

**UNOFFICIAL TRANSLATION**

**PRESIDENTIAL REGULATION OF THE REPUBLIC OF  
INDONESIA NUMBER 96 OF 2018  
REGARDING  
THE REQUIREMENTS AND PROCEDURES FOR RESIDENT REGISTRATION AND CIVIL REGISTRATION**

BY THE GRACE OF ALMIGHTY GOD

THE PRESIDENT OF THE REPUBLIC OF INDONESIA,

Considering

- a. that with the enactment of Law Number 24 of 2013 concerning Amendments to Law Number 23 of 2006 concerning Population Administration, Presidential Regulation Number 25 of 2008 concerning Requirements and Procedures for Population Registration and Civil Registration is no longer appropriate and therefore needs to be replaced;
- b. that based on the considerations referred to in letter a and to implement the provisions of Article 23, Article 25 paragraph (4), Article 26 paragraph (2), Article 31, Article 32 paragraph (3), Article 33 paragraph (3), Article 38, Article 39 paragraph (3), Article 42, Article 43 paragraph (3), Article 46, Article 51, Article 55, Article 56 paragraph (3), Article 57 paragraph (2), Article 74, Article 89 paragraph (3), Article 90 paragraph (3), Article 91 paragraph (3), and Article 92(2) of Law No. 23 of 2006 on Population Administration, as amended by Law No. 24 of 2013 on the Amendment to Law No. 23 of 2006 on Population Administration, it is necessary to establish a Presidential Regulation on the Requirements and Procedures for Population Registration and Civil Registration.

Considering:

1. Article 4 paragraph (1) of the 1945 Constitution of the Republic of Indonesia;
2. Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2006 Number 124, Supplement to the State Gazette of the Republic of Indonesia Number 4674) 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 2013 Number 232, Supplement to the State Gazette of the Republic of Indonesia Number 5475).

DECIDES:

Establish:

**PRESIDENTIAL REGULATION ON REQUIREMENTS AND PROCEDURES FOR POPULATION REGISTRATION AND CIVIL REGISTRATION.**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1**

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

1. Population Registration is the recording of residents' biodata, the recording of Population Events, and the collection of data on residents who are 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 or the Technical Implementation Unit of the Population and Civil Registration Office.
3. Population refers to Indonesian citizens and foreigners residing in Indonesia.
4. Indonesian citizens, hereinafter referred to as WNI, are native Indonesians and people of other nationalities who have been legalized as WNI by law.
5. Foreigners are people who are not WNI.
6. The Population Identification Number, hereinafter referred to as NIK, is a unique, singular, and permanent identity number assigned to a person registered as an Indonesian resident.
7. 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.
8. 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 a resident as proof of identity issued by the District/City Population and Civil Registration Office or the Technical Implementation Unit of the Population and Civil Registration Office.
9. The Child Identity Card, hereinafter abbreviated as KIA, is the official identity of a child as proof of identity for children under 17 (seventeen) years of age and unmarried, issued by the District/City Population and Civil Registration Office or the Technical Implementation Unit of the Population and Civil Registration Office.
10. Travel Documents are official documents issued by authorized officials of a country, international organization, or other international organization for international travel that contain the identity of the holder.
11. Travel Documents of the Republic of Indonesia are passports of the Republic of Indonesia and travel documents equivalent to passports of the Republic of Indonesia.
12. 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 level of administrators and the District/City Population and Civil Registration Office or the Technical Implementation Unit of the Population and Civil Registration Office as a single entity.
13. The Minister is the minister who administers domestic government affairs.
14. The District/City Population and Civil Registration Office, hereinafter referred to as the District/City Disdukcapil, is a regional apparatus of the District/City as the implementing agency in charge of Population Administration affairs.
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 affairs at the sub-district level or under another name under the District/City Disdukcapil.
16. The representatives of the Republic of Indonesia are the Embassy of the Republic of Indonesia, the Consulate General of the Republic of Indonesia, and the Consulate of the Republic of Indonesia.

## **CHAPTER II**

### **REQUIREMENTS FOR RESIDENT REGISTRATION AND CIVIL REGISTRATION**

## **Section One Requirements for Population Registration**

### **Paragraph 1 General**

#### **Article 2**

Population Registration Services consist of:

- a. recording of resident biodata;
- b. issuance of family cards;
- c. issuance of electronic ID cards (KTP-el);
- d. issuance of birth certificates;
- e. issuance of residence certificates; and
- f. Data collection on vulnerable residents Population Administration.

### **Paragraph 2 Recording of Population Biodata**

#### **Article 3**

- (1) Population biodata recording 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 limited stay permits and Foreigners who have permanent stay permits.
- (2) In addition to the recording of residents' biodata as referred to in paragraph (1), biodata recording shall also be carried out for Indonesian citizens outside the territory of the Unitary State of the Republic of Indonesia.

#### **Article 4**

The District/City Population and Civil Registration Office or the District/City Population and Civil Registration Office Technical Implementation Unit shall record the biodata of Indonesian citizens within the territory of the Unitary State of the Republic of Indonesia after the citizens have submitted a report that meets the following requirements:

- a. a letter of introduction from the neighborhood association and community association or other equivalent organizations;
- b. documents or evidence of Population Events and Significant Events; and
- c. proof of final education.

