



MINISTER OF HOME
AFFAIRS OF THE REPUBLIC
OF INDONESIA

REGULATION OF THE MINISTER OF HOME AFFAIRS OF THE
REPUBLIC OF INDONESIA NUMBER 109 OF 2019
REGARDING
FORMS AND BOOKS USED IN POPULATION ADMINISTRATION

BY THE GRACE OF GOD ALMIGHTY, THE
MINISTER OF HOME AFFAIRS OF THE REPUBLIC OF
INDONESIA,

Considering: a. that for efficiency, effectiveness, and convenience in Population Administration, it is necessary to adjust the types and specifications of forms and books used in Population Administration;

- b. that Minister of Home Affairs Regulation Number 19 of 2010 concerning Forms and Books Used in Population Registration and Civil Registration, Minister of Home Affairs Regulation Number 118 of 2017 concerning Family Card Forms, Registers and Civil Registration Certificates, Minister of Home Affairs Regulation Number 57 of 2015 concerning Specifications for Forms and Formulation of Sentences in the Register of Child Approval Certificates and Extracts of Child Approval Certificates as amended by Regulation of the Minister of Home Affairs Number 102 of 2018 concerning Amendments to Regulation of the Minister of Home Affairs Number 57 of 2015 concerning Specifications for Forms and Formulations of Sentences in the Register of Child Legalization Certificates and Extracts of Child Legalization Certificates is no longer in line with developments 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 Regulation of the Minister of Home Affairs concerning Forms and Books Used in Population Administration;

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 Number 24 of 2013 concerning Amendments to Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2013 Number 232, Supplement to State Gazette of the Republic of Indonesia Number 5475);

2. Law No. 39 of 2008 concerning State Ministries (State Gazette of the Republic of Indonesia of 2008 No. 166, Supplement to the State Gazette of the Republic of Indonesia No. 4916);

3. 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 on 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);

4. Presidential Regulation Number 11 of 2015 concerning the Ministry of Home Affairs (State Gazette of the Republic of Indonesia of 2015 Number 12);

5. Presidential Regulation No. 96 of 2018 concerning Requirements and Procedures for Population Registration and Civil Registration (State Gazette of the Republic of Indonesia of 2018 Number 184);

6. Minister of Home Affairs Regulation No. 7 of 2019 concerning Online Population Administration Services (State Gazette of the Republic of Indonesia of 2019 No. 152);

DECIDES:

To establish: MINISTER OF HOME AFFAIRS REGULATION ON FORMS AND BOOKS USED IN POPULATION ADMINISTRATION.

CHAPTER I

GENERAL PROVISIONS

Article 1

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

1. Population Administration is a series of activities related to the organization and control of the issuance of population documents and data through population registration, civil registration, management of population administration information, utilization of population data and documents, and utilization of the results for public services and development in other sectors.
2. Population Registration is the recording of residents' biodata, the recording of population events and data on vulnerable populations, and the issuance of population documents in the form of identity cards or population certificates.
3. 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.
4. Utilization of Population Data and Documents is the utilization of data and documents resulting from Population Registration and Civil Registration services through the system information Population Administration Population to

user institutions through the granting of access rights by the Minister.

5. Population refers to Indonesian citizens and foreign nationals residing in Indonesia.
6. Indonesian citizens, hereinafter referred to as WNI, are native Indonesians and persons of other nationalities who have been legally recognized as WNI.
7. A foreigner is a person who is not an Indonesian citizen.
8. 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.
9. Manual Population Administration Services, hereinafter referred to as Manual Services, are services for the issuance of population documents carried out by applicants by filling out forms provided by the District/City Disdukcapil, the technical implementing unit of the District/City Disdukcapil, or the representative office of the Republic of Indonesia.
10. Online Population Administration Services, hereinafter referred to as Online Services, are services for issuing population documents where the submission of data/required documents is carried out using *web-based* electronic media utilizing technology, communication and information facilities or through the Dukcapil Self-Service Kiosk.
11. The Independent Civil Registry Service Counter, hereinafter referred to 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 in government agencies and technical implementation units in order to improve the quality of service to the community.

12. The Population Registration Number, hereinafter referred to as NIK, is a unique or distinctive identity number that is singular and attached to a person who is registered as an Indonesian citizen.
13. Forms Used in Population Administration, hereinafter referred to as Forms, are fillable sheets that must be completed by residents and/or officers in Population Administration services.
14. The Population Registration and Civil Registration Service Application Form is a form that must be filled out by residents in order to obtain Population Administration services, which can take the form of a service application form and/or a service requirement completion form.
15. The Population Registration and Civil Registration Service Results Form is a blank form filled out by Population Administration service officers through SIAK as a Population Registration and Civil Registration service document.
16. The Family Card, hereinafter abbreviated 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.
17. The Book Used in Population Administration, hereinafter referred to as the Book, is a bound sheet of paper used to record population data transactions at the village/sub-district level, the technical implementation unit of the District/City Disdukcapil, the District/City Disdukcapil, and representatives of the Republic of Indonesia.
18. The Register Used in Population Administration, hereinafter referred to as the Register, is a record book or list of names and other data of residents that is systematically arranged and alphabetized.

19. The Civil Registration Certificate Register is a list containing authentic data on important events including births, deaths, marriages, divorces, child acknowledgments, and child adoptions, which is issued and certified by an authorized official in accordance with the provisions of laws and regulations.
20. A Civil Registry Extract is an authentic data extract that quotes part of the Civil Registry published and certified by the competent authority in accordance with the provisions of the law.
21. The Electronic Identity Card, hereinafter abbreviated as KTP-el, is an identity card equipped with a chip that serves as the official identity of a resident as proof of identity, which is issued by the implementing agency.
22. 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 or the technical implementing unit of the District/City Disdukcapil.
23. Marginal Notes are notes regarding changes in status or data in Civil Registration in the form of notes placed on the front or back page of the certificate by the Civil Registration official.

CHAPTER II

FORMS

Section One

General

Article 2

- (1) Forms include:
 - a. Form that used in Resident Registration;

- b. Forms used in Civil Registration; and
 - c. Forms used in the Utilization of Population Data and Documents.
- (2) Population Registration and Civil Registration Forms as referred to in paragraph (1) letters a and b include:
- a. Service application forms; and
 - b. Service result forms.
- (3) Population Data and Document Utilization Forms as referred to in paragraph (1) letter c, in the form of Service Application Forms.

Article 3

- (1) The Population Registration and Civil Registration Service Application Form referred to in Article 2 paragraph (2) letter a is grouped based on the method of service to the Population, in the form of:
- a. manual; and
 - b. online.
- (2) The Manual Service Form referred to in paragraph (1) letter a is a printed form provided by the District/City Population and Civil Registration Office or the technical implementation unit of the District/City Population and Civil Registration Office.
- (3) The Online Service Form as referred to in paragraph (1) letter b is an electronic form contained in the Population Administration information system application for *web-based* Population Administration services.
- (4) The application form for the use of Population Data and Documents as referred to in Article 2 paragraph (3) is a manual form.

Part Two
Population Registration and Civil Registration Service
Application Form

Article 4

- (1) The application form for Population Registration and Civil Registration services as referred to in Article 3 paragraph (1) letter a consists of:
 - a. Application form for services; and
 - b. Service requirement completion form;
- (2) The application form for services referred to in paragraph (1) letter a consists of:
 - a. family biodata, with code F-1.01;
 - b. registration of population events, with code F-1.02;
 - c. Registration of population movement, with code F-1.03;
 - d. Civil registration reporting within the territory of the Republic of Indonesia, with code F-2.01; and
 - e. reporting of civil registration outside the territory of the Republic of Indonesia, with code F-2.02.
- (3) Form Requirements requirements services as referred to in paragraph (1) letter b, consist of:
 - a. a statement letter stating that the applicant does not have any civil registration documents, with code F-1.04;
 - b. letter of absolute responsibility for unregistered marriage/divorce, with code F-1.05;
 - c. Declaration letter for changes to population data elements, with code F-1.06;
 - d. Power of attorney in Population Administration services, code F-1.07;
 - e. Statement of absolute responsibility for the accuracy of birth data, code F-2.03; and
 - f. Statement of absolute responsibility for the accuracy of marital status, code F-2.04.

Article 5

- (1) The use of the forms referred to in Article 4 paragraph (2) includes:
 - a. Family biodata form to enter data on:
 - 1) the head of the family and family members for Indonesian citizens; and
 - 2) the head of the family and family members for Indonesian citizens outside the territory of the Republic of Indonesia.
 - b. Population event registration form, for the issuance of:
 - 1) new Family Cards (KK), Electronic Identity Cards (KTP-el), and Children's Identity Cards (KIA) for Indonesian citizens and foreigners who have permanent residence permits;
 - 2) Family Cards (KK), Electronic ID Cards (KTP-el), and Children's ID Cards (KIA) due to changes in data elements for residents;
 - 3) residence certificates for Foreigners with limited residence permits; and
 - 4) Family Cards (KK), Electronic Identity Cards (KTP-el), and Children's Identity Cards (KIA) due to the extension of permanent residence permits.
 - c. Population migration registration form, for the issuance of:
 - 1) residence transfer certificates; and
 - 2) Certificate of overseas relocation.
 - d. Civil Registration reporting form within the territory of the Republic of Indonesia for registration services:
 - 1) birth;
 - 2) stillbirth;
 - 3) marriage;
 - 4) annulment of marriage;
 - 5) divorce;
 - 6) annulment of divorce;
 - 7) death;
 - 8) adoption;
 - 9) child recognition;
 - 10) child legitimation;

- 11) name change;
 - 12) change of citizenship status;
 - 13) change of other important events; and
 - 14) correction and cancellation of Civil Registration certificates.
- e. Civil Registration Report Form outside the territory of the Republic of Indonesia for reporting and registration services:
- 1) birth;
 - 2) marriage;
 - 3) divorce;
 - 4) death;
 - 5) adoption of a foreign national child by an Indonesian citizen;
 - 6) recognition of Indonesian children residing outside the territory of the Republic of Indonesia;
 - 7) legalization of Indonesian children residing outside the territory of the Republic of Indonesia;
 - 8) renunciation of citizenship of the Republic of Indonesia; and
 - 9) Correction of Civil Registry documents.
- (2) The use of the form for the requirements for services as referred to in Article 4 paragraph (1) letter b includes:
- a. The form for a statement of not having a residence document as one of the requirements for the issuance of a first residence document for residents who do not have a residence document;
 - b. The form for a statement of absolute responsibility for unregistered marriage/divorce as one of the requirements for the inclusion of of marital/divorce status in the Family Card (KK) for residents who do not have marriage documents in the form of

- a marriage book, marriage certificate, or divorce certificate excerpt;
- c. The power of attorney form in Population Administration services, to grant power of attorney to fill in data on the Population Administration service form for residents or Indonesian citizens outside the territory of the Republic of Indonesia who are unable to take care of it themselves;
- d. Statement of absolute responsibility for the accuracy of birth data, for birth registration requirements if the applicant cannot show a birth certificate from a doctor/midwife/birth attendant; and
- e. Form for a statement of absolute responsibility for the truth as a married couple, for birth registration requirements if the applicant cannot show a marriage book/marriage certificate but the status of the parents in the family card shows them as husband and wife.

Part Three

Form for the Results of Population Registration and Civil Registration Services

Article 6

- (1) The Population Registration and Civil Registration Service Results Form referred to in Article 2 paragraph (2) letter b consists of:
 - a. Population Registration Service Result Form;
 - b. Civil Registration Service Results Form within the territory of the Republic of Indonesia; and
 - c. Civil Registration Service Results Form outside the territory of the Republic of Indonesia.
- (2) The Population Registration Service Result Form referred to in paragraph (1) letter a consists of:

- a. resident biodata within the territory of the Republic of Indonesia and Indonesian citizens outside the territory of the Republic of Indonesia, with code F-1.08;
 - b. Family Card (KK), with code F-1.09;
 - c. Notification letter of the National Identification Number (NIK), with code F-1.10;
 - d. a certificate of relocation, with code F-1.11;
 - e. Certificate of overseas relocation, with code F-1.12;
 - f. Certificate of residence, with code F-1.13; and
 - g. Certificate of replacement identity card (due to technical constraints), with code F-1.14.
- (3) The Civil Registration service forms within the territory of the Republic of Indonesia as referred to in paragraph (1) letter b consist of:
- a. birth and death certificate, with code F-2.05;
 - b. certificate of marriage annulment, with code F-2.06;
 - c. certificate of marriage agreement reporting, with code F-2.07;
 - d. Certificate of amendment/revocation of a marriage agreement, with code F-2.08;
 - e. certificate of divorce annulment, with code F-2.09;
 - f. Certificate of acknowledgment of child, code F-2.10;
 - g. certificate certificate of change of citizenship status, with code F-2.11;
 - h. Certificate of Civil Registration from outside the territory of the Republic of Indonesia, code F-2.12;
 - i. Certificate of Civil Registration for Foreigners who do not have immigration documents, with code F-2.13;
 - j. Register birth certificates with code F-2.14;
 - k. Register marriage certificates with code F-2.15;
 - l. Register divorce certificates with code F-2.16;

- m. Register death certificates with code F-2.17;
 - n. Register of child acknowledgment certificates with code F-2.18;
 - o. Register adoption certificates with code F-2.19;
 - p. Birth certificate extract with code F-2.20;
 - q. Marriage certificate extract with code F-2.21;
 - r. Divorce certificate extract with code F-2.22;
 - s. Certificate of death with code F-2.23;
 - t. copy of the child acknowledgment certificate with code F-2.24; and
 - u. quote from the child's legalization certificate with code F-2.25.
- (4) The form for civil registration services outside the territory of the Republic of Indonesia as referred to in paragraph (1) letter c consists of:
- a. a certificate of civil registration reporting outside the territory of the Republic of Indonesia, with code F-2.26;
 - b. a certificate of adoption of a foreign citizen by an Indonesian citizen outside the territory of the Republic of Indonesia, with code F-2.27; and
 - c. a certificate of renunciation of Indonesian citizenship outside the territory of the Republic of Indonesia, with code F-2.28.
- (5) The forms referred to in paragraph (3) letters j to u are also used as forms for civil registration services outside the territory of the Republic of Indonesia.

