PPS referred to in paragraph (1) letter d shall be dismissed for the following reasons:
  - a. failure to perform its main duties;
  - b. committing a moderate or serious disciplinary violation; and/or
  - c. being appointed to another position in accordance with the provisions of laws and regulations.

**Article 14**

- (1) PPS at the District/City Disdukcapil shall be dismissed by the Regent/Mayor based on the recommendation of the Head of the District/City Disdukcapil.
- (2) PPS at the District/City Disdukcapil Technical Implementation Unit (UPT) shall be dismissed by the Regent/Mayor based on the recommendation of the Head of the District/City Disdukcapil UPT after obtaining the approval of the Head of the District/City Disdukcapil.

**Article 15**

PPS at the Representative Office of the Republic of Indonesia outside the territory of the Unitary State of the Republic of Indonesia shall be dismissed in accordance with the provisions of laws and regulations.

**Article 16**

The PPS at the Jakarta Special Capital Region Provincial Population and Civil Registration Office and the Jakarta Special Capital Region Provincial Population and Civil Registration Office Sub-Division shall be dismissed by the Governor upon the recommendation of the Head of the Jakarta Special Capital Region Provincial Population and Civil Registration Office.

**Article 17**

The dismissal of PPS as referred to in Articles 14, 15, and 16 shall be stipulated by a Regent/Mayor Decree and/or a Governor Decree for the Special Capital Region of Jakarta Province.

**CHAPTER III****REGISTRATION  
OFFICERS****Article 18**

- (1) Registration Officers are stationed in villages/subdistricts.
- (2) The Registration Officer referred to in paragraph (1) is a civil servant.

**Article 19**

The requirements for appointment as a Registration Officer include:

- a. a health certificate from the Community Health Center;
- b. for civil servants with a minimum education of upper secondary school or equivalent and a minimum rank/classification of Junior Administrator/IIa;
- c. for PPPK with a minimum education of senior high school or equivalent; and
- d. have proof of participation in:
  1. education and training in population registration and civil registration; and/or
  2. technical guidance in the field of population registration and civil registration.

#### Article 20

- (1) Registration Officers who meet the requirements referred to in Article 19 shall be appointed by the Regent/Mayor based on the recommendation of the Village Head/Sub-District Head through the Head of the District/City Population and Civil Registration Office.
- (2) The appointment of Registration Officers as referred to in paragraph (1) shall be stipulated by a Regent/Mayor Decree.

#### Article 21

Registration Officers as referred to in Article 18 have the following main duties:

- a. assisting the Village Head/Sub-District Head, District/City Population and Civil Registration Office or District/City Population and Civil Registration Office Technical Implementation Unit in providing population registration and civil registration services; and
- b. managing and presenting population administration reports at the village/sub-district level.

#### Article 22

Registration Officers, in performing their main duties as referred to in Article 21, have the following functions:

- a. verifying and validating Population Event data reported by Indonesian citizens;
- b. verifying and validating data on Important Events, particularly births, stillbirths, and deaths reported by Indonesian citizens;
- c. recording in the Daily Log, Population Transfer Log, and Population Master Log;
- d. processing the issuance of Population Documents; and
- e. liaison in the delivery and collection of Population Documents.

#### Article 23

Registration Officers in the performance of their main duties and functions as referred to in Articles 21 and 22 are responsible:

- a. functionally to the Head of the District/City Population and Civil Registration Office; and
- b. operationally to the Village Head/Sub-District Head.

#### Article 24

- (1) Registration Officers may be dismissed for the following reasons:



- a. reaching the civil servant retirement age or the completion of a fixed-term employment agreement for PPPK;
  - b. passed away;
  - c. resignation; and/or
  - d. dismissed by the regent/mayor.
- (2) Dismissed as referred to in paragraph (1) letter d for the following reasons:
- a. unable to perform their main duties;
  - b. committing a moderate or serious disciplinary violation; and/or
  - c. being appointed to another position in accordance with the provisions of laws and regulations.
- (3) The dismissal referred to in paragraph (1) shall be determined by a Regent/Mayor's Decree based on a proposal from the Village Head/Head of Neighborhood through the Head of the District/City Population and Civil Registration Office.

## **CHAPTER IV**

### **FINAL PROVISIONS**

#### **Article 25**

Upon the entry into force of this Ministerial Regulation, Minister of Home Affairs Regulation No. 18 of 2010 concerning Guidelines for the Appointment and Dismissal as well as the Main Duties of Civil Registry Officials and Registration Officers shall be revoked and declared invalid.

#### **Article 26**

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

To ensure that everyone is aware of it, this Ministerial Regulation is hereby promulgated and published in the State Gazette of the Republic of Indonesia.

Issued in Jakarta, on  
December 5, 2017

MINISTER OF HOME AFFAIRS OF THE REPUBLIC OF INDONESIA,

Signed.

TJAHJO KUMOLO

Promulgated in Jakarta, on  
December 11, 2017

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

Signed.

WIDODO EKATJAHJANA

STATE GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2017 NUMBER 1765