#### **Article 5**

- (1) The District/City Population and Civil Registration Office shall record the biodata of Indonesian citizens who come from outside the territory of the Republic of Indonesia due to relocation after the citizens have reported and fulfilled the requirements:

- a. Indonesian Travel Document; and
  - b. a letter of transfer from the Representative of the Republic of Indonesia.
- (2) The reporting referred to in paragraph (1) is exempted for Indonesian citizens who already have a National Identification Number (NIK).

#### **Article 6**

- (1) The District/City Population and Civil Registration Office records the biodata of foreign nationals who have limited stay permits or foreign nationals who have permanent stay permits after residents submit a report that meets the following requirements:
  - a. Travel documents; and
  - b. limited stay permit card or permanent stay permit.
- (2) The District/City Population and Civil Registration Office records the personal data of foreign residents who have limited stay permits that have changed status to permanent stay permits, after the residents have reported and fulfilled the following requirements:
  - a. Travel Documents;
  - b. proof of residence; and
  - c. permanent residence permit card.

#### **Article 7**

- (1) Representatives of the Republic of Indonesia record the biodata of Indonesian citizens outside the territory of the Republic of Indonesia after the Indonesian citizens have reported and fulfilled the following requirements:
  - a. Travel Documents of the Republic of Indonesia;
  - b. certificate indicating domicile;
  - c. documents or evidence of Population Events and Important Events; and
  - d. proof of latest education.
- (2) The reporting referred to in paragraph (1) is exempted for Indonesian citizens who already have a National Identification Number (NIK).

#### **Article 8**

Changes to the biodata of residents and Indonesian citizens outside the territory of the Republic of Indonesia must meet the requirements for documents or evidence of biodata changes.

#### **Article 9**

- (1) After the recording referred to in Articles 3 to 6 has been carried out, the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit shall issue the biodata of the Resident.
- (2) After the recording referred to in Article 7 has been carried out, the Representative of the Republic of Indonesia shall issue the biodata of Indonesian citizens outside the territory of the Unitary State of the Republic of Indonesia.

#### **Paragraph 3 Issuance of Family Cards**

#### **Article 10**

- (1) The issuance of KK 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 have 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 11**

- (1) The issuance of a new KK for Indonesian citizens must meet the following requirements:
  - a. marriage certificate/marriage certificate excerpt or divorce certificate excerpt;
  - b. a certificate of relocation/certificate of arrival for residents who have moved within the territory of the Republic of Indonesia;
  - c. a certificate of overseas relocation issued by the District/City Population and Civil Registration Office for Indonesian citizens who have moved from outside the territory of the Republic of Indonesia;
  - d. a replacement identity card certificate for residents who are vulnerable to population administration; and
  - e. An excerpt from the Presidential Decree on citizenship and the minutes of the oath or pledge of allegiance for Indonesian citizens who were originally foreign nationals or an excerpt from the Decree of the Minister administering government affairs in the field of law regarding changes in citizenship status.
- (2) The issuance of a new Family Card for foreign residents must meet the following requirements:
  - a. permanent residence permit;
  - b. marriage certificate/marriage certificate excerpt or divorce certificate excerpt or other equivalent documents; and
  - c. a certificate of relocation for residents who have moved within the territory of the Republic of Indonesia.

#### **Article 12**

The issuance of a Family Card due to changes in data must meet the following requirements:

- a. Old family card; and
- b. certificate/proof of change of Population Events and Important Events.

#### **Article 13**

- (1) The issuance of a Family Card due to loss or damage for Indonesian citizens must meet the following requirements:
  - a. a police report of loss or a damaged Family Card; and
  - b. electronic ID card (KTP-el).
- (2) The issuance of a KK due to loss or damage for foreign residents must meet the following requirements:

- a. a letter of confirmation of loss from the police or a damaged residence permit;
- b. a permanent residence permit card; and
- c. electronic ID card.

#### **Paragraph 4**

#### **Issuance of Electronic Identity Cards**

#### **Article 14**

The issuance of KTP-el 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 domicile.

#### **Article 15**

The issuance of a new electronic ID card for Indonesian citizens must meet the following requirements:

- a. being at least 17 (seventeen) years of age, being married, or having been married; and
- b. Family Card (KK).

#### **Article 16**

The issuance of a new electronic ID card for foreign residents who have a permanent residence permit must meet the following requirements:

- a. be at least 17 (seventeen) years of age, be married, or have been married;
- b. Family Card (KK);
- c. Travel Documents; and
- d. permanent residence permit card.

#### **Article 17**

- (1) The issuance of an electronic ID card due to relocation for Indonesian citizens within the territory of the Republic of Indonesia must meet the following requirements:
  - a. a relocation certificate from the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Office Regional Office in the area of origin; and
  - b. Family Card (KK).
- (2) The issuance of an electronic ID card due to relocation for Indonesian citizens arriving from outside the territory of the Republic of Indonesia must meet the following requirements:
  - a. A letter of transfer from the Indonesian Embassy or Consulate; and
  - b. Family Card (KK).

**Article 18**

The issuance of an electronic ID card due to relocation for foreign residents who have a permanent residence permit must meet the requirements of a relocation certificate.

**Article 19**

The issuance of an electronic ID card due to changes in data for Indonesian citizens or foreign nationals with permanent residence permits must meet the following requirements:

- a. Family Card (KK);
- b. Old electronic ID card;
- c. Permanent residence permit card; and
- d. Certificate/proof of changes in Population Events and Important Events.