Article 7

- (1) The use of the forms referred to in Article 6 paragraph (2) includes:
- a. resident data within the territory of the Unitary State of the Republic of Indonesia and Indonesian citizens outside the territory of the Unitary State of the Republic of Indonesia, for the issuance of resident data;
 - b. Family Cards (KK), for the issuance of Family Cards (KK) for residents;

- c. NIK notification letters, for notifying NIK for Indonesian citizens outside the territory of the Republic of Indonesia;
 - d. a certificate of relocation, for the issuance of a certificate of relocation for residents;
 - e. Certificate of overseas relocation, for the issuance of a certificate of overseas relocation;
 - f. Certificate of residence, for the issuance of a certificate of residence for foreigners with limited stay permits; and
 - g. Certificate of replacement of identity card due to technical constraints, for the issuance of a certificate of replacement of family card/electronic identity card due to technical constraints in the Population Registration service.
- (2) The use of forms as referred to in Article 6 paragraph (3) includes:
- a. birth and death certificates, for the registration of births and deaths;
 - b. certificate of marriage annulment, for the registration of marriage annulment;
 - c. certificate of marriage agreement reporting, for the registration of marriage agreements whose marriage certificates are issued by another country;
 - d. certificate of amendment/revocation of marriage agreement, for the registration of changes/revocation of marriage agreements whose marriage certificates were issued by another country;
 - e. certificate of divorce annulment, for the registration of divorce annulment;
 - f. a statement of child recognition, as a requirement for the registration of child recognition;
 - g. certificate certificate of of citizenship status, for the registration of changes in citizenship status where the civil registration evidence is issued by another country;
 - h. certificate of civil registration reporting from outside the territory of the Republic of Indonesia,

for reporting services for Civil Registration results from outside the territory of the Republic of Indonesia;

- i. certificates of important events for foreigners who do not have immigration documents, for services related to important events experienced by foreigners who do not have immigration documents in Indonesia;
- j. Birth certificate registration, to record authentic data regarding births issued and certified by authorized officials based on the provisions of laws and regulations;
- k. Death certificate register, to record authentic data on death events issued and certified by authorized officials based on the provisions of laws and regulations;
- l. Marriage certificate register, to record authentic data regarding marriages issued and certified by authorized officials in accordance with the provisions of laws and regulations;
- m. Divorce certificate register, to record authentic data regarding divorce events issued and certified by authorized officials based on the provisions of laws and regulations;
- n. Register of child acknowledgment certificates, to record authentic data regarding child acknowledgment events, issued and legalized by authorized officials based on the provisions of laws and regulations;
- o. Register of child adoption certificates, to record authentic data regarding child adoption events, which are published and are approved by officials

authorized officials in accordance with the provisions of laws and regulations;

- p. birth certificate excerpts for the issuance of birth certificate excerpts for residents;
 - q. marriage certificate excerpts for the issuance of marriage certificate excerpts for residents other than those of the Islamic faith;
 - r. divorce certificate excerpts for the issuance of divorce certificate excerpts for residents other than those of the Islamic faith;
 - s. death certificate excerpts for the issuance of death certificate excerpts for residents;
 - t. child acknowledgment certificate, for the issuance of child acknowledgment certificates; and
 - u. child recognition certificate, for the issuance of a child recognition certificate.
- (3) The uses of the forms referred to in Article 6 paragraph (4) include:
- a. certificate of Civil Registration reporting outside the territory of the Republic of Indonesia, for reporting the results of birth, marriage, divorce, death, adoption of foreign nationals by Indonesian citizens, and renunciation of Indonesian citizenship from the local country at the Indonesian representative office;
 - b. Certificate of adoption of a foreign citizen by an Indonesian citizen outside the territory of the Republic of Indonesia, for the purpose of registering the adoption of a foreign citizen by an Indonesian citizen that has not been registered in the local country at the Indonesian representative office; and
 - c. Certificate of renunciation of Indonesian citizenship outside the territory of the Republic of Indonesia, for the purpose of recording the change of citizenship status from Indonesian citizen to foreign citizen at the representative office of the Republic of Indonesia.

Article 8

- (1) In addition to the service result forms referred to in Article 6, Civil Registration services also include Marginal Notes.
- (2) The Civil Registration services referred to in paragraph (1) consist of Marginal Notes for the registration of:
 - a. annulment of marriage, with code CP.01;
 - b. divorce, with code CP.02;
 - c. annulment of divorce, with code CP.03;
 - d. adoption, with code CP.04;
 - e. child recognition, with code CP.05;
 - f. recognition of a child based on a court order, with code CP. 06
 - g. child adoption, with code CP.07;
 - h. approval child based on court order, with code CP. 08
 - i. change of name, with code CP.09;
 - j. change of citizenship status from foreign national to Indonesian citizen, with code CP.10;
 - k. change of citizenship status from Indonesian citizen to foreign national, with code CP.11;
 - l. for children with limited dual citizenship who have obtained a certificate of registration, with code CP.12;
 - m. for children with dual citizenship who have chosen their citizenship, with code CP.13;
 - n. for children with dual citizenship who have not chosen a citizenship, with code CP.14;
 - o. other significant changes, with code CP.15;
 - p. corrections certificate Civil Civil, with code CP.16; and
 - q. cancellation of Civil , with code CP.17.

Section Four
Application Form for Population Data and Document
Utilization Services

Article 9

- (1) The form used in the application for Population Data and Document Utilization Services is the *User ID* Application Form, with code F-3.01.
- (2) The *User ID* Application Form referred to in paragraph (1) is used to apply for a *User ID* from the user institution.

CHAPT
ER III
BOOK

Article 10

Books include:

- a. daily Population Administration services, with code BK-1.01;
- b. Population Master File, code BK-1.02;
- c. Population Migration, with code BK-1.03;
- d. Cross-border Population Registration, with code BK-1.04;
and
- e. Daily Population Administration Services outside the territory of the Republic of Indonesia, with code BK-1.05.

Article 11

The use of the Book referred to in Article 10 includes:

- a. daily Population Administration service book, for recording population events and important events in the village/subdistrict;
- b. the Population Master Book, for recording Population data for each family in the village/subdistrict;
- c. the Population Mutation Book, to record changes in Population data in each family in the village/sub-district;

- d. the Cross-Border Population Registration Book, to record border area residents who have a cross-border passbook and carry out cross-border activities between neighboring countries in accordance with cross-border agreements; and
- e. daily book of Population Administration services outside the territory of the Republic of Indonesia, to record population events and important events at Indonesian representative offices.

CHAPTER IV FORM AND BOOK SPECIFICATIONS

Article 12

The specifications for the Population Registration and Civil Registration service application form as referred to in Article 4 paragraph (1) letter a and the form used in the Utilization of Population Data and Documents as referred to in Article 9 consist of:

- a. raw materials : 80-gram HVS paper;
- b. size : A4;
- c. quantity : 1 (one) copy; and
- d. color : white.

Article 13

- (1) Provisions regarding the form and wording of instructions for filling out the service application form, the Population Registration, Civil Registration and Data Utilization service results form, and the Marginal Notes as referred to in Article 2 paragraph (2) and Article 8 are listed in the Appendix, which is an integral part of this Ministerial Regulation.
- (2) Provisions regarding the form and wording of instructions for filling out Forms for Online Services as referred to in Article 3 paragraph (2) letter b, mutatis mutandis with the form and wording of instructions for filling out printed Forms.

Article 14

- (1) The printing of Population Registration and Civil Registration services as referred to in Article 4 paragraph (1) shall be carried out using the Population Administration information system application on paper with the specifications referred to in Article 12.
- (2) The printing referred to in paragraph (1) may be carried out at the District/City Population and Civil Registration Office, the technical implementation unit of the District/City Population and Civil Registration Office, or through ADM.

Article 15

Form Book as referred to in Article 10, includes:

- a. printed books; and
- b. electronic books.

Article 16

The specifications of printed books as referred to in Article 15 letter a include:

- a. paper raw materials : HVS 80 grams;
- b. size : A4;
- c. number of pages per book : 50 (fifty) sheets; and
- d. Cover : *Hardcover*.

Article 17

- (1) The electronic book referred to in Article 15 letter b is incorporated in the electronic book application for Population Administration.
- (2) The Population Administration electronic book application referred to in paragraph (1) is used on a shared basis throughout Indonesia.
- (3) The electronic book application referred to in paragraph (2) is developed and maintained by the Director General of Population and Civil Registration.

Article 18

- (1) The provisions regarding the form and wording of the instructions for filling out the printed book as referred to in Article 15 letter a are listed in the Appendix, which is an integral part of this Ministerial Regulation.
- (2) The provisions regarding the form and wording of the instructions for filling out the electronic book as referred to in Article 15 letter b are mutatis mutandis with the form and wording of the instructions for filling out the printed book.

CHAPTER V

OTHER PROVISIONS

Article 19

- (1) The manual service result form as referred to in Article 3 paragraph (2) shall be stamped with the official seal of the Civil Registry official at the District/City Disdukcapil or the technical implementation unit of the District/City Disdukcapil.
- (2) The specifications of the official seal of the Civil Registration Officer as referred to in paragraph (1) are listed in the Appendix, which is an integral part of this Ministerial Regulation.

CHAPTER VI

TRANSITIONAL PROVISIONS

Article 20

Forms and books used in Population Administration prior to the enactment of this Ministerial Regulation shall remain valid and must be adjusted to this Ministerial Regulation no later than 1 (one) year from the enactment of this Ministerial Regulation.

Article 21

District/City Population and Civil Registration Offices that still have a supply of family card forms and civil registration forms as stipulated in Minister of Home Affairs Regulation No. 118 of 2017 concerning Family Card Forms, Registers, and Civil Registration Extracts, Minister of Home Affairs Regulation No. 57 of 2015 concerning Specifications for Forms and Formulations of Sentences in the Register of Child Approval Certificates and Extracts of Child Approval Certificates as amended by Minister of Home Affairs Regulation No. 102 of 2018 concerning Amendments to Minister of Home Affairs Regulation No. 57 of 2015 concerning Specifications for Forms and Formulations of Sentences in the Register of Child Legalization Certificates and Extracts of Child Legalization Certificates, and Minister of Home Affairs Regulation No. 9 of 2016 concerning the Acceleration of Increasing the Coverage of Birth Certificate Ownership, are still valid and can be used until June 30, 2020.

CHAPTER VII FINAL PROVISIONS

Article 22

When this Ministerial Regulation comes into effect:

- a. Minister of Home Affairs Regulation No. 19 of 2010 concerning Forms and Books used in Population Registration and Civil Registration;
- b. Ministry of Home Affairs Regulation No. 118 of 2017 concerning Family Card Forms, Registration, and Extracts of Civil Registration Certificates (State Gazette of the Republic of Indonesia Year 2017 No. 1764);
- c. Minister of Home Affairs Regulation No. 57 of 2015 concerning Specifications for Forms and Formulations of Sentences in the Register of Child Legitimacy Certificates and Extracts of Child Legitimacy Certificates (State Gazette of the Republic of Indonesia of 2015 Number 1134), as amended by Minister of Home Affairs Regulation No. 102

of 2018 concerning Amendments to Regulation of the Minister of Home Affairs Number 57 of 2015 concerning Specifications for Forms and Formulations of Sentences in the Register of Child Legalization Certificates and Extracts of Child Legalization Certificates (State Gazette of the Republic of Indonesia of 2018 Number 1542); and

- d. Regulation of the Minister of Home Affairs Number 9 of 2016 concerning the Acceleration of Increasing the Coverage of Birth Certificate Ownership (State Gazette of the Republic of Indonesia of 2016 Number 325),
is revoked and declared invalid.

Article 23

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 publication 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

STATE GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2019 NUMBER 1790.

Salinan sesuai dengan aslinya

Kopie Biro Hukum,



R. Gani Munirad, SH, MAP
Pembina Utama Muda (IV/c)
NIP. 19600818 199603 1001

ATTACHMENT

REGULATION OF THE MINISTER OF HOME AFFAIRS OF THE REPUBLIC
OF INDONESIA NUMBER 109 OF 2019

REGARDING FORMS AND BOOKS USED IN POPULATION
ADMINISTRATION

SERVICE APPLICATION FORM, SERVICE RESULT FORM FOR POPULATION REGISTRATION, CIVIL REGISTRATION, DATA
UTILIZATION, MARGINAL NOTES, INSTRUCTIONS FOR FILLING OUT PRINTED BOOKS, AND SPECIFICATIONS FOR THE OFFICIAL
SEAL OF CIVIL REGISTRATION OFFICERS

HEAD OF REGENCY/CITY/REPRESENTATIVE OF THE REPUBLIC OF INDONESIA	
FAMILY BIOGRAPHY FORM	
F-1.01	
NOTE: Fill out this form in block letters and clearly, following the "INSTRUCTIONS FOR FILLING OUT THE FORM"	
<div>Select one:</div> <div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><div>Input Data for the Head of Household and Family Members of Indonesian Citizens</div><div>Input Data for Foreign Head of Household and Family Members</div><div>Input Data on Heads of Households and Family Members of Indonesian Citizens Abroad</div></div></div>	
HEAD OF FAMILY DATA	
1. Name of Head of the Family	:
2. Address	:
3. Postal Code	:
7. Telephone Number / Mobile Phone	:
8. Email	:
The Area Code is filled in by the Population and Civil Registration Officer	
REGIONAL DATA	
9. Province Code/Name	:
10. Code-Name of Regency/Municipality	:
11. Code-Name of Subdistrict/Code-Sub District	:
12. Code-Name of Village/Code-Village	:
13. Sub-Village Name	:
Address abroad (to be filled in by Indonesian citizens abroad)	
1. Address	:
2. City	:
4. Country	:
5. Postal Code	:
7. Telephone / Mobile Phone	:
8. Email	:
Filled in by Officer	
Country Code/Name	:
Code-Name of Indonesian Representative	:

FAMILY MEMBER DATA								
Note: - For Indonesian citizens, please fill in columns 2 to 6, 10 to 31, and 38 to 41 - For Foreigners only, please fill in columns 2 to 13, 15 to 41 - For W NI outside the territory of the Republic of Indonesia, fill in numbers 2 to 31, 38 to 41								
No. No.	Full Name Full Name	Title		Passport Number Passport Number	Passport Expiration Date Date of Expiry	Sponsor Name Sponsor Name		
		Front	Last Name					
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
No.	Sponsor Type Type of Sponsor	Sponsor Address Sponsor Address	Gender Sex	Place of Birth Place of Birth	Date, Month, Year of Birth Date of Birth	Nationality Nationality	No SK W NI Determination	Birth Certificate
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
No.	Birth Certificate Number	Blood Type Type of Blood	Religion Religion	Name of Religious Organization Belief in God Almighty	Marital Status Marital Status	Marriage Certificate	Marriage Certificate Number	Date of Marriage
(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

No.	Divorce Certificate	Divorce Certificate Number	Date of Divorce	Status Family Relationships	Physical & Mental Disabilities	Disabled	Highest Level of Education	Type of Work	ITAS/ITAP Number	Place of Issue of ITAS/ITAP
	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

No.	ITAS/ITAP Issuance Date ITAP	ITAS/ITAP Expiration Date ITAP	First Place of Arrival	Date of Arrival First	Mother's ID Number	Mother's Name	Father's ID Number	Father's Name
No.	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Acknowledged,
Head of the Population Office
and Civil Registration/UPT Population and Civil
Registration Office/Head of Indonesian Representative
Office in

Full Name

NIP

Head of Family

Full Name

STATEMENT
I/we have filled out this form truthfully. If the information provided does not match the actual circumstances,
I agree to be subject to penalties in accordance with applicable laws and regulations.