**Article 20**

The issuance of an e-KTP due to renewal for foreign residents who have a permanent residence permit must meet the following requirements:

- a. Family Card (KK);
- b. Old electronic ID card;
- c. Travel document; and
- d. Permanent residence permit card.

**Article 21**

The issuance of an e-KTP due to loss or damage for Indonesian citizens or foreigners with permanent residence permits must meet the following requirements:

- a. police report of loss;
- b. Damaged electronic ID card;
- c. Family Card;
- d. Indonesian Travel Document or Travel Document; and
- e. Permanent residence permit card.

**Article 22**

The recording and issuance of new electronic ID cards by the District/City Population and Civil Registration Office outside the domicile can be done by fulfilling the following requirements:

- a. no changes to resident data; and
- b. Family Card.

**Paragraph 5 Issuance  
of Child Identity Cards**

**Article 23**

- (1) The government issues KIA for Indonesian citizens and foreign residents who have permanent residence permits, are under 17 (seventeen) years of age, and are unmarried.
- (2) The issuance of KIA is carried out by the District/City Disdukcapil or the District/City Disdukcapil Technical Implementation Unit (UPT).
- (3) Further provisions regarding the issuance of KIA are regulated by Ministerial Regulations.

**Paragraph 6****Issuance of a Certificate of Residence for the Registration of Population Events****Article 24**

The registration of population movements 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 foreign residents moving into the territory of the Unitary State of the Republic of Indonesia; and
- d. registration of the movement of Indonesian citizens and foreign nationals who are moving between countries.

**Article 25**

- (1) The registration of Indonesian citizens moving within the territory of the Republic of Indonesia is carried out by issuing a certificate of relocation based on the classification of population movement.
- (2) The classification of population movement as referred to in paragraph (1) consists of:
  - a. within one village/subdistrict or other equivalent administrative unit;
  - b. between villages/subdistricts or other equivalent administrative units within one district;
  - c. between subdistricts or other equivalent administrative units within a regency/city;
  - d. between regencies/cities within one province; and
  - e. between provinces.
- (3) The issuance of a certificate of relocation for Indonesian citizens as referred to in paragraph (1) is carried out 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 by presenting a family card.
- (4) The transfer certificate referred to in paragraph (3) shall be used as the basis for changing the family card (KK) for heads/members of families who have not moved.
- (5) The relocation certificate referred to in paragraph (3) is used as the basis for issuing a KK, KIA, or KTP-el with a new address.

**Article 26**

Registration of residents who will migrate based on the classification referred to in Article 25 paragraph (2) must meet the following requirements:

- a. Family Card (KK);
- b. selection card for prospective transmigrants; and



- c. departure notification letter.

#### **Article 27**

- (1) Registration of foreign nationals moving into the territory of the Republic of Indonesia must be reported to the District/City Population and Civil Registration Office based on the classification of population movement:
  - a. within one village/sub-district or other equivalent area;
  - b. between villages/subdistricts or other names within a subdistrict;
  - c. between subdistricts or other equivalent administrative units within a regency/city;
  - d. between regencies/cities within a province; and
  - e. between provinces.
- (2) Registration of foreign residents moving in must meet the following requirements:
  - a. Family Card (KK);
  - b. Electronic ID card (KTP-el);
  - c. Travel documents; and
  - d. Permanent residence permit card.
- (3) Registration for foreign residents with limited stay permits must meet the following requirements:
  - a. proof of residence;
  - b. Travel Documents; and
  - c. limited residence permit card.

#### **Article 28**

- (1) Registration of Indonesian citizens and foreign nationals who move between countries must be reported to the District/City Population and Civil Registration Office.
- (2) Registration for Indonesian citizens who move outside the territory of the Republic of Indonesia to settle must meet the following requirements:
  - a. Family Card (KK); and
  - b. Electronic Identity Card (KTP-el).
- (3) Registration of Indonesian citizens moving outside the territory of the Republic of Indonesia is used as the basis for issuing a certificate of overseas relocation.
- (4) Registration for Indonesian citizens arriving from outside the territory of the Republic of Indonesia to settle in Indonesia must meet the following requirements:
  - a. Indonesian Travel Document; and
  - b. a certificate of overseas relocation from the district/city Disdukcapil or a certificate of relocation from the Representative Office of the Republic of Indonesia.
- (5) Registration for foreigners coming from outside the territory of the Republic of Indonesia with limited stay permits must meet the following requirements:
  - a. Travel documents; and
  - b. limited stay permit card.

- (6) Registration for foreigners with limited stay permits and permanent stay permits who will move outside the territory of the Republic of Indonesia must meet the following requirements:
  - a. Family Card (KK); and
  - b. electronic ID card; or
  - c. a residence certificate.
- (7) Registration for relocation for Indonesian citizens residing outside the territory of the Republic of Indonesia who are moving to another country must meet the following requirements:
  - a. a letter of transfer from the Indonesian Representative in the country of origin; and
  - b. Travel Documents of the Republic of Indonesia.

### **Paragraph 7**

### **Data Collection on Vulnerable Populations Population Administration**

#### **Article 29**

- (1) The District/City Population and Civil Registration Office conducts data collection on vulnerable populations for population administration, which includes:
  - a. Residents who are victims of natural disasters;
  - b. Residents affected by social disasters;
  - c. homeless persons; and
  - d. remote communities.
- (2) The results of the data collection on vulnerable populations in the Population Administration are used as the basis for issuing population certificates for vulnerable populations in the Population Administration.

#### **Article 30**

Further provisions regarding the fulfillment of Population Registration requirements are regulated in the Ministerial Regulation.

## **Part Two Civil Registration**

### **Paragraph 1 General**

#### **Article 31**

Civil Registration services consist of:

- a. birth;
- b. stillbirths;
- c. marriage;
- d. annulment of marriage;

- e. divorce;
- f. divorce annulment;
- 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 a certificate; and
- o. cancellation of deeds.

### **Article 32**

- (1) Civil registration services are provided to:
  - a. Indonesian citizens; and
  - b. Foreign nationals.
- (2) Civil registration services for foreign nationals as referred to in paragraph (1) letter b include:
  - a. visitor permit holders;
  - b. holders of limited stay permits; and
  - c. holders of permanent residence permits.

### **Paragraph 2**

#### **Birth**

### **Article 33**

- (1) The registration of the birth of an Indonesian citizen must meet the following requirements:
  - a. birth certificate;
  - b. marriage book/marriage certificate excerpt or other valid evidence;
  - c. Family Card; and
  - d. electronic ID cards.
- (2) The registration of birth for Indonesian citizens for newborns or foundlings whose origins or parents' whereabouts are unknown must meet the requirements of a police report.
- (3) The registration of the birth of an Indonesian citizen for a child whose origins or whereabouts of the parents are unknown, other than those referred to in paragraph (2), must meet the requirements of a statement of absolute responsibility for the accuracy of the birth data with 2 (two) witnesses.
- (4) The birth registration of Indonesian citizens residing outside the territory of the Republic of Indonesia who are visiting Indonesia must meet the following requirements:
  - a. birth certificate;
  - b. marriage certificate/marriage certificate excerpt or other proof of marriage; and

- c. Travel documents of the Republic of Indonesia and/or travel documents of parents; or
  - d. a certificate of overseas relocation.
- (5) The registration of the birth of a foreigner as referred to in Article 32 paragraph (2) must meet the following requirements:
  - a. birth certificate;
  - b. Travel Document; and
  - c. electronic ID card (KTP-el) or permanent residence permit card or limited residence permit card or visitor visa.

#### **Article 34**

Residents may make a statement of absolute responsibility for the accuracy of the data, witnessed by two (2) witnesses, in the event that:

- a. they do not have a birth certificate; and/or
- b. does not have a marriage certificate/marriage certificate excerpt or other valid evidence, but the relationship status in the family card shows them as husband and wife.

#### **Article 35**

- (1) The birth of an Indonesian citizen outside the territory of the Republic of Indonesia must be reported to the Indonesian Representative after being registered with the competent authority in the local country by fulfilling the following requirements:
  - a. an extract of the child's birth certificate from the local country; and
  - b. Indonesian Travel Documents of the parents.
- (2) In the event that the local country does not register the births of foreigners, the birth of Indonesian citizens shall be registered at the Indonesian Representative Office by fulfilling the following requirements:
  - a. a birth certificate from the competent authority in the local country;
  - b. Indonesian Travel Documents of the parents; and
  - c. marriage certificate/marriage certificate excerpt or other valid evidence.

#### **Paragraph 3**

#### **Registration of Births and Deaths**

#### **Article 36**

Birth and death registration reported by residents must meet the following requirements:

- a. birth/death certificate; or
- b. a statement from the biological parents or guardian for those who do not have a birth/death certificate.

#### **Paragraph 4 Marriage Registration**

#### **Article 37**

- (1) The registration of marriages of Indonesian citizens within the territory of the Republic of Indonesia must meet the following requirements:
  - a. a certificate of marriage from a religious leader or believer in God Almighty;
  - b. color photos of husband and wife;
  - c. Family Card;
  - d. electronic ID card; and
  - e. for widows or widowers due to death of spouse, attach the death certificate of the spouse; or
  - f. for widows or widowers due to divorce, attach a divorce certificate.
- (2) The registration of marriage of foreigners in the territory of the Republic of Indonesia must meet the following requirements:
  - a. a letter of confirmation of marriage from a religious leader or believer in God Almighty;
  - b. color photographs of the husband and wife;
  - c. Travel documents;
  - d. a certificate of residence for holders of limited stay permits;
  - e. Family Card (KK);
  - f. Electronic ID card; and
  - g. permission from the state or its representative.

#### **Article 38**

- (1) Marriages of Indonesian citizens outside the territory of the Republic of Indonesia must be reported to the Representative of the Republic of Indonesia after being registered with the competent authority in the local country by fulfilling the following requirements:
  - a. a copy of the marriage certificate from the local country; and
  - b. Indonesian Travel Documents for both husband and wife.
- (2) In the event that the local country does not register marriages for foreigners, the registration of Indonesian citizens' marriages as referred to in paragraph (1) shall be carried out at the Indonesian representative office by fulfilling the following requirements:
  - a. a statement of marriage from a religious leader or believer in God Almighty; and
  - b. Travel documents of the Republic of Indonesia for the husband and wife.