(F-1.01)

FILLING IN HEAD OF HOUSEHOLD DATA AND AREA DATA

The form is intended for residents and Indonesian citizens outside the territory of the Republic of Indonesia. HEAD OF FAMILY DATA

1. Name of Head of Household:Fill in the full name of the Head of Household as stated on the Birth Certificate or Birth Registration Certificate or as given by the parents.

2. Address : Enter the street name or village/hamlet/sub-village or similar, along with the house number (if any) and the RT and RW numbers.

3. Postal Code : Enter the postal code corresponding to the applicant's address (must not be left blank)

4. RT : Fill in according to the Neighborhood Unit code of the applicant's address (cannot be left blank)

5. RW : Fill in according to the Neighborhood Association code of the applicant's address (cannot be left blank)

6. Number of Family Members: Fill in according to the number of family members of the applicant, including the head of the family

7. Phone : Fill in the home phone number or mobile phone number owned by the Head of Household

8. Email : Fill in the email address owned by the Head of Household

REGIONAL DATA

9. Province : Fill in according to the province where the applicant resides

10. District/City : Fill in according to the district/city where the applicant resides

11. District : Fill in according to the subdistrict where the applicant resides

12. Village/Subdistrict : Fill in according to the Village/Subdistrict where the applicant resides

13. Hamlet/Village/Neighborhood: Fill in according to the Hamlet/Village where the applicant resides

FOREIGN ADDRESS (to be filled in by Indonesian citizens outside the territory of the Republic of Indonesia)

1. Address : Enter the street name or village/hamlet/settlement or similar, along with the house number (if any) and RT and RW numbers or other names abroad.

2. City : Enter the city where the applicant resides.

3. Province/State: Fill in according to the province/state where the applicant resides

4. Country : Fill in according to the country where the applicant resides

5. Zip Code : Fill in according to the applicant's address postal code area (cannot be left blank)

6. Number of Family Members: Fill in according to the number of family members of the applicant, including the head of the family

7. Phone : Fill in with the home phone number or mobile phone number owned by the Head of Household

8. Email : Fill in with the email address owned by the Head of Household

FILLING IN FAMILY DATA

This section is filled in with the data of the head of the family and family members

1. Sequence Number

The list of serial numbers for family members starts with number 1 for the head of the family, followed by the spouse, biological children, and so on.

2. Full Name

Fill in the full names of the head of the family and family members as stated on the Birth Certificate, Birth Certificate, diploma, and/or other identity documents without including academic titles, noble titles, or religious titles. The names of residents are written in full without abbreviations. using letters and not allowed to use symbols, and not including aliases

3&4 Title

Fill in academic titles, noble titles, or religious titles, with the placement of the title in accordance with applicable regulations (for first titles, fill in column (3) and for last titles, fill in column (4)

5. Passport Number

Enter the passport number that is currently valid.

6. Passport Expiration Date

Enter the date, month, and year the passport expires.

7. Sponsor Name

To be filled in by foreign nationals holding an ITAS/ITAP, with the name of the institution or individual sponsoring their arrival in Indonesia.

8. Sponsor Type

Assign a number code to the box (according to the answer choice).

International

Governmental

Organizations

Private Company

1

2

No Sponsor

9. Sponsor Address

Written with the applicant's last permanent address. Fill in completely with the name of the street or village or hamlet/sub-village or similar, complete with house number (if any) and RT and RW numbers, sub-district/village, district/city and province.

10. Gender

Enter the corresponding number code in the box (according to the selected answer).

1

Male

2

Female

11. Place of Birth

Enter the name of the district/city where the applicant was born, as stated in the Birth Certificate or Birth Registration, for those who do not have one, write according to their statement.

12. Date, Month, Year of Birth

Written according to the applicant's date, month, and year of birth. If the date and month of birth are unknown, please write the date as 01 and the month as 07 (July), while the year should be according to the applicant's statement. If the date of birth is unknown, please write the date as 15 with the month according to the applicant's statement.

13. Citizenship

Fill in according to the applicant's nationality Write 'WNI' if the applicant is an Indonesian citizen, write the name of the nationality according to the country of origin for foreign nationals Write WNI/Foreign nationality for children with limited dual citizenship

14. Decree of Indonesian Citizenship

Fill in according to the WNI Determination Decree of the applicant concerned

15. Birth Certificate

Assign a code number to the box according to the applicant's status regarding possession of civil registration documents, i.e., whether they have a birth certificate or not

1

None

2

Yes

16. Birth Certificate Number

Fill in with the Birth Certificate Number/Birth Certificate owned by the applicant.

17. Blood Type

Enter the code number in the box (according to the answer selected).

A

A

AB+

13

Unknown

B

A

AB-

5

B

9

O+

2

O

6

B-

10

O-

7

11

18. Religion

Put a number code in the box according to your answer choice)

Islam

Hindu

Christian

Buddhist

1

Catholic

4

Confucian

2

Others, name by 5.....

3

*) Specifically for foreigners.

19. Name of Organization Belief in God

Fill in the name of the Organization Belief in God According to the Population's Recognition

20. Marital Status

Check the box (according to the answer choice). If the status is "unmarried," proceed to the column regarding Family Relationship Status. If the status is "married," proceed directly to the question regarding the Marriage Certificate. If the status is "divorced," proceed directly to the question regarding the Divorce Certificate.

Not Married

Divorced (Recorded)

Married (Registered)

Divorced but not yet recorded

1

Married but not yet recorded

5

Divorced (deceased)

21. Marriage Certificate

Assign a code number to the box according to the applicant's document ownership status, whether they have the document or not.

1

None

2

Yes

22. Marriage Certificate Number

Fill in with the Marriage Certificate Number/Marriage Book owned by the husband and wife.

23. Date of Marriage

Fill in according to the date of the marriage ceremony according to religious or belief laws, as stated on the Marriage Certificate or on the Marriage/Divorce Certificate Not Yet Registered.

24. Divorce Certificate

Assign a numerical code in the box according to the status of document ownership held by each applicant, whether they possess the document or not.

1

None

2

Yes

25. Divorce Certificate Number

Fill in the Divorce Certificate Number/Divorce Letter owned by the applicant

26. Date of Divorce

Fill in according to the date of the applicant's divorce decree from the District Court or Religious Court, or as stated on the Divorce SPTJM.

27. Family Relationship Status

Fill in according to the status of each applicant and family member with the head of the family.

1

6

7

8

9

10

Head of household

Grandchild

2

Husband

Parents-in-law

3

Wife

Other family members

4

Children

5

Son-in-law

28. Physical and Mental Disabilities

Assign a numerical code to the box (according to the type of answer choice)

1

None

2

Yes

29. Persons with Disabilities

Enter a number code in the box (according to the type of answer choice)

1

Physically Disabled

4

Mental/Psychological

2

Visual impairment/blindness

5

Disability Physical and Mental Disability Other

3

Hearing/speech impairment

6

Disabilities

30. Highest level of education

Fill in the highest level of education attained by each family member at the time of filling out the form

1

Not/Not yet in school Not yet completed elementary school/equivalent

6

Diploma I/II

2

Completed elementary school Junior high school/equivalent

7

Academy/Diploma III/Bachelor's

3

Completed elementary school Junior high school/equivalent Senior high school/equivalent

8

Degree Diploma IV/Strata I/Strata II

4

Completed elementary school Junior high school/equivalent

9

Strata III

5

Completed elementary school Junior high school/equivalent

10

Others

31. Type of Work

Put a number code in the box (according to the type of choice answer).

1

Not working/unemployed

21

Fishermen/Fishery

2

Housewife/househusband

22

Workers Livestock

3

Student Retired

23

Workers Domestic Helpers

4

Civil Servants (PNS)

24

Barbers

5

Indonesian National Armed Forces (TNI)

25

Electricians, Stone Masons, Carpenters, Shoe Repairers

6

Indonesian National Police (POLRI)

26

Welder/Blacksmith Tailor

7

Trading

27

Dentist

8

Farmers/Planters

28

Makeup Artist

9

Livestock Farmers

29

Fashion Designer

10

Fishermen/Fisheries

30

Stylist

11

Industry

31

Mechanic

12

Construction

32

Artist

13

Transportation

33

Traditional

14

Private Sector

34

Healer

15

Employees State-Owned Enterprise

35

Farmer

16

Employees Regional-Owned Enterprise

36

Fashion Designer

17

Employees Temporary Employees

37

Translator Imam

18

Daily Laborers

38

Pastor

19

Farm/Plantation Laborers

39

40

Father's NIK

If you already have a NIK, please fill in the of the applicant's biological father.

41

Father's Full Name

Fill in the full name of the applicant's biological father as stated on the Birth Certificate or Birth Certificate or as stated on the diploma, and/or other identity documents without including academic titles, noble titles, or religious titles.

42

Father's Full Name

Fill in the full name of the applicant's biological mother as stated on the Birth Certificate or Birth Certificate or as stated on the diploma, and/or other identity documents without including academic titles, noble titles, or religious titles.

43

Cook Event

69

Architect

44

Promoter Member of the House of Representatives

70

Accountant

45

Member of the Regional Representative Council

71

Consultant

46

Board President

72

Doctor

47

Vice President Member of the Constitutional Court

73

Midwife

48

Cabinet Member/Minister

74

Nurse

49

Ambassador/Head of Representative Governor

75

Pharmacist

50

Deputy Governor

76

Psychiatrist/Psychologist

51

Regent

77

Television Broadcaster

52

Deputy Regent

78

Broadcaster

53

Mayor

79

Radio Broadcaster

54

Deputy Mayor

80

Sailor

55

Provincial DPRD Members

81

Researcher

56

Members of the District/City Legislative Council

82

Driver

57

PROFESSIONS OTHER THAN

83

Broker

58

DOMESTIC SERVANTS AND UNEMPLOYED

84

Psychic

59

Lecturer

85

Merchant

60

Teacher

86

Village Officials

61

Pilot

87

Village Head Nun

62

Notary

88

Entrepreneur

63

Lawyer

89

Members of Other High Institutions

64

Assistant Technical Expert Others,

90

Manager

65

Administrative Staff Operator

91

Processing and Craft Workers

66

Processing and Craft Workers

92

67

93

68

94

69

95

70

96

71

97

72

98

73

99

CIVIL REGISTRATION EVENT REGISTRATION FORM

I. APPLICANT DATA:

1. FULL NAME

:

2. Population ID Number

:

3. Family Card Number

:

II. TYPE OF APPLICATION:

I	FAMILY CARD	II	Electronic ID Card	III	IDENTITY CARD CHILD	IV	DATA CHANGES
A	NEW	A.	NEW	A	NEW	A	KK
1.	Forming New Family						
2.	Replacement of Head of Household	B	MOVING IN	B	MISSING/DEAD K	B	Electronic ID Card
3	Separate Family Card			1.	Lost		
4.	Moving In	C	LOST/DAMAGED	2.	Damaged	C	KIA
5.	Indonesian citizen from abroad due to relocation	1.	Missing			Attach: 1) Data Change Form; and 2) Proof of Data Change	
6.	Vulnerable Civil Registration	2.	Damaged	C.	Extension ITAP		
B.	CHANGES DATA						
1.	Riding in Family Card	D	EXTENSION ITAP	D	Others		
2.	Events Important						
3.	Changes to the data elements listed in the family card	E.	CHANGES IN CITIZENSHIP STATUS AN				
C.	LOST/DAMAGED	F	OUTSIDE OF DOMICILE				
1.	Lost						
2.	Damaged	G	MIGRATION				

III. ATTACHED REQUIREMENTS

☐ Old Family Card/Damaged Family Card

☐ Marriage certificate/marriage certificate excerpt

☐ Divorce certificate excerpt;

☐ LetterCertificateRelocation

☐ Certificate of Overseas Relocation

☐ Damaged Electronic ID Card

☐ Travel Documents

☐ Police report of loss

☒ Certificate/proof of change of civil status and important events.

☐ Marriage/divorce certificate not yet registered

☐ Death certificate

☐ Statement letter regarding the cause of loss or damage

☒ Certificate of Transfer from the Indonesian Representative

☐ Statement letter of willingness to accept as a family member

☐ Power of attorney for child custody from parents/guardians

☐ Permanent residence permit card;

Officer

.....,, 20...
Applicant,

(Full Name)

()

Instructions for Completing Form F-1.02

REGISTRATION FORM FOR CIVIL REGISTRATION EVENTS

- I. 1. Full Name : Fill in your full name as stated on your birth certificate
or as given by your parents.
2. Population Registration Number: Fill in according to the Population Registration
Number
(NIK)
3. Family Card Number : Fill in with the KK number
- II. Type of Application : Rounded according to the population event
to be submitted. You may select more than one type
of application.
- III. Requirements to be
attached : Check (✓) the box corresponding to the attached
requirements.