#### **Article 39**

Marriages of Indonesian citizens outside the territory of the Republic of Indonesia as referred to in Article 38 must be reported to the District/City Population and Civil Registration Office or the District/City Population and Civil Registration Office Technical Implementation Unit in the place of residence of the residents by fulfilling the following requirements:

- a. proof of marriage registration from the Indonesian Embassy or Consulate; and
- b. a copy of the marriage certificate.

#### **Article 40**

- (1) Marriages of Indonesian citizens with foreigners outside the territory of the Republic of Indonesia that are conducted at the competent authorities in the local country must be reported to the Indonesian Representative Office by fulfilling the following requirements:
  - a. an extract of the marriage certificate/proof of marriage registration from the local country;
  - b. Indonesian Travel Document and Travel Document; and
  - c. a certificate indicating domicile or a certificate of relocation abroad.
- (2) In the event that the local country does not conduct marriage registration for foreigners, the marriage registration of Indonesian citizens with foreigners as referred to in paragraph (1) shall be carried out at the Representative Office of the Republic of Indonesia by fulfilling the following requirements:
  - a. a certificate of marriage from the local country;
  - b. color photographs of the husband and wife;
  - c. Indonesian Travel Documents and Travel Documents; and
  - d. a certificate indicating domicile or a certificate of relocation abroad.

## **Paragraph 5**

### **Recording of Marriage Annulment**

#### **Article 41**

Registration of marriage annulment Residents must meet the following requirements:

- a. a copy of the court decision that has permanent legal force;
- b. a copy of the marriage certificate;
- c. Family Card (KK); and
- d. electronic ID card.

## **Paragraph 6**

### **Registration of Divorce**

#### **Article 42**

- (1) The registration of divorce in the territory of the Republic of Indonesia must meet the following requirements:
  - a. a copy of the court decision that has permanent legal force;
  - b. a copy of the marriage certificate;
  - c. family card; and
  - d. electronic ID card (KTP-el).
- (2) In the event that the applicant is unable to submit an extract of the marriage certificate as referred to in paragraph (1) letter b, the applicant shall make a statement declaring that they do not possess an extract of the marriage certificate for reasons in accordance with the provisions of the legislation.

#### **Article 43**

- (1) Divorce of Indonesian citizens outside the territory of the Republic of Indonesia conducted at the competent authority in the local country must be reported to the Representative of the Republic of Indonesia with

the following requirements:

- a. an extract of the divorce certificate/proof of divorce registration from the local country;
  - b. Indonesian Travel Document; and
  - c. a certificate showing domicile or a certificate of moving abroad.
- (2) In the event that the local country does not provide divorce registration for foreigners, divorce registration for Indonesian citizens is carried out at the Indonesian Embassy by fulfilling the following requirements:
- a. valid documents regarding the divorce in the local country;
  - b. a copy of the marriage certificate or proof of marriage registration; and
  - c. Indonesian Travel Documents or a certificate of overseas relocation for the divorced husband and wife.
- (3) In the event that the applicant is unable to submit an extract of the marriage certificate or proof of marriage registration, the applicant shall make a statement declaring that the extract of the marriage certificate is not available for reasons in accordance with the provisions of the legislation.

#### **Paragraph 7**

#### **Registration of Divorce Annulment**

#### **Article 44**

The registration of divorce annulment must meet the following requirements:

- a. a copy of the court decision that has permanent legal force;
- b. an extract from the divorce certificate;
- c. family card; and
- d. electronic ID card.

#### **Paragraph 8**

#### **Registration of Death**

#### **Article 45**

- (1) Death registration in the territory of the Republic of Indonesia must meet the following requirements:
- a. death certificate; and
  - b. Indonesian Travel Document for Indonesian citizens who are not residents or Travel Document for Foreigners.
- (2) The death certificate referred to in paragraph (1) letter a is:
- a. a death certificate from a doctor or village head/lurah or other equivalent authority;
  - b. police report for the death of a person whose identity is unclear;
  - c. a copy of a court ruling for a person whose whereabouts are unknown because they are missing or dead but whose body has not been found;
  - d. a death certificate from the airline for a person whose whereabouts are unknown because they are missing or dead but whose body has not been found in accordance with

- the provisions of laws and regulations; or
- e. a death certificate from the Representative of the Republic of Indonesia for residents who died outside the territory of the Republic of Indonesia.

#### **Article 46**

- (1) The registration of the death of an Indonesian citizen outside the territory of the Republic of Indonesia, carried out by the competent authorities in the local country, must be reported to the Representative of the Republic of Indonesia by fulfilling the following requirements:
  - a. a copy of the death certificate/proof of death registration from the local country;
  - b. Travel Documents of the Republic of Indonesia; and
  - c. a certificate indicating domicile or a certificate of overseas relocation.
- (2) In the event that the local country does not conduct death registration for foreigners, death registration for Indonesian citizens shall be conducted at the Representative Office of the Republic of Indonesia by fulfilling the following requirements:
  - a. a death certificate from the competent authority in the local country;
  - b. Travel documents of the Republic of Indonesia; and
  - c. a certificate showing domicile or a certificate of relocation abroad.

#### **Paragraph 9**

#### **Registration of Adoption, Recognition, and Legitimation of Children**

#### **Article 47**

The registration of child adoption in the territory of the Unitary State of the Republic of Indonesia must meet the following requirements:

- a. copy of court decision;
- b. a copy of the child's birth certificate;
- c. adoptive parents' family card; and
- d. electronic ID card; or
- e. Travel documents for foreign adoptive parents.

#### **Article 48**

- (1) The registration of the adoption of a foreign citizen by an Indonesian citizen outside the territory of the Republic of Indonesia shall be carried out at the competent agency in the local country.
- (2) The registration of the adoption of a foreign citizen's child by an Indonesian citizen as referred to in paragraph (1) must be reported to the Representative of the Republic of Indonesia by fulfilling the following requirements:
  - a. proof of registration of the adoption of the child from the local country;
  - b. a copy of the birth certificate/proof of birth of the foreign national child; and
  - c. Indonesian Travel Document of the adoptive parents.
- (3) In the event that the local country does not register the adoption of foreign nationals by Indonesian citizens, the registration shall be carried out at the Representative Office of the Republic of Indonesia by fulfilling the following requirements:



- a. a copy of the court decision or certificate of adoption in accordance with the provisions of the local country;
  - b. a copy of the birth certificate/proof of birth of the foreign national child; and
  - c. Indonesian Travel Document of the adoptive parents.
- (4) In addition to the requirements referred to in paragraphs (2) and (3), the registration of the adoption of a foreign citizen by an Indonesian citizen must meet the following requirements:
- a. obtaining written approval from the Government of the Republic of Indonesia; and
  - b. obtaining written approval from the government of the child's country of origin.

#### Article 49

The registration of child acknowledgment within the territory of the Republic of Indonesia must meet the following requirements:

- a. a letter of acknowledgment of the child from the biological father approved by the biological mother or a court decision regarding the acknowledgment of the child if the biological mother is a foreigner;
- b. a letter of confirmation of marriage from a religious leader or believer in God Almighty;
- c. a copy of the child's birth certificate;
- d. The father's or mother's family card (KK);
- e. electronic ID card (KTP-el); or
- f. Travel document for the biological mother who is a foreign national.

#### Article 50

- (1) The registration of child approval for Indonesian citizens in the territory of the Republic of Indonesia must meet the following requirements:
- a. birth certificate excerpt;
  - b. a copy of the marriage certificate stating that a religious marriage or commitment to God Almighty took place before the child's birth;
  - c. Parents' family card; and
  - d. electronic ID card.
- (2) The registration of the legalization of a child for foreign nationals in the territory of the Republic of Indonesia must meet the following requirements:
- a. birth certificate;
  - b. a copy of the marriage certificate stating that the religious marriage or belief in God Almighty occurred before the child's birth;
  - c. Parents' family card (KK); and
  - d. Travel document for the foreign father or mother.

#### Article 51

- (1) The registration of the recognition of a child of a resident of the Republic of Indonesia who was born outside of a marriage that is valid according to religious law or belief in God Almighty shall be carried out based on a court decision.

- (2) The registration of the acknowledgment of a child as referred to in paragraph (1) shall be done by making a marginal note in the birth certificate register and/or birth certificate extract and/or recording it in the child acknowledgment certificate register and issuing a child acknowledgment certificate extract.

#### **Article 52**

- (1) The registration of the legalization of a child of Indonesian citizens in the territory of the Republic of Indonesia who was born before his/her parents entered into a legal marriage according to religious law or belief in God Almighty shall be carried out based on a court decision.
- (2) The registration of child legitimation as referred to in paragraph (1) shall be carried out by making a marginal note in the birth certificate register or on the birth certificate extract and/or recording it in the child legitimation certificate register and issuing a child legitimation certificate extract.

#### **Paragraph 10**

#### **Recording of Name Changes**

#### **Article 53**

The recording of a change of name of a Resident must meet the following requirements:

- a. a copy of the district court decision;
- b. an extract from the Civil Registration certificate;
- c. family card;
- d. electronic ID card; and
- e. Travel documents for foreigners.

#### **Paragraph 11**

#### **Registration of Changes in Citizenship Status**

#### **Article 54**

The recording of changes in citizenship status from foreign national to Indonesian citizen in the territory of the Republic of Indonesia must meet the following requirements:

- a. an excerpt from the Presidential Decree on citizenship and the minutes of the oath or pledge of allegiance or an excerpt from the Decree of the Minister administering government affairs in the field of law regarding changes in citizenship status;
- b. an excerpt from the Civil Registry;
- c. Family Card (KK);
- d. electronic ID card (KTP-el); and
- e. Travel document.

#### **Article 55**

- (1) The citizenship of children born from mixed marriages shall be recorded in the birth certificate register and birth certificate extract as Indonesian citizens.
- (2) Children who already have a certificate of dual citizenship registration from the office

Immigration or the Representative of the Republic of Indonesia shall make a marginal note on the birth certificate of Indonesian citizens and foreign nationals by the District/City Population and Civil Registration Office or the Representative of the Republic of Indonesia.

- (3) Children with dual citizenship who choose to become Indonesian citizens must report to the District/City Disdukcapil or Indonesian Representative Office to have a marginal note made on their birth certificate stating their Indonesian citizenship status.
- (4) Children with dual citizenship who choose to become foreign nationals must report to the District/City Disdukcapil or Representative of the Republic of Indonesia by submitting proof of citizenship and immigration documents and have a marginal note made on their birth certificate stating their status as a foreign national.
- (5) In the event that a child with dual citizenship does not choose either citizenship, the child with dual citizenship must report to the District/City Population and Civil Registration Office by submitting a permanent residence permit and have a marginal note made on their birth certificate stating their status as a foreign citizen.