RESIDENT TRANSFER REGISTRATION FORM

F-1.03

Attention:

Please fill in using block letters and black ink

1. Family Card Number : _____

2. Full Name of Applicant	:	
----------------------------------	---	--

3. National ID	:	
----------------	---	--

4. Type of Application	D. RESIDENCY CERTIFICATE	
	<input type="checkbox"/>	Certificate of Relocation
	<input type="checkbox"/>	Certificate of Overseas Relocation (SKPLN)
	<input type="checkbox"/>	Certificate of Residence (SKTT) for Foreigners with Limited Stay

5. Original Address	:		RT	<table border="1"><tr><td></td><td></td><td></td></tr></table>				RW	<table border="1"><tr><td></td><td></td><td></td></tr></table>			

a. Village/Subdistrict		b. Subdistrict	
c. District/City Postal Code		d. Province	

6. Classification of Migration :

☐ Within one village/subdistrict or other equivalent administrative unit

☐ Between villages/subdistricts or other equivalent administrative units within a subdistrict

☐ Between subdistricts or other equivalent administrative units within a district/city; Between districts/cities within a province

☐ Between provinces

7. New Address	:		RT				RW			
----------------	---	--	----	--	--	--	----	--	--	--

a. Village/Subdistrict	b. District
c. District/City Postal Code	d. Province

8. Reason for Moving :	Occupation	Security	Housing	Other (specify)
	Education	Health	Family	
9. Type of Move :	Head of Household	Head of Household and Some Family Members Head		
	of Household and All Family Members	Family Members		

10. Family Members Who Did Not Move : ☐ Registered in another family ☐ Creating a New Family Card

11. Family Members Who Have Moved : ☐ Household Registration ☐ Creating a New Family Card

12. List of Family Members Who Have Moved

NO.	NIK	FULL NAME ¹⁾	SHDK ¹⁾

[illegible]

Filled out by residents (foreigners) who hold an ITAS and are applying for an SKTT and OA Holders of an ITAP who are applying for other residence certificates

13. Sponsor Name

:

14. Sponsor Type

:

☐ International Organizations

☐ Government

☐ Company

☐ Individual

☐ Without Sponsor

15. Sponsor Address

:

16. KITAS & KITAP
Number and Date

:

Number

Date of Validity

Filled in by residents applying for a Certificate of Overseas Relocation

17. Destination Country

:

country code

18. Destination Address

:

19. Person in Charge

:

20. Planned Move Date

:

Date

Month

Year

Acknowledge

Head of the Population and Civil
Registration Office/Sub-Office/Technical
Implementation Unit

Applicant,

(.....)

P.....

INSTRUCTIONS FOR FILLING OUT FORM F-1.03

- 1 Family Card Number

: Fill in the family card number according to the area of origin
- 2 Full Name of Applicant

Fill in the full name as stated on the birth certificate or as given by the parents
: parents.
- 3 NIK

: Fill in the valid Population Registration Number (NIK)/Single Identity Number (NIT).
- 4 Type of Application

: Check the box according to the residency documents required by the applicant along with the reason.
application (*more than one identity document may be selected*)
- 5 Original Address

: Fill in the street name or village/hamlet/sub-village or similar, along with the house number (if any)
and the new RT and RW numbers
- 6 New Address

: Enter the street name or village/hamlet/sub-village or similar, along with the house number (if any)
and the new RT and RW numbers
- a. Village/Subdistrict

: Enter the village/subdistrict where the applicant resides
- b. District

: Enter the subdistrict where the applicant resides
- c. District/City

: Fill in according to the district/city where the applicant resides
- d. Province

: Fill in according to the province/state where the applicant resides
- To be filled in by residents applying for a Certificate of Residence
- 7 Reason for Moving

: Check the box corresponding to the applicant's reason for moving as indicated in the available columns.
- 8 Type of Move

: Check the box corresponding to the applicant's type of relocation as indicated in the available column.
- 9 Classification of Relocation

: Check the box corresponding to the applicant's relocation classification as indicated in the column provided.
provided.
- 10 Family Card Status for Those Who Have Not Moved

: Check the box corresponding to the choice of family members who are not moving.
- 11 Family Card Status for Those Who Have Moved

: Check the box according to the choice of family members who have moved.
- 12 List of Family Members Who Have Moved

: Fill in according to the number and data of family members who have moved.
- Filled out by residents (foreigners) holding an ITAS who are applying for an SKTT and OA holders of an ITAP who are applying for a KK/KTP-el/KIA/other residence certificate
- 13 Sponsor Name

: Fill in the name of the institution or individual sponsoring their arrival in Indonesia.
- 14 Sponsor Type

: Check the box corresponding to the type of sponsor sponsoring their arrival in Indonesia.
- 15 Sponsor Address

: Fill in the applicant's last permanent address. Fill in completely with the street name or
village or hamlet or neighborhood, including house number (if any) and RT/RW, Subdistrict/Village,
District, Regency/City, and Province.
- 16 KITAS & KITAP Number and Date

: Fill in according to the KITAS and KITAP number and date held
- Filled in by the Resident Applying for a Certificate of Overseas Relocation
- 17 Destination Country

: Fill in according to the name of the destination country
- 18 Destination Country Address

: Fill in according to the Full Address in the Destination Country
- 19 Person in Charge

: Fill in with the individual or institution that oversees and is responsible for
the relocation of the residents to another country.
- 20 Relocation Date

: Fill in the date, month, and year of relocation.

STATEMENT OF NOT HAVING RESIDENCY DOCUMENTS

The undersigned:

Name :
Address :
Place and Date of Birth :
Mother's Name :

I hereby declare that I do not have any identity documents and if at a later date it turns out that my statement is untrue, I am willing to be prosecuted in accordance with the laws and regulations and the documents issued from this application will become invalid.

.....,.....20...

The declarant,

Sufficient
Stamp

.....

STATEMENT OF ABSOLUTE RESPONSIBILITY FOR UNREGISTERED
MARRIAGE/DIVORCE

We, the undersigned:

I. Name :
ID :

as husband, hereinafter referred to as the FIRST PARTY.

II. Name :
NIK :

as the wife, hereinafter referred to as the SECOND PARTY,
hereby state that we have been married as husband and wife/have divorced*,
which took place on (date of marriage/divorce*), with the
following witnesses:

I. Name :
NIK :
II. Name :
ID Number :

With the names of the children as follows:

No	Name	Birth Certificate Number	SHDK

This Statement is made in good faith. If any of the information provided herein is
found to be untrue, I agree to be subject to penalties in accordance with applicable
laws and regulations.

.....,20....
The Declarant,

SECOND PARTY,

FIRST PARTY,
Stamp Duty Paid

(.....)
NIK.

(.....)
NIK.

Witness II,

Witness I,

(.....)
NIK.

(.....) ID
No.

INSTRUCTIONS FOR COMPLETION
STATEMENT OF ABSOLUTE RESPONSIBILITY FOR UNREGISTERED
MARRIAGE/DIVORCE

A. Data on the Statement of Absolute Responsibility for Marriage/Divorce

1. As Husband/FIRST PARTY

a. Full Name

Fill in the full name of the resident making the statement in the Absolute Responsibility Statement for Marriage.

b. NIK

Fill in with the Resident Identification Number as stated on the electronic ID card (KTP-el).

2. As Wife/Party TWO

a. Full Name

Fill in the full name of the resident who made the statement in the Absolute Marriage Responsibility Statement.

b. NIK

Fill in with the resident's National Identification Number as stated on their electronic ID card (KTP-el).

B. Date of Marriage/Divorce

Fill in the date (day, month, and year) when the marriage/divorce took place.

C. Explanation of the required witnesses

A witness is a person who saw/knew/believed in the marriage event and has an NIK.

D. Signature Section

1. Enter the location and date the statement was made.

2. Affix sufficient stamps in accordance with the provisions of the law in the signature column of the person making the statement. On sheet 1, the stamp is affixed in the Husband's signature column, while on sheet 2, the stamp is affixed in the Wife's signature column.

3. The declarant shall affix his/her signature/thumbprint above and/or on the stamp duty section.

4. The witness affixes his/her signature/thumbprint below the signature column for the husband and wife.

STATEMENT OF CHANGE IN POPULATION DATA ELEMENTS

The undersigned:

Full name :
N I K :
Family Card Number :
Home Address :

with the following family card details:

No	Name	NIK	SHDK	Description
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Declaring that my population data and that of my family members has changed, with the following details:

A. Education and Employment:

No	Data Element						Description
	Highest Level of Education			Employment			
	Previous	Became	Reason for Change	Initial	Becoming	The Basis for Change	
1.							
2.							
3.							
4.							
5.							
6.							
7.							

B. Religion and Other Changes

No	Data Element						Description
	Religion			Others, namely..... *)			
	Originally	Became	Basis for Change	Originally	Becoming	The Basis for Change	
1.							
2.							
3.							
4.							
5.							
6.							
7.							

Attached are photocopies of documents related to the changes in the data elements.

This Statement is made in good faith. If any of the information provided herein is found to be untrue, I agree to be subject to penalties in accordance with applicable laws and regulations.

....., 20....

The declarant,

Sufficie
nt
Stamp

Note:

*) Other Changes can also be used to change population data caused by errors in filling out the Biodata Form or errors when entering the biodata of the population in question.

POWER OF ATTORNEY IN POPULATION
ADMINISTRATION SERVICES

On this day date month year at
....., I:

Full name :
Place & Date of Birth/Age :
Occupation :
Address :
.....

Granting power of attorney to:
Full name :
ID :

To fill out the form for administrative services, according to the information and requirements I have provided, such as my actual condition due to my condition I am in a state of illness/other..... *).

<div>The authorized representative,</div> <div>(.....)</div>	<div>The grantor,</div> <div>(.....)</div>
--	--

*) cross out what does not apply

INSTRUCTIONS FOR FILLING OUT
POWER OF ATTORNEY IN POPULATION ADMINISTRATION SERVICES

The place, date, month, and year are filled in according to the place and time of filling out the Power of Attorney.

A. Data of the Grantor

1. Full Name

Fill in the full name of the resident who grants power of attorney to someone to fill out the form in population administration services.

2. Place/Date of Birth/Age

Fill in the district/city and place of birth of the grantor, as well as the date, month, and year of birth as stated in the Birth Certificate or based on their statement. If the grantor cannot state their date of birth, their estimated age may be entered.

3. Occupation

Fill in the type or field of employment of the grantor.

4. Address

Fill in the name of the street or village/hamlet/sub-village or similar, along with the house number (if any), RT and RW numbers, village/sub-district, name of the sub-district and city of residence of the principal.

B. Data of the Proxy Recipient

1. Full Name

Fill in the full name of the person authorized to complete the form for the grantor's administrative services.

2. NIK

Fill in according to the NIK held by the authorized representative.

C. Power of Attorney Statement

1. Cross out any statements that do not apply, as indicated by *).

2. If you select "other," please provide the conditions or reasons that prevent the authorized representative from completing the form for administrative services related to residency.

D. Signature Section

1. Affix stamp in sufficiently according to the of
the law in the signature column of the power of attorney.

2. The authority affixes signature
signature/thumbprint thumb on above and/or
regarding the stamp duty section.

3. The authorized representative signs in the column to the left of the authorizing party.

Family Card No. :
SKTT No. :
NIK :



RESIDENT BIODATA
IN THE TERRITORY OF THE UNITED REPUBLIC OF INDONESIA
AND
Indonesian citizens outside the territory of the Republic of Indonesia

PERSONAL DATA

1. Full Name :
2. Place of Birth :
3. Date of Birth :
4. Gender :
5. Blood Type :
6. Religion :
7. Belief :
8. Highest Education :
9. Occupation :
10. Persons with Disabilities :
11. Marital Status :
12. Date of Marriage :
13. Family Relationship Status :
14. Mother's ID Number :
15. Mother's Name :
16. Father's ID Number :
17. Father's Name :
18. Previous Address :
19. Current Address :

DOCUMENT OWNERSHIP DATA

20. Family Card Number (No.KK) :
21. Passport Number :
22. Passport Expiration Date :
23. Birth Certificate Number :
24. Marriage Certificate Number/Marriage Book :
25. Date of Marriage :
26. Divorce Certificate Number :
27. Date of Divorce :

.....,.....20....

The Person Concerned	Head of the Population and Civil Registration Office of the Regency/City.....	Head of the Representative Office of the Republic of Indonesia
_____	_____	_____
	NIP.	NIP.

KARTU KELUARGA

No.

F-1.09

Nama :
 Alamat :
 RT/RW :
 Kode Pos :

Desa/Kelurahan :
 Kecamatan :
 Kabupaten/Kota :
 Provinsi :

No.	Nama Lengkap	NIK	Jenis Kelamin	Tempat Lahir	Tanggal Lahir	Agama	Pendidikan	Jenis Pekerjaan	Golongan Darah
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

No.	Status Perkawinan	Tanggal Perkawinan/Perceraian	Status Hubungan Dalam Keluarga	Kewarganegaraan	Dokumen Imigrasi		Orang Tua	
					No. Paspor	No. KITAP	Ayah	Ibu
	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Dikeluarkan Tanggal :
 Lembar

- I. Kepala Keluarga
- II. RT
- III. Desa/Kelurahan
- IV. Kecamatan

KEPALA KELUARGA

Tanda tangan/cap jempol

KEPALA DINAS KEPENDUDUKAN DAN
 PENCATATAN SIPIL

NIP:

HEADER
REPRESENTATIVE OF THE REPUBLIC OF INDONESIA

.....,, 20...

Number : To

Attachment :

Subject : NIK Notification Letter As the head of the
household Passport No.:
in

In accordance with the provisions of Article 13 paragraph (1) of Law-
Law No. 23 of 2006 concerning Population Administration as amended by
Law No. 24 of 2014 concerning Amendments to Law No. 23 of 2006
concerning Population Administration, which mandates that every citizen
must have a NIK, hereby submit the details of the NIK for your family:

Family Card Number.....

No.	NIK	FULL NAME	GENDE R	PLACE OF BIRTH	DATE OF BIRTH
1.					
2.					
3.					
4.	Etc....				

The NIK is valid for life, does not change, and does not follow
changes in domicile.
This is so that it can be used as intended.

a.n. Minister of Home Affairs
Head of the Representative Office of the
Republic of Indonesia
Acting
Civil Registry Officer... (Name
Representative)
.....,

Full Name NIP.