#### **Article 56**

The reporting of children who have chosen Indonesian citizenship as referred to in Article 55 paragraph (3) must meet the following requirements:

- a. Decision of the Minister administering government affairs in the field of law regarding changes in citizenship status;
- b. civil registration certificate excerpts;
- c. Family Card (KK) for Indonesian citizens; and
- d. electronic ID cards for Indonesian citizens.

#### **Article 57**

Changes in the citizenship status of Indonesian citizens to foreign nationals outside the territory of the Republic of Indonesia must be reported and recorded at the Indonesian Embassy by fulfilling the following requirements:

- a. an excerpt from the Ministerial Decree governing legal affairs regarding changes in citizenship status;
- b. an excerpt from the Civil Registry; and
- c. Indonesian Travel Document.

### **Paragraph 12**

#### **Registration of Other Important Events**

#### **Article 58**

- (1) The registration of other important events for residents must meet the following requirements:
  - a. a copy of the district court's decision on other Important Events;
  - b. a copy of the Civil Registry certificate;
  - c. Family Card (KK); and
  - d. electronic ID card.
- (2) The registration of other Important Events as referred to in paragraph (1) shall be carried out by making a marginal note in the birth certificate register or on the birth certificate extract.

### **Paragraph 13**

#### **Correction and Cancellation of Civil Registration Certificates**

##### **Article 59**

- (1) Corrections to Civil Registration certificates shall be made at the District/City Disdukcapil or UPT Disdukcapil District/City or Representative Office of the Republic of Indonesia in accordance with the domicile, with or without a request from the subject of the certificate.
- (2) In the case of corrections to Civil Registry deeds as referred to in paragraph (1), the subject of the deed must meet the following requirements:
  - a. authentic documents that are required for the issuance of a Civil Registry deed; and
  - b. a copy of the Civil Registry deed containing the clerical error.

##### **Article 60**

The registration of the cancellation of a Civil Registry deed 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 Registry certificate;
- c. Family Card (KK); and
- d. electronic ID card.

##### **Article 61**

Further provisions regarding the fulfillment of Civil Registration requirements are regulated in the Ministerial Regulation.

### **CHAPTER III**

#### **PROCEDURES FOR RESIDENT REGISTRATION AND CIVIL REGISTRATION**

##### **Article 62**

Population Registration and Civil Registration Services are carried out based on the following principles:

- a. providing convenience for users and the community;
- b. having a verification and validation system to ensure the accuracy and validity of Population data;
- c. integrating and connecting data between and/or across relevant agencies while respecting the confidentiality of personal data;
- d. managing data that is accurate, valid, and accountable;
- e. adapting to developments in information technology; and
- f. efficient and effective.

##### **Article 63**

Population Registration and Civil Registration Services at the District/City Disdukcapil and UPT Disdukcapil and Indonesian Representative Offices are carried out in the following stages:

- a. reporting;
- b. verification and validation;
- c. data recording; and
- d. recording and/or issuance of documents.

#### **Article 64**

- (1) Every citizen is required to report Civil Status Events and Important Events that they experience to the District/City Civil Registry Office or the District/City Civil Registry Office Technical Implementation Unit.
- (2) Indonesian citizens who are outside the territory of the Republic of Indonesia are required to report Population Events and Important Events that they experience to the local civil registration agency and/or to the Representative of the Republic of Indonesia.
- (3) The reporting referred to in paragraphs (1) and (2) may be carried out:
  - a. manually; and/or
  - b. online.
- (4) The implementation of online reporting services at the District/City Population and Civil Registration Office or District/City Population and Civil Registration Technical Implementation Unit for each region is regulated in a Ministerial Regulation.

#### **Article 65**

- (1) Population Registration and Civil Registration services are carried out through SIAK.
- (2) SIAK must have an online reporting application.

#### **Article 66**

- (1) In the event that residents and Indonesian citizens outside the territory of the Republic of Indonesia are unable to report themselves in the Population Registration and Civil Registration service, they may be assisted by the District/City Disdukcapil, District/City UPT Disdukcapil, and Indonesian Representatives or request assistance from other people.
- (2) The inability referred to in paragraph (1) includes considerations of age, serious illness, physical disability, or mental disability.
- (3) The assistance referred to in paragraph (1) takes the form of service facilitation and special treatment in accordance with the provisions of laws and regulations.

#### **Article 67**

- (1) The Minister shall establish policies to facilitate the provision of services related to Population Registration and Civil Registration.
- (2) The simplified policies referred to in paragraph (1) may include:
  - a. integrated services in collaboration with relevant agencies;
  - b. multi-document services with one (1) application;
  - c. reissuance of registers and/or civil registration certificates according to domicile; and
  - d. other policies determined by the Minister in accordance with the provisions of laws and regulations.