(Kop Dinas Kependudukan dan Pencatatan Sipil)

PROVINSI :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
KABUPATEN/KOTA :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
KECAMATAN :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DESA/KELURAHAN :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DUSUN/DUKUH/KAMPUNG :	<input type="text"/>			

SURAT KETERANGAN PINDAH

No.

DATA DAERAH ASAL

- | | | | | | | | | | | | | | |
|-------------------------|---------------------|--|--|--|--|--|-------------|--|--|--|----|--|--|
| 1. Nomor Kartu Keluarga | | | | | | | | | | | | | |
| 2. Nama Kepala Keluarga | | | | | | | | | | | | | |
| 3. Alamat | | | | | | | RT | | | | RW | | |
| | Dusun/Dukuh/Kampung | | | | | | | | | | | | |
| a. Desa/Kelurahan | | | | | | | c. Kab/Kota | | | | | | |
| b. Kecamatan | | | | | | | d. Provinsi | | | | | | |
| | Kode Pos | | | | | | Telepon | | | | | | |
| 4. NIK Pemohon | | | | | | | | | | | | | |
| 5. Nama Lengkap | | | | | | | | | | | | | |

DATA KEPINDAHAN

- | | | | | |
|------------------|--|---------------------------------------|---------------------------------------|--|
| 1. Alasan Pindah | <input type="checkbox"/> 1. Pekerjaan | <input type="checkbox"/> 3. Keamanan | <input type="checkbox"/> 5. Perumahan | <input type="checkbox"/> 7. Lainnya (sebutkan) |
| | <input type="checkbox"/> 2. Pendidikan | <input type="checkbox"/> 4. Kesehatan | <input type="checkbox"/> 6. Keluarga | |

2. Alamat Tujuan Pindah

RT RW

Dusun/Dukuh/Kampung

a. Desa/Kelurahan c. Kab/Kota

b. Kecamatan d. Provinsi

Kode Pos Telepon

- | | | | |
|---|----------------------|--------------------|---|
| 3. Jenis Kepindahan 1. Kep. | <input type="text"/> | Keluarga | 3. Kep. Keluarga dan Sbg. Angg. Keluarga |
| | | | 2. Kep. Keluarga dan Seluruh Angg. Keluarga 4. Angg. Keluarga |
| 4. Status KK Bagi Yang Tidak Pindah 1. | <input type="text"/> | Numpang KK | 2. Membuat KK Baru 3. Nomor KK Tetap |
| 5. Status KK 1. Numpang KK Bagi Yang Pindah | <input type="text"/> | 2. Membuat KK Baru | 3. Nomor KK Tetap |
| 6. Keluarga Yang Pindah | | | |

[illegible]

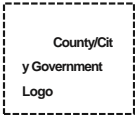
Surat Keterangan Pindah (SKP) ini berlaku sebagai pengganti KTP selama KTP baru belum diterbitkan, paling lama 30 hari sejak SKP diterbitkan.

SKP Surat Keterangan Pindah (SKP) ini berlaku selama 100 (seratus) hari kerja, terhitung sejak tanggal dikeluarkan

Dikeluarkan oleh :

Kepala Dinas Kependudukan dan
Pencatatan Sipil/Kepala UPT Disdukcapil,

(.....)



NAME OF REGENCY/CITY GOVERNMENT
NAME OF IMPLEMENTING
AGENCY

PROVINCE	:	<div></div>	<div></div>
COUNTY/CITY	:	<div></div>	<div></div>

FOREIGN TRANSFER CERTIFICATE

NUMBER *):

Yang bertanda tangan di bawah ini menerangkan bahwa :

1. NIK	:	<div></div>
2. Nama Lengkap Pemohon	:	<div></div>
3. Nomor Kartu Keluarga	:	<div></div>
4. Nama Kepala Keluarga	:	<div></div>
5. Jenis Kelamin	:	<div></div> 1 Laki-laki 2 Perempuan
6. Tempat Lahir	:	<div></div>
7. Tanggal Lahir	:	Tgl. : <div></div> Bln. : <div></div> Thn. : <div></div>
8. Agama	:	<div></div> 1 Islam 2 Kristen 3 Katholik 4 Hindu 5 Budha 6 Kong Hucu 7 Penghayat Kepercayaan 8 Lainnya (sebutkan)
9. Status Perkawinan	:	<div></div> 1 Belum Kawin 2 Kawin 3 Cerai Hidup 4 Cerai Mati
10. Alamat Sebelumnya (di Indonesia)	:	<div></div>
a. Desa/Kelurahan	:	<div></div> <div></div> *) kode desa/kel.
b. Kecamatan	:	<div></div> <div></div> *) kode kecamatan
c. Kode Pos	:	<div></div>
d. Nomor Telepon	:	<div></div>
11. Negara tujuan	:	<div></div> <div></div> *) kode negara
a. Alamat	:	<div></div>
b. Penanggung Jawab	:	<div></div>
12. Alasan Pindah	:	<div></div> 1 Pekerjaan 2 Pendidikan 3 Keamanan 4 Kesehatan 5 Keluarga 6 Lainnya (sebutkan)
13. Rencana Pindah	:	Tgl. : <div></div> Bln. : <div></div> Thn. : <div></div>
14. Bidang Pekerjaan	:	<div></div> 1 Industri/Perdagangan 2 Kehutanan/Perkebunan 3 Pertambangan/Energi 4 Pekerjaan Umum/Konstruksi 5 Pertanian/Peternakan/Perikanan 6 Keagamaan 7 Keuangan/Perbankan 8 Kesehatan/Sosial 9 Pariwisata 10 Transportasi/Komunikasi 11 Pendidikan/Kebudayaan 12 Jasa dan Lainnya (sebutkan)

15. Pengikut/Anggota Keluarga **) : orang
a. bagi pemohon dan pengikut terdaftar dalam Kartu Keluarga yang sama :

No.	N a m a	NIK	Jenis Kelamin L/P	Tempat Lahir	Tanggal Lahir	Hubungan dengan Pemohon

b. bagi pemohon dan pengikut terdaftar dalam Kartu Keluarga yang berbeda :

No.	N a m a	NIK	Jenis Kelamin L/P	Tempat dan Tanggal Lahir	Nomor Kartu Keluarga dan Nama Kepala Keluarga	Alamat Kepala Keluarga	Hubungan dengan Pemohon

yang bersangkutan bermaksud pindah ke luar negeri.

Applicant,

Officer,

Head of the Population and Civil Registration Office,
skpIn-wni/JMS

NIP. : NIP. :

Note:

This Certificate is in quadruplicate (four copies); Copy 1: for passport processing.
Sheet 2: for the archives of the Population and Civil Registration Office.
Sheet 3: for the archives of the Subdistrict Office.
Copy 4: for the Village/Subdistrict Office archives.

*) to be filled in by the officer

**) Only for children of applicants who are under 17 years of age or do not yet have an ID card.

RESIDENCE CERTIFICATE (SKTT)

NAMA PROVINSI / PROVINCE NAMA KAB./KOTA / REGENCY CITY	
Nomor SKTT :	
NIK/Number of Population Identity :	
Nama/ Name :	
Jenis Kelamin/ Sex :	
Tempat dan Tanggal Lahir/ Place and Date of Birth :	
Kewarganegaraan/ Nationality :	
Pekerjaan/ Occupation :	
Alamat/ Address :	
Kelurahan/Desa/ Village :	
Kecamatan/ District :	
Nomor KITAS/ KITAS Number :	
Masa Berlaku s.d / Expire date :	
	Pas foto 2x3
Pemegang / Holder	Kepala Dinas Kependudukan dan Pencatatan Sipil,
(.....)	(.....)

REGIONAL
EMBLEM

LOCAL GOVERNMENT OF THE REGENCY/CITY
DEPARTMENT OF POPULATION AND CIVIL
REGISTRATION

Address:

CERTIFICATE OF IDENTITY REPLACEMENT (DUE TO
TECHNICAL ISSUES)
No.

The undersigned:

Name :
NIP :
Position :

To explain that NIK :
Name :
Gender :
Blood Type :
Place, Date of Birth :
Family Card Number :
Address :
Religion :
Marital Status :
Occupation :
Nationality :

It is true that the population data has been recorded and the person concerned has been listed in the Population Database of the Republic of Indonesia.

This Identity Replacement Certificate serves as a substitute for the Family Card/electronic ID Card and is valid until the technical issues with printing the Family Card/electronic ID Card can be resolved.

.....,, 20...
Head of the Population and Civil Registration
Office/Head of the Population and Civil
Registration Office Unit at the District/City
Level..... ,

(Full Name)
NIP.
Rank

Province :

District/City :

District :

Village/Neighborhood :

Area Code :

CIVIL REGISTRATION REPORTING FORM WITHIN THE TERRITORY OF THE REPUBLIC OF INDONESIA

Type of Civil Registration Report

	Birth Death		Child Acknowledgment Child
	Marriage		Legitimation Name Change
	Marriage Annulment		Change of Citizenship Status Registration of Other
	Divorce		Important Events Correction of Deeds
	Annulment of Divorce		Cancellation of Certificates
	Death Adoption		Reporting Civil Registration from Outside the Territory of the Republic of Indonesia
REPORTER DATA			

REPORTER DATA

Name	:	<input type="text"/>
National ID	(<input type="text"/>
Travel Document Number*	:	<input type="text"/>

Family Card Number	(
Citizenship	:

SUBJECT DATA FIRST CERTIFICATE

[illegible]

Family Document Number	(
Family Card Number	(
Nationality	:

[illegible]

SECOND CERTIFICATE SUBJECT DATA (IF ANY)

[illegible][illegible][illegible]

WITNESS DATA I

Name	(
National ID	(
Family Card Number	:

[illegible]

WITNESS DATA II

Name	:	
National ID	:	
Family Card Number	:	

[illegible]

PARENTAL DATA** *(only to be filled in for the purposes of birth, stillbirth, and death registration)*

[illegible]

Father's Date of Birth	:	Date	:	Mont	Year										
Nationality	:	h:													

[illegible][illegible][illegible]

CHILD DATA

[illegible]

4.	Place of birth												
5.	Day and date of birth	Day:			Date:			Month:			Year:		

5. Day and date of birth	Day	Date	Month	Year	
6. Time					
7. Type of birth	1. Single	2. Twins	3. Triplets	4. Quadruplets	5. Other

8. Birth to : ☐ 1. Doctor ☒ 2. Midwife/Nurse 3. Traditional healer 4. Other s

10. Baby's weight : kg

11. Baby length : cm

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[illegible]

--	--	--	--

Stillborn	
1. Duration of pregnancy	: <input type="text"/> Months
2. Gender	: <input type="checkbox"/> 1. Male <input type="checkbox"/> 2. Female
3. Date of birth	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4. Type of birth	: <input type="checkbox"/> 1. Single <input type="checkbox"/> 2. Twins <input type="checkbox"/> 3. Triplets <input type="checkbox"/> 4. Quadruplets <input type="checkbox"/> 5. Other
5. Child number	: <input type="text"/>
6. Place of birth	: <input type="checkbox"/> 1. Hospital/Birthing Center <input type="checkbox"/> 2. Community Health Center <input type="checkbox"/> 3. Polindes <input type="checkbox"/> 4. Home <input type="checkbox"/> 5. Others
7. Birth assistant	: <input type="checkbox"/> 1. Doctor <input type="checkbox"/> 2. Midwife/Nurse <input type="checkbox"/> 3. Traditional Healer <input type="checkbox"/> 4. Other <input type="checkbox"/> 5. Other
8. Cause of birth/death	: <input type="text"/>
9. The determining factor	: <input type="checkbox"/> 1. Doctor <input type="checkbox"/> 2. Field/Nurse <input type="checkbox"/> 3. Health workers <input type="checkbox"/> 4. Police <input type="checkbox"/> 5. Others
10. Place of birth	: <input type="text"/>

MARRIAGE OR MARRIAGE ANNULMENT	
1. Father's ID Number	: <input type="text"/>
2. Name of Husband's Father	: <input type="text"/>
3. Mother's ID Number of Husband	: <input type="text"/>
4. Name of Husband's Mother	: <input type="text"/>
5. ID Number of the Wife's Father	: <input type="text"/>
6. Name of the Wife's Father	: <input type="text"/>
7. ID Number of Wife's Mother	: <input type="text"/>
8. Mother's Name of Wife	: <input type="text"/>
9. Marital Status Before Marriage	: <input type="checkbox"/> Married <input type="checkbox"/> Not yet married <input type="checkbox"/> Divorced <input type="checkbox"/> Divorced
10. The Marriage of	: <input type="text"/>
11. Wife No. (for those who practice polygamy)	: <input type="text"/>
12. Date of Blessing Marriage	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
13. Date of Registration	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
14. Time of Report	: <input type="text"/> : <input type="text"/> : <input type="text"/>
15. Religion	: <input type="checkbox"/> 1. Islamic <input type="checkbox"/> 2. Christian <input type="checkbox"/> 3. Catholic <input type="checkbox"/> 4. Hinduism (<input type="text"/>) <input type="checkbox"/> 5. Buddhism <input type="checkbox"/> 6. Confucianism
16. Belief	: <input type="text"/>
17. Organization Name	: <input type="text"/>
18. Court Name	: <input type="text"/>
19. Decision Number	: <input type="text"/>
20. Date of Establishment	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
21. Name of Religious Leader/ Religion	: <input type="text"/>
22. Permit Number	: <input type="text"/>
23. Passport Number	: <input type="text"/>
24. Marriage Agreement drawn up by a Notary	: <input type="text"/>
25. Notary Deed Number	: <input type="text"/>
26. Date of Notarial Deed	: <input type="text"/>
27. Number of Children (if any Please fill out the additional form with the child's name and birth certificate)	: <input type="text"/>

For Applicants Seeking Marriage Annulment, Please Fill in the Information Below:	
1. Date of Marriage	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2. Marriage Certificate Number	: <input type="text"/>
3. Date of Marriage Certificate	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4. Name of Court	: <input type="text"/>
5. Court Decision Number	: <input type="text"/>
6. Date of Court Decision	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7. Date of Marriage Registration Abroad	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

DIVORCE OR ANNULMENT OF DIVORCE	
The person filing for divorce/annulment of divorce ***	
1. Marriage Certificate Number	: <input type="text"/>
2. Date of Marriage Certificate	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3. Place of Marriage Registration	: <input type="text"/>
4. Name of Court	: <input type="text"/>
5. Date of Court Decision	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6. Court Decision Number	: <input type="text"/>
7. Court Clerk's Certificate Number	: <input type="text"/>
8. Date of Court Clerk's Certificate	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9. Date of Report	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
For Applicants Seeking Divorce Annulment, Please Fill in the Information Below:	
1. Divorce Certificate Number	: <input type="text"/>
2. Date of Divorce Certificate	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3. Date of Report	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Divorce from Abroad	

DEATH	
1. NIK	: <input type="text"/>
2. Full name	: <input type="text"/>
3. Date of death	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4. Time	: <input type="text"/> : <input type="text"/>
5. Cause of Death	: <input type="checkbox"/> 1. Natural causes / old age <input type="checkbox"/> 2. Epidemic <input type="checkbox"/> 3. Accident <input type="checkbox"/> 4. Criminality <input type="checkbox"/> 5. Suicide <input type="checkbox"/> 6. Other
6. Place of death	: <input type="text"/>
7. Explanation	: <input type="checkbox"/> 1. Doctor <input type="checkbox"/> 2. Healthcare Worker <input type="checkbox"/> 3. Police <input type="checkbox"/> 4. Others

ADOPTION

1. Name of adopted child	:	
2. Birth Certificate Number	:	
3. Date/Month/Year Issuance of Birth Certificate	Date :	Month: Year :
4. District/City Office that issued the Birth Certificate	:	
5. Mother's Name	:	
6 Mother's NIK	:	
7. Citizenship	:	
8. Father's Name	:	
9. Father's ID Number	:	
10. Nationality	:	
11. Name of Adoptive Mother	:	
12. Adoptive Mother's ID Number	:	
13. Passport Number	:	
14. Name of Adoptive Father	:	
15. Adoptive Father's ID Number	:	
16. Passport Number	:	
17. Name of Court	:	
18. Date of Court Decision	Date	Mont Year:
:	:	
19. Court Decision Number	:	
Court	:	
20. Name of the Issuing Institution	:	
Court	:	
21. Location of the institution court	:	

CHILD RECOGNITION

1. Birth Certificate Number	:	
2. Date/Month/Year Issuance of Birth Certificate	Date:	Month: Year :
3. Regency/City Office that Issuance of Birth Certificate	:	
4. Date/Month/Year Child's Birth	Date :	Month: Year :
5. Date/Month/Year Religious Marriage	Date :	Month: Year:
6. Mother's Name	:	
7. Mother's ID Number	:	
8. Mother's Nationality Biological	:	
9. Father's Name	:	
10. Biological Father's ID Number	:	
11. Father's Nationality Biological	:	
12. Date of Court Decision	Date:	Month: Year:
13. Court Decision Number	:	
14. Name of Court Institution	:	

CHILD CERTIFICATION

1. Birth Certificate Number	:	
2. Date/Month/Year Issuance of Birth Certificate	Date :	Month: Year:
3. District/City Office that issued the Birth Certificate	:	
4. Date/Month/Year Child's Birth	Date :	Month: Year :
5. Date/Month/Year Religious Marriage	Date :	Month: Year:
6. Number Date/Month/Year Marriage Certificate/Marriage Book	Date	Mont Year:
:	:	
7. Mother's Name	:	
8. Mother's ID Number	:	
9. Mother's Nationality Biological	:	
10. Father's Name	:	
11. Biological Father's ID Number	:	
12. Father's Nationality Biological	:	
13. Court Decision Number	:	
14. Date of Court Decision	Date:	Month: Year:
15. Name of Court Institution	:	

NAME CHANGE

1. Old Name	:	
2. New Name	:	
3. Birth Certificate Number	:	
4. Father/Mother/Guardian Name (for minors)	:	
5. Father/Mother/Guardian's Name	:	
6. Nationality	:	
7. Court Decision Number	:	
8. Date of Court Decision	Date	Mont Year:
:	:	
9. Name of Court	:	

CHANGE OF CITIZENSHIP STATUS

1. New Citizenship	:	
2. Birth Certificate Number	:	
3. Marriage Certificate Number	:	
4. Spouse's Name	:	
5. Spouse's National ID Number	:	
6. Passport Number	:	
7. Affidavit Number	:	
8. Presidential Decree Number	:	
9. Date/Month/Year	:	Date: Month: Year:
10. Oath/Pledge of Allegiance Minutes Number	:	
11. Name of the Office Issuing the BAS/Oath of Allegiance	:	
12. Date/Month/Year	:	Date: Month: Year:
13. Ministerial Decree Number (Citizenship Affairs):	:	
14. Date/Month/Year	:	Date: Month: Year:

OTHER IMPORTANT CHANGES

1. Birth Certificate Number	:	
2. Previous Gender	:	1. Male 2. Female
3. New Gender	:	1. Male 2. Female
4. Court Decision Number	:	
5. Date of Court Decision	:	Date: Month: Year:
6. Name of Court Institution	:	

CORRECTION OF DEED

1. Deed number to be corrected/withdrawn	:	
2. Name of Father/Mother/Guardian (if underage)	:	
3. Father/Mother/Guardian ID Number	:	

CANCELLATION OF CERTIFICATE

1. Cancelled certificate	:	
2. Number of the canceled certificate	:	
3. Court Decision Number	:	
4. Date of Court Decision	:	Date: Month: Year:
5. Name of Court	:	

REPORTING OF CIVIL REGISTRATION FROM OUTSIDE THE TERRITORY OF THE REPUBLIC OF INDONESIA

	1. Birth	2. Marriage	3. Divorce	4. Death	5. Adoption
	6. Renunciation of Indonesian Citizenship				
2. Number of the Civil Registration Report Letter from the Indonesian Representative	:				
3. Date of the Certificate of Civil Registration from the Indonesian Representative Office	:				
4. Representative Office that Performs Registration	:				
5. Civil Registration Number from the Local Country	:				
6. Date of Issuance from the Local Country	:				

Known by:
Village Head/Head of
Sub-District

(.....)

..... 20.....
Reporter

(.....)

* If
.. ..

INSTRUCTIONS FOR FILLING OUT THE CIVIL REGISTRATION REPORT FORM WITHIN THE TERRITORY
OF THE REPUBLIC OF INDONESIA (F2.01)

Regional Data

Province is filled in with the name of the province according to the applicant's domicile
District/City is filled in with the name of the district/city according to the applicant's domicile
Subdistrict is filled in with the name of the subdistrict according to the applicant's domicile
Village/Neighborhood is filled in with the name of the village/neighborhood according to the applicant's domicile
Area Code does not need to be filled in (filled in by the system)

Type of Civil Registration Report

The Type of Civil Registration Report is checked according to the type of event being reported

REPORTER DATA

Name is filled in with the Reporter's Full Name
NIK is filled in with the Reporter's NIK
Travel Document Number is filled in with the Travel Document Number (Passport), if the Reporter is a Foreign National or Indonesian Citizen
Not a Resident* Family Card Number is filled in with the Reporter's Family Card Number, if the Reporter is a Foreign National with a Limited Stay Permit or Visit Stay Permit, then the Family Card Number is not filled in
Nationality is filled in with the Reporter's Nationality

DATA SUBJECT OF THE FIRST OR SECOND CERTIFICATE FOR REPORTING MARRIAGE, DIVORCE, MARRIAGE ANNULMENT, DIVORCE ANNULMENT)

Name is filled in with the Full Name of the Subject of the Certificate
the Certificate NIK is filled in with the NIK of the Subject of the Certificate
Indonesian Travel Document Number is filled in with the Travel Document Number of the Subject of the Document*
Family Card Number is filled in with the Family Card Number of the Subject of the Certificate. If the Reporter is a Foreigner with a Limited Stay Permit or a Visit Stay Permit, then the Family Card Number is not filled in.
Citizenship is filled in with the Subject's Citizenship Data

WITNESS DATA I

Name is filled in with the Name of the First Witness
Witness Data NIK is filled in with the NIK of the First Witness
Family Card Number is filled in with the Family Card Number of the First Witness's Data
Citizenship is filled in with the Citizenship of the First Witness's Data

WITNESS DATA II

Name is filled in with the Name of the Second Witness
Witness Data NIK is filled in with the NIK of the Second Witness
Family Card Number is filled in with the Family Card Number of the Second Witness
Nationality is filled in with the Nationality of the Second Witness

PARENT DATA

**) Parent data is only filled in for the purposes of recording birth, stillbirth, and death
Father's Name is filled in with the Name of the Male Parent of the Subject of the Birth Certificate, Death Certificate and Stillbirth Certificate
Father's NIK is filled in with the NIK of the Male Parent of the Subject of the Birth Certificate, Death Certificate and Stillbirth Certificate
Father's Place of Birth is filled in with the Place of Birth of the Male Parent of the Subject of the Birth Certificate, Death Certificate, and Stillbirth Certificate
Father's Date of Birth is filled in with the Date of Birth of the Male Parent of the Subject of the Birth Certificate, Death Certificate, and Certificate of Death.
Nationality is filled in with the nationality of the father of the subject of the birth certificate, death certificate, and stillbirth certificate
Mother's Name is filled in with the Name of the Female Parent of the Subject of the Birth Certificate, Death Certificate and Stillbirth Certificate
Mother's NIK is filled in with the NIK of the female parent of the subject of the Birth Certificate, Death Certificate and Stillbirth Certificate
Mother's Place of Birth is filled in with the Place of Birth of the female parent of the subject of the Birth Certificate, Death Certificate and Stillbirth Certificate
The mother's date of birth is filled in with the date of birth of the mother of the subject of the birth certificate, death certificate, and stillbirth certificate.
Nationality is filled in with the nationality of the mother of the subject of the Birth Certificate, Death Certificate, and Birth Death Certificate

CHILD DATA

**) Child data is only filled in for birth registration purposes
Name is filled in with the Child's Name
Gender is filled in with a *checklist* according to the child's gender
Place of birth is filled in with a *checklist* according to the child's place of birth
Place of birth is filled in with the district/city of the child's place of birth
Day and date of birth are filled in with the child's day and date of birth
Time is filled in with the child's time of birth
Birth type is filled in with a *checklist* according to the child's birth type
Birth order is filled in with the birth order within the marriage
Birth assistant is filled in with a *checklist* according to the person who assisted in the birth
Child's weight is filled in with the child's weight
The child's length is filled in with the child's length

DEAD AT BIRTH

Duration in the womb is filled in with the duration the baby was in the womb Gender is filled in with *a checklist* according to the child's gender
Date of stillbirth is filled in with Date of Stillbirth of the baby Type of birth is filled in with *a checklist according to Type of Birth* Child number is filled in with Order of Children in One Marriage
Place of birth is filled in with *a checklist* according to the place of birth of the child
Birth assistant is filled in with a checklist according to the person who assisted in the birth
Cause of stillbirth is filled in with the cause of the child's stillbirth
The determining factor is filled in with *a checklist* that determines stillbirth
Place of birth is filled in with the district/city of the child's place of birth

MARRIAGE OR MARRIAGE ANNULMENT

Father's NIK of the Husband is filled in with the NIK of the Husband's Male Parent Father's Name of the Husband is filled in with the Name of the Husband's Male Parent Mother's NIK of the Husband is filled in with the NIK of the Husband's Female Parent Mother's Name of the Husband is filled in with the Name of the Husband's Female Parent Father's NIK of the Wife is filled in with the NIK of the Wife's Male Parent
The name of the wife's father is filled in with the name of the wife's male parent. The wife's mother's NIK is filled in with the NIK of the wife's female parent. The wife's mother's name is filled in with the name of the wife's female parent.
Pre-marital marital status is filled in with *a checklist* of pre-marital marital status
Marriage Number is filled in with the Marriage Order
Wife Number is filled in with the Wife's Order in the Marriage (Maximum up to Four) (for those who practice polygamy)
Date of Marriage Blessing is filled in with the Date of Marriage Blessing Date of Reporting is filled in with the Date of Marriage Reporting
Time of Registration is filled in with the Time of Marriage Registration
Religion is filled in with *the Religion checklist*
Belief is filled in with the Belief practiced
Name of Religious Organization is filled in with the Name of the Religious Organization
Court Name is filled in with the Name of the Court that Issued the Decision/Ruling Decision Number is filled in with the Decision/Ruling Number of the court
Date of Decision is filled in with the Date of Decision/Ruling that has Permanent Legal Force Name of Religious/Belief Leader is filled in with the Name of Religious/Belief Leader
Number of the Representative's Permit is filled in with the Number of the Representative's Permit
The Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number. The Reporter is filled in with the Passport Number. The Marriage Agreement is made by a Notary and filled in with the Notary's Name.
The Notary Deed Number is filled in with the Marriage Agreement Deed Number issued by the Notary
The Notary Deed Date is filled in with the Date of Issue of the Marriage Agreement Deed issued by the Notary
Number of Children is filled in with the number of children born from the marriage (if any, please fill in the additional form with the child's name and birth certificate)

For Applicants Seeking Marriage Annulment, Please Fill in the Following Information:

The Marriage Date is filled in with the Marriage Date
The Marriage Certificate Number is filled in with the Marriage Certificate Number
The Date of Marriage Certificate is filled in with the date the Marriage Certificate was issued
The name of the court is filled in with the name of the court that issued the Marriage Annulment Decision The court decision number is filled in with the number of the decision that has been decided
The Court Decision Date is filled in with the date of the court decision
The Date of Reporting the Marriage Abroad is filled in with the date the marriage was reported abroad

DIVORCE OR ANNULMENT OF DIVORCE

The party filing for divorce/annulment of divorce (*) The

Marriage Certificate Number is filled in with the Marriage Certificate Number
The Marriage Certificate Date is filled in with the Marriage Certificate Date
Place of Marriage Registration is filled in with the Place of Marriage Registration
Court Name is filled in with the Name of the Court that Issued the Decision/Ruling
The Court Decision Date is filled in with the Court Decision Date The Court Decision Number is filled in with the Court Decision Number
Court Clerk's Certificate Number is filled in with the Court Clerk's Certificate Number Court Clerk's Certificate Date is filled in with the Court Clerk's Certificate Date Reporting Date is filled in with the Reporting Date

For Applicants for Divorce Annulment, please fill in the information below:

The Divorce Certificate Number is filled in with the Divorce Certificate Number
The Divorce Certificate Date is filled in with the Divorce Certificate Date
Date of Divorce Report from Abroad is filled in with the Date of Divorce Report from Abroad

DEATH

NIK is filled in with the NIK of the Subject of the Certificate
Full Name is filled in with the Full Name of the Subject of the Certificate Date of Death is filled in with the Date of Death of the Subject of the Certificate Time is filled in with the Time of Death of the Subject of the Certificate
Cause of Death is filled in with the *Cause of Death checklist*
Place of Death is filled in with the Place of Death
The declarant is filled in with *the checklist* for the declarant of death

ADOPTION

Name of adopted child is filled in with Name of Adopted Child
Birth Certificate Number is filled in with Birth Certificate
Number Date/Month/Year of Birth Certificate Issuance
The district/city office that issues the birth certificate is filled in with the name of the district/city office that issues the birth certificate
The name of the biological mother is filled in with the name of the biological mother of the subject of the certificate. The NIK of the biological mother is filled in with the NIK of the biological mother of the subject of the certificate. Citizenship is filled in with the citizenship of the biological mother of the subject of the certificate. The name of the father is filled in with the name of the biological father of the subject of the certificate.
The NIK of the biological father is filled in with the NIK of the male parent subject to the certificate. Citizenship is filled in with the citizenship of the male parent subject to the certificate. The name of the adoptive mother is filled in with the name of the adoptive female parent.
The NIK of the adoptive mother is filled in with the NIK of the adoptive mother.
Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number of the Reporter is filled in with the Indonesian Travel Document Number of the Reporter of the Adoptive Mother
Foster Father's Name is filled in with Foster Father's Name Foster
Father's NIK is filled in with Foster Father's NIK
Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number of the Reporter is filled in with the Indonesian Travel Document Number of the Reporter of the Adoptive Father
Court Name is filled in with the name of the court that issued the ruling/decision Court Ruling Date is filled in with the court ruling date
Court Decision Number is filled in with the Court Decision Number
Name of the Court Decision Institution is filled in with the Name of the Court Decision Institution
Location of the Court Decision Institution is filled in with the Location of the Court Decision Institution

CHILD RECOGNITION

The Birth Certificate Number is filled in with the Birth Certificate Number of the Subject of the Certificate
Date/Month/Year of Birth Certificate Issuance is filled in with the Date Month Year of the Subject of the Certificate
The District/City Office that issued the Birth Certificate is filled in with the Name of the District/City Office that issued the Birth Certificate
Date/Month/Year of Child's Birth is filled in with the Date Month Year of Child's Birth
Date/Month/Year of Religious Marriage is filled in with the Date, Month, and Year of the Religious Marriage of the Subject's Parents
Name of Biological Mother is filled in with the Name of the Biological Mother
The NIK of the biological mother is filled in with the NIK of the biological mother.
Nationality of Biological Mother is filled in with the nationality of the biological mother's parents Name of Biological Father is filled in with the name of the biological father's parents
Father's NIK is filled in with the NIK of the biological father
The nationality of the biological father is filled in with the nationality of the biological male parent The court decision date is filled in with the court decision date
Court Decision Number is filled in with the Court Decision Number Name of Court Institution is filled in with the Name of Court Institution

CHILD LEGALIZATION

Birth Certificate Number is filled in with the Birth Certificate Number of the Subject of the Certificate
Date/Month/Year of Birth Certificate Issuance is filled in with the Date, Month, and Year of Birth Certificate Issuance of the Subject of the Certificate
District/City Office that issued the Birth Certificate is filled in with the Name of the District/City Office that issued the Birth Certificate Date/Month/Year of Child's Birth is filled in with the Date/Month/Year of Child's Birth
Date/Month/Year of Religious Marriage is filled in with the Date Month Year of Marriage of the Subject's Parents
The Marriage Certificate/Marriage Book Number, Date/Month/Year is filled in with the Marriage Certificate/Marriage Book Number, Date, Month, and Year of issue
Mother's Name is filled in with the Name of the Biological Mother Mother's NIK is filled in with the NIK of the Biological Mother
Nationality of Biological Mother is filled in with the Nationality of the Biological Mother's Parent Name of Biological Father is filled in with the Name of the Biological Father's Parent
The NIK of the biological father is filled in with the NIK of the biological father
The nationality of the biological father is filled in with the nationality of the biological father's parents
The court decision number is filled in with the court decision number
Court Decision Date is filled in with the Court Decision Date Court Institution Name is filled in with the Court Institution Name

NAME CHANGE

Old Name is filled in with the Old Name of the
Subject of the Deed New Name is filled in with the
New Name of the Subject of the Deed
Birth Certificate Number is filled in with the Birth Certificate Number
Father/Mother/Guardian Name is filled in if the Subject of the Deed is a minor with the names of the male and female parents or their representatives (for minors)
Father/Mother/Guardian NIK is filled in with the NIK of the Father and Mother or their representative Nationality is filled in with the Nationality of the Subject of the Deed
Court Decision Number is filled in with the Court Decision Number Court Decision Date is filled in with the Court Decision Date Name of Court Institution is filled in with the Name of Court Institution

CHANGE OF CITIZENSHIP STATUS

New Citizenship is filled in with New Citizenship Birth Certificate
Number is filled in with Birth Certificate Number Marriage
Certificate Number is filled in with Marriage Certificate Number
Spouse's Name is filled in with Spouse's Name Spouse's NIK is filled
in with Spouse's NIK
The Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number of the Reporting Party. The Indonesian
Travel Document Number is filled in with the Indonesian Travel Document Number of the Reporting Party. Subject of the Deed
Affidavit Number is filled in with the Affidavit Number Subject of the Deed
Presidential Decree Number is filled in with the Presidential Decree Number
Date/Month/Year is filled in with the Date Month Year the Presidential Decree Number was issued
Oath Minutes Number is filled in with the Oath Minutes Number
Date/Month/Year is filled in with the Date Month Year the Oath Minutes Number was issued Number of the
Minister of Law and Human Rights Decision is filled in with the Number of the Minister of Law and Human
Rights Decision
Date/Month/Year is filled in with the Date Month Year the Minister of Law and Human Rights Decree was issued

CHANGES TO OTHER IMPORTANT EVENTS

Birth Certificate Number is filled in with the Birth Certificate
Number Old Gender is filled in with the Old Gender *checklist* New
Gender is filled in with *the New Gender checklist*
Court Decision Number is filled in with the Court Decision Number Court Decision
Date is filled in with the Court Decision Date Name of Court Institution is filled in
with the Name of Court Institution

CORRECTION OF CERTIFICATE

The Certificate Number to be corrected/withdrawn is filled in with the Certificate Number to be corrected/withdrawn
Father/Mother/Guardian Name is filled in if the Subject of the Certificate is a minor with the Name of the Father or Mother or representative
The NIK of the Father/Mother/Guardian is filled in with the NIK of the Father or Mother or their representative

CANCELLATION OF DEED

The deed to be canceled must be filled in with the name of the deed to be
canceled. The deed number to be canceled must be filled in with the deed
number to be canceled. The court decision number must be filled in with the
court decision number. The court decision date must be filled in with the court
decision date. The name of the court institution must be filled in with the
name of the court institution.

REPORTING OF CIVIL REGISTRATION EVIDENCE FROM ABROAD

The Birth Certificate Number from the Representative Office is filled in with the Birth Certificate Number from the
Representative Office The Date of Birth Certificate from the Representative Office is filled in with the Date of Birth
Certificate from the Representative Office The Representative Office that Issued the Certificate is filled in with the
Name of the Representative Office that Issued the Certificate The Birth Certificate Number from the Local Country is
filled in with the Birth Certificate Number from the Local Country
Date of Birth Certificate Issuance from the Local Country is filled in with the Date of Birth Certificate Issuance from the Local Country

Known by: filled in with the name and signed by the
Village Head/Sub-District Head/Civil
Registry Official

..... 20.....
The reporter is
filled in and signed
by

(.....)

.....

* If applicable

LETTERHEAD OF THE OFFICE OF THE REPRESENTATIVE OF THE REPUBLIC OF INDONESIA

REPORT FORM FOR CIVIL REGISTRATION OUTSIDE THE TERRITORY OF THE REPUBLIC OF INDONESIA

Types of Civil Registration Reporting

	Birth Marriage		Recognition of Indonesian Children Residing Outside Indonesia Legalization
	Divorce Death		of Indonesian Children Residing Outside Indonesia Renunciation of
	Adoption of Foreign Children by Indonesian Citizens		Indonesian Citizenship
			Correction of Certificates
			Reporting of Civil Registration Certificates from the Local Country

REPORTER DATA

Name	(
National Identification Number	(
Indonesian Travel Document Number*	(
Family Card Number	(
Nationality	:

SUBJECT DATA OF THE CERTIFICATE

[illegible]

PARENTAL INFORMATION

[illegible]

WITNESS DATA I

Name	(
National ID	(
Family Card Number	:
Nationality	:

WITNESS DATA II

[illegible]

CHILD DATA	
------------	--

1. Name	:																																			
2. Gender	:	1. Male										2. Female																								
3. Place of birth	:	1. Hospital					2. Community Health Center										3. Polindes					4. Home		5. Others												
4. Place of birth	:	<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; padding: 2px;">Birth Center</div> </div> <div> <div style="border: 1px solid black; padding: 2px;">Date</div> <div style="border: 1px solid black; padding: 2px;">Month</div> <div style="border: 1px solid black; padding: 2px;">Year</div> </div> </div>																																		
5. Day and date of birth	:																																			
6. Time	:																																			
7. Type of birth	:	1. Single										2. Twins					3. Triplets					4. Quadruplets					5. Other									
8. Birth number	:	1. 2. 3. 4.																																		
9. Birth attendant	:	1. Doctor										2. Midwife/Nurse										3. Traditional Healer										4. Others				
10. Baby's weight	:											Kg																								
11. Baby's length	:											cm																								

MARRIAGE

[illegible]

(for those who practice polygamy)

12. Date of Blessing Marriage	: Date : <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
13. Date of Registration	: Date : <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
14. Time of Report	: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/>
15. Religion	: <input type="text"/> 1. Islamic <input type="text"/> 2. Christian <input type="text"/> 3. Catholic <input type="text"/> 4. Hindu <input type="text"/> 5. Buddhism <input type="text"/> 6. Confucianism
16. Belief	: <input type="text"/>
17. Organization Name Trust	: <input type="text"/>
18. Court Name	: <input type="text"/>
19. Decision Number Court	: <input type="text"/>
20. Date of Decision Court	: Date: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
21. Name of Religious Leader/ Religion	: <input type="text"/>
22. License Number from Representative	: <input type="text"/>
23. Passport Number	: <input type="text"/>
24. Marriage Agreement drawn up by a Notary	: <input type="text"/>
25. Notary Deed Number	: <input type="text"/>
26. Date of Notarial Deed	: <input type="text"/>
27. Number of Children (if any to fill out the additional form with the child's name and birth certificate)	: <input type="text"/>

DIVORCE

The party filing for divorce

1. Marriage Certificate Number	: <input type="text"/>
2. Date of Marriage Certificate	: Date : <input type="text"/> <input type="text"/> Mont <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3. Place of Marriage Registration	: <input type="text"/>
4. Name of Court	: <input type="text"/>
5. Date of Court Decision	: Date : <input type="text"/> <input type="text"/> Mont <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6. Court Decision Number	: <input type="text"/>
7. Court Clerk's Certificate Number	: <input type="text"/>
8. Date of Court Clerk's Certificate	: Date : <input type="text"/> <input type="text"/> Mont <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9. Date of Report	: Date: <input type="text"/> <input type="text"/> Mont <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

DEATH

1. National Identification Number	: <input type="text"/>
2. Full Name	: <input type="text"/>
3. Date of death	: Date : <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4. Hour	: <input type="text"/> <input type="text"/>
5. Cause of Death	: <input type="text"/> 1. Common illness / old age <input type="text"/> 2. Disease outbreaks <input type="text"/> 3. Accident <input type="text"/> 4. Crime <input type="text"/> 5. Suicide <input type="text"/> 6. Other
6 Place of death	: <input type="text"/>
7. The explainer	: 1. Doctor 2. Health workers 3. Police 4. Others

ADOPTION OF A FOREIGN NATIONAL CHILD BY AN
INDONESIAN CITIZEN

1. Name of adopted child	: <input type="text"/>
2. Birth Certificate Number	: <input type="text"/>
3. Date/Month/Year of Birth Certificate Issuance	: Date : <input type="text"/> <input type="text"/> Mont <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4. District/City Office/Representative of the Republic of Indonesia that issued the Birth Certificate	: <input type="text"/>
5. Name of Biological Mother	: <input type="text"/>
6 Mother's NIK	: <input type="text"/>
7. Nationality	: <input type="text"/>
8. Father's Name	: <input type="text"/>
9. Father's ID Number	: <input type="text"/>
10. Nationality	: <input type="text"/>
11. Name of Adoptive Mother	: <input type="text"/>
12. Adoptive Mother's ID Number	: <input type="text"/>
13. Passport Number	: <input type="text"/>
14. Name of Adoptive Father	: <input type="text"/>
15. Foster Father's ID Number	: <input type="text"/>
16. Passport Number	: <input type="text"/>
17. Court Name	: Date: <input type="text"/> <input type="text"/> Mont <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
18. Date of Court Decision	: <input type="text"/>
19. Court Decision Number	: <input type="text"/>
20. Name of the Court Decision Institution	: <input type="text"/>
21. Location of the court decision institution	: <input type="text"/>

CHILD RECOGNITION

1. Birth Certificate Number

:

2. Date/Month/Year
Issuance of Birth Certificate

:

Date

:

Month:

:

Year:

:

3. District/City Office/Representative of the Republic of
Indonesia
that issued the Birth Certificate

:

4. Date/Month/Year
Child's Birth

:

Date

:

Month:

:

Year

:

5. Date/Month/Year
Religious Marriage

:

Date

:

Month:

:

Year:

:

6. Mother's Name

:

7. Mother's ID Number

:

8. Mother's Nationality
Biological

:

9. Father's Name

:

10. Biological Father's ID Number

:

11. Father's Nationality
Biological

:

12. Date of Court Decision

:

Date

:

Month:

:

Year:

:

13. Court Decision Number

:

14. Name of Court Institution

:

CHILD CERTIFICATION

1. Birth Certificate Number

:

2. Date/Month/Year
Issuance of Birth Certificate

:

Date

:

Month:

:

Year:

:

3. District/City Office/Representative of the Republic of
Indonesia
that issued the Birth Certificate

:

4. Date/Month/Year
Child's Birth

:

Date

:

Month:

:

Year

:

5. Date/Month/Year
Religious Marriage

:

Date

:

Month:

:

Year:

:

6. Number Date/Month/Year
Marriage Certificate/Marriage Book

:

Date

:

Month:

:

Year

:

7. Mother's Name

:

8. Mother's ID Number

:

9. Mother's Nationality
Biological

:

10. Father's Name

:

11. Father's National Identification Number

:

12. Father's Nationality
Biological

:

13. Court Decision Number

:

Date

:

Month:

:

Year:

:

14. Date of Court Decision

:

15. Name of Court Institution

:

RELEASE OF CITIZENSHIP OF THE REPUBLIC OF INDONESIA

1. New Citizenship

:

2. Birth Certificate Number

:

3. Marriage Certificate Number

:

4. Spouse's Name

:

5. Husband or Wife's ID Number

:

6. Passport Number

:

7. Affidavit Number

:

8. Presidential Decree Number

:

9. Date/Month/Year

:

Date

:

Mon

:

th

Year

:

10. Number of the oath record

:

11. Date/Month/Year

:

Date

:

Mon

:

th

Year

:

12. Decision Number
Minister of Law and Human Rights

:

13. Date/Month/Year

:

Date

:

Mon

:

th

Year

:

CORRECTION OF DEED

1. Deed Number to be
be corrected/withdrawn

:

2. Name of Father/Mother/Guardian
(if underage)

:

3. Father/Mother/Guardian ID Number

:

REPORT OF CIVIL REGISTRATION EVIDENCE FROM THE LOCAL COUNTRY

12. Birth Certificate Number from the Representative Office

:

13. Date of Birth Certificate from the Representative Office

:

14. Representative Office Issuing the Certificate

:

15. Birth Certificate Number from the Local Country

:

16. Date of Birth Certificate Issuance from the Country of Origin:

:

Known by:
Consular Officer

(.....)

Reporter

(.....)

* If applicable

HEADING OF THE OFFICE OF THE REPRESENTATIVE OF THE REPUBLIC OF INDONESIA

INSTRUCTIONS FOR FILLING OUT THE CIVIL REGISTRATION REPORTING FORM OUTSIDE THE TERRITORY OF THE REPUBLIC OF INDONESIA (F2.02)

Type of Civil Registration Reporting

Type of Civil Registration Report is filled in with a checklist according to the service requirements

REPORTER DATA

Name is filled in with the name of the reporter

NIK is filled in with the Reporter's NIK

Indonesian Travel Document Number is filled in with

Family Card Number is filled in with the Reporter's Family Card Number. If the Reporter is a foreigner with a Limited Stay Permit or Visit Stay Permit, then the Family Card Number is not filled in

Nationality must be filled in with the Reporter's Nationality

SUBJECT DATA OF THE CERTIFICATE

Name is filled in with the Name of the Subject of the Deed NIK is filled in with the NIK of the Subject of the Deed

The Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number of the Subject of the Deed*

The Family Card Number is filled in with the Family Card Number of the Subject of the Deed. If the Reporter is a Foreign National with a Limited Stay Permit or a Visit Stay Permit, then the Family Card Number is not filled in

Nationality is filled in with the Nationality of the Subject of the Deed

WITNESS DATA I

Name is filled in with the Name of the First

Witness's Data NIK is filled in with the NIK of the

First Witness's Data

Family Card Number is filled in with the Family Card Number of the First Witness's Data Nationality is filled in with the Nationality of the First Witness's Data

WITNESS DATA II

Name is filled in with the Name of the Second

Witness Data NIK is filled in with the NIK of the

Second Witness Data

Family Card Number is filled in with the Family Card Number of the Second Witness Nationality is filled in with the Nationality of the Second Witness

PARENT DATA

**) Parent data is only filled in for the purposes of recording birth, stillbirth, and death

Father's Name is filled in with the Name of the Male Parent of the Subject of the Birth Certificate, Death Certificate and Stillbirth Certificate

Father's NIK is filled in with the NIK of the Male Parent of the Subject of the Birth Certificate, Death Certificate and Stillbirth Certificate

Father's Place of Birth is filled in with the place of birth of the male parent of the subject of the Birth Certificate, Death Certificate, and Stillbirth Certificate

The father's date of birth is filled in with the date of birth of the male parent of the subject of the birth certificate, death certificate, and birth and death certificate.

Citizenship is filled in with the citizenship of the subject's father on the birth certificate, death certificate, and certificate of death.

Birth Certificate

Mother's Name is filled in with the Name of the Female Parent of the Subject of the Birth Certificate, Death Certificate, and Stillbirth Certificate

Mother's NIK is filled in with the NIK of the Female Parent of the Subject of the Birth Certificate, Death Certificate, and Stillbirth Certificate

Mother's Place of Birth is filled in with the Place of Birth of the Female Parent of the Subject of the Birth Certificate, Death Certificate, and Stillbirth Certificate

The mother's date of birth is filled in with the date of birth of the mother of the subject of the birth certificate, death certificate, and birth certificate

Death

Nationality is filled in with the nationality of the mother of the subject of the Birth Certificate, Death Certificate, and Birth Death Certificate

CHILD DATA

**) Child data is only filled in for birth registration purposes

Name is filled in with the child's name

Gender is filled in with a *checklist* according to the child's gender

Place of birth is filled in with a *checklist* according to the child's place of birth

Place of birth is filled in with the district/city of the child's place of birth Day

and date of birth are filled in with the child's day and date of birth

Fill in the time of birth of the child

Type of birth is filled in with a *checklist* according to the type of birth Birth

order is filled in with the birth order within the marriage

Birth assistant is filled in with a *checklist* according to the person who assisted in the birth

Child's weight is filled in with the child's weight

The child's length is filled in with the child's length

MARRIAGE

Father's ID Number of Husband is filled in with the ID Number of the Husband's

Male Parent Father's Name of Husband is filled in with the Name of the

Husband's Male Parent Mother's ID Number of Husband is filled in with the ID

Number of the Husband's Female Parent Mother's Name of Husband is filled in

with the Name of the Husband's Female Parent Father's ID Number of Wife is

filled in with the ID Number of the Wife's Male Parent

The Father's Name of the Wife is filled in with the Name of the Father of the

Wife. The Mother's NIK of the Wife is filled in with the NIK of the Mother of

the Wife. The Mother's Name of the Wife is filled in with the Name of the

Mother of the Wife.

Marital Status Before Marriage is filled in with a *checklist for* Marital Status Before Marriage

Marriage Number is filled in with the Marriage Order

Wife Number is filled in with the order of wives in the marriage (maximum of four) (for those who

practice polygamy)

Date of Marriage Blessing filled in with Date of Marriage Blessing Date of Reporting filled in with Date of Marriage Reporting
Time of Registration is filled in with the Time of Marriage
Registration Religion is filled in with *the Religion checklist*
Belief is filled in with the Belief practiced
Name of Religious Organization is filled in with the Name of the Religious Organization
Court Name is filled in with the Name of the Court that Issued the Decision/Ruling Decision Number is filled in with the Decision/Ruling Number of the court
Date of Decision is filled in with the Date of Decision/Ruling that has Permanent Law Name of Religious/Belief Leader is filled in with the Name of Religious/Belief Leader Number of Permit Letter from Representative is filled in with the Number of Permit Letter from Representative
The Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number The Reporter is filled in with the Passport Number The Marriage Agreement is drawn up by a Notary is filled in with the Name of the Notary
Notary Deed Number is filled in with the Marriage Agreement Deed Number issued by the Notary
The Notary Deed Date is filled in with the Date of Issue of the Marriage Agreement Deed issued by the Notary
Number of Children is filled in with the Number of Children Born from the Marriage (if any, fill in the additional form with the child's name and birth certificate)

DIVORCE

The party filing for divorce

The Marriage Certificate Number field is filled in with the Marriage Certificate Number The Marriage Certificate Date field is filled in with the Marriage Certificate Date
The Place of Marriage Registration is filled in with the Place of Marriage Registration
The name of the court is filled in with the name of the court that issued the ruling/decision The date of the court decision is filled in with the date of the court decision
Court Decision Number is filled in with the Court Decision Number
The Court Clerk's Certificate Number is filled in with the Court Clerk's Certificate Number The Court Clerk's Certificate Date is filled in with the Court Clerk's Certificate Date The Reporting Date is filled in with the Reporting Date

DEATH

NIK is filled in with the NIK of the Subject of the Deed
Full Name is filled in with the Full Name of the Subject of the Deed
Date of Death is filled in with the Date of Death of the Subject of the Deed
Deed Time is filled in with the Time of Death of the Subject of the Deed
Cause of Death is filled in with the *Cause of Death checklist*
Place of death is filled in with the Place of Death
The declarant is filled in with *the checklist* for the declarant of death

ADOPTION OF A FOREIGN NATIONAL CHILD BY AN INDONESIAN CITIZEN

Name of adopted child is filled in with Name of Adopted Child
Birth Certificate Number is filled in with Birth Certificate
Number Date/Month/Year of Birth Certificate Issuance
The district/city office that issued the birth certificate is filled in with the name of the district/city office that issued the birth certificate The name of the biological mother is filled in with the name of the biological mother subject to the certificate
The NIK of the biological mother is filled in with the NIK of the female parent of the subject of the certificate. The nationality is filled in with the nationality of the female parent of the subject of the certificate. The name of the father is filled in with the name of the male parent of the subject of the certificate.
The biological father's NIK is filled in with the NIK of the male parent of the subject of the certificate. Citizenship is filled in with the citizenship of the male parent of the subject of the certificate. The adoptive mother's name is filled in with the name of the adoptive female parent.
The NIK of the adoptive mother is filled in with the NIK of the adoptive mother's parents
The Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number of the Reporter, which is filled in with the Indonesian Travel Document Number of the Reporter of the Adoptive Mother
The name of the adoptive father is filled in with the name of the adoptive father
The NIK of the adoptive father is filled in with the NIK of the adoptive father's parents
The Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number of the Reporter, filled in with the Indonesian Travel Document Number of the Reporter, filled in with the Indonesian Travel Document Number of the Adoptive Father's Parent
Court Name is filled in with the name of the court that issued the ruling/decision
Court Decision Date is filled in with the Court Decision Date Court Decision Number is filled in with the Court Decision Number
Name of the Court Decision Institution is filled with the Name of the Court Decision Institution Location of the Court Decision Institution is filled with the Location of the Court Decision Institution

CHILD RECOGNITION

The Birth Certificate Number is filled in with the Birth Certificate Number of the Subject of the Certificate
The Date/Month/Year of Birth Certificate Issuance is filled in with the Date, Month, and Year of the Subject of the Certificate
The District/City Office/Representative of the Republic that issued the Birth Certificate is filled in with the Name of the District/City Office that issued the Birth Certificate
Date/Month/Year of Child's Birth is filled in with the Date Month Year of Child's Birth
Date/Month/Year of Religious Marriage is filled in with the Date, Month, and Year of the Subject's Parents' Religious Marriage Name of Biological Mother is filled in with the Name of the Subject's Biological Mother
Mother's NIK is filled in with the NIK of the biological mother
Nationality of Biological Mother is filled in with the Nationality of the Biological Mother's Parent Name of Biological Father is filled in with the Name of the Biological Father's Parent
The NIK of the biological father is filled in with the NIK of the biological father
The nationality of the biological father is filled in with the nationality of the biological father. The court decision date is filled in with the court decision date.
Court Decision Number is filled in with the Court Decision Number Name of the Court Institution is filled in with the Name of the Court Institution

CHILD APPROVAL

The Birth Certificate Number is filled in with the Birth Certificate Number of the Subject of the Certificate
The Date/Month/Year of Birth Certificate Issuance is filled in with the Date, Month, and Year of Birth Certificate Issuance of the Subject of the Certificate
The District/City/Representative Office of the Republic that issued the Birth Certificate is filled in with the name of the District/City Representative Office of the Republic that issued the certificate
Date/Month/Year of the Child's Birth is filled in with the Date/Month/Year of the Child's Birth
Date/Month/Year of Religious Marriage is filled in with the Date/Month/Year of the Subject's Parents' Marriage
The Marriage Certificate/Marriage Book Number, Date/Month/Year is filled in with the Marriage Certificate/Marriage Book Number, Date/Month/Year of issuance
Mother's Name is filled in with the Name of the Biological Mother Mother's NIK is filled in with the NIK of the Biological Mother
The nationality of the biological mother is filled in with the nationality of the biological female parent. The name of the biological father is filled in with the name of the biological male parent.
The NIK of the biological father is filled in with the NIK of the biological mother
The nationality of the biological father is filled in with the nationality of the biological father. The court decision number is filled in with the court decision number.
Court Decision Date is filled in with Court Decision Date Court Institution Name is filled in with Court Institution Name

RELINQUISHMENT OF INDONESIAN CITIZENSHIP

New Citizenship is filled in with New Citizenship Birth Certificate
Number is filled in with Birth Certificate Number Marriage Certificate
Number is filled in with Marriage Certificate Number
Name of Husband or Wife is filled in with the Name of Spouse NIK of Husband or Wife is filled in with the NIK of Spouse
The Indonesian Travel Document Number is filled in with the Indonesian Travel Document Number of the Reporter is filled in with the Indonesian Travel Document Number
is filled in with the Indonesian Travel Document Number of the Reporter
Subject of the Deed The Affidavit Number is filled in with the Affidavit
Number of the Subject of the Deed
The Presidential Decree Number is filled in with the Presidential Decree Number
Date/Month/Year is filled in with the Date Month Year the Presidential Decree Number was issued The Oath
Minutes Number is filled in with the Oath Minutes Number
Date/Month/Year is filled in with the Date, Month, and Year the Minutes of the Oath were issued The Number of the Minister of Law and Human Rights Decision is filled in with the Number of the Minister of Law and Human Rights Decision
Date/