#### **Article 68**

- (1) The Minister is responsible for coordinating the relevant ministries/institutions in the implementation of Population Registration and Civil Registration services.
- (2) The relevant ministries/institutions referred to in paragraph (1) include:
  - a. the ministry that administers government affairs in the field of law;
  - b. ministries that administer government affairs in the field of foreign relations;
  - c. ministries that administer government affairs in the field of religion;
  - d. ministries that administer government affairs in the field of social affairs;
  - e. ministries that administer government affairs in the field of communication and information;
  - f. the ministry that administers government affairs in the field of health;
  - g. the ministry that administers government affairs in the field of education;
  - h. the ministry that administers government affairs in the field of culture;
  - i. the ministry that administers government affairs in the field of transmigration;
  - j. the Chief of the Indonesian National Police; and
  - k. other ministries or institutions.
- (3) The coordination referred to in paragraph (1) includes the implementation of the use of SIAK related to Population Registration and Civil Registration services within and outside the territory of the Republic of Indonesia in accordance with the provisions of laws and regulations.
- (4) In coordinating the implementation of the use of SIAK as referred to in paragraph (3), ministries/institutions related to Population Registration and Civil Registration shall integrate with SIAK services.

#### **Article 69**

To support the policy of facilitating Population Registration and Civil Registration services:

- a. The District/City Disdukcapil and the District/City UPT Disdukcapil coordinate with each other in providing services; and
- b. The District/City Disdukcapil and District/City UPT Disdukcapil coordinate with relevant agencies at the regional level in providing services.

#### **Article 70**

To ensure the effectiveness of birth and death registration services, the Regional Government collaborates with hospitals and health care facilities to provide online services.

#### **Article 71**

District/City Disdukcapil, District/City Disdukcapil Technical Implementation Units, and Indonesian Representatives carry out digital storage of data and Population Documents that have not been stored in SIAK.

#### **Article 72**

Further provisions regarding Population Registration and Civil Registration services are regulated in

Ministerial Regulations.

## **CHAPTER IV ADMINISTRATIVE SANCTIONS**

### **Article 73**

- (1) Reporting of Population Events and Important Events that exceed the deadline shall be subject to administrative fines in accordance with the provisions of laws and regulations.
- (2) The imposition of administrative fines as referred to in paragraph (1) shall be carried out after verbal and written warnings have been given and taking into account the ability of the residents concerned.

### **Article 74**

- (1) Administrative fines are imposed on Indonesian citizens and foreigners with permanent residence permits who travel without carrying their electronic ID cards in accordance with the provisions of the Law on Population Administration.
- (2) Administrative fines shall be imposed on foreign nationals with limited stay permits who travel without carrying a residence certificate in accordance with the provisions of the Law on Population Administration.

### **Article 75**

Officials at the District/City Population and Civil Registration Office who delay the processing of Population Documents within the specified time limit shall be subject to sanctions in the form of administrative fines in accordance with the provisions of the Population Administration Law and other sanctions in accordance with the provisions of laws and regulations.

### **Article 76**

Administrative fines as referred to in Articles 73, 74, and 75 are regulated in Local Regulations based on the provisions of laws and regulations.

## **CHAPTER V OTHER PROVISIONS**

### **Article 77**

- (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 Population and Civil Registration Office where the Important Event occurred.
- (2) The provisions regarding the issuance of the certificate referred to in paragraph (1) are regulated in a Ministerial Regulation.

### **Article 78**

- (1) Marriage agreements made before, at the time of, or during marriage, including amendments and revocations, may be registered with the District/City Population and Civil Registration Office or the Population and Civil Registration Office Technical Implementation Unit.

or the Representative Office of the Republic of Indonesia by attaching the marriage agreement deed.

- (2) The marriage agreement referred to in paragraph (1) shall be drawn up in a notarial deed or other equivalent document.

## **CHAPTER VI TRANSITIONAL PROVISIONS**

### **Article 79**

- (1) The issuance of a family card due to changes in data for marriages that were not registered before this Presidential Regulation came into effect but whose relationship status in the family card shows them as husband and wife shall be carried out with the requirement of a letter of absolute responsibility for the accuracy of the marriage data signed by both parties and witnessed by 2 (two) witnesses.
- (2) The issuance of a Family Card due to changes in data for divorces that have not been recorded before this Presidential Regulation came into effect, but where the relationship status in the Family Card shows that the couple are husband and wife, shall be carried out with the requirement of a letter of statement of absolute responsibility for the accuracy of the divorce data, signed by both parties and witnessed by 2 (two) witnesses.

## **CHAPTER VII FINAL PROVISIONS**

### **Article 80**

Upon the entry into force of this Presidential Regulation, all regulations that are implementing regulations of Presidential Regulation No. 25 of 2008 concerning the Requirements and Procedures for Population Registration and Civil Registration shall remain in force to the extent that they do not conflict with the provisions of this Presidential Regulation.

### **Article 81**

Upon the entry into force of this Presidential Regulation, Presidential Regulation No. 25 of 2008 concerning Requirements and Procedures for Population Registration and Civil Registration shall be revoked and declared invalid.

### **Article 82**

The implementing regulations of this Presidential Regulation must be established no later than 1 (one) year from the date this Presidential Regulation is promulgated.

### **Article 83**

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

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



Issued in Jakarta, on  
October 16, 2018  
PRESIDENT OF THE REPUBLIC OF INDONESIA,  
Signed.  
JOKO WIDODO

Enacted in Jakarta, on  
October 18, 2018  
MINISTER OF LAW AND HUMAN RIGHTS OF THE REPUBLIC OF INDONESIA,  
Signed.  
YASONNA H. LAOLY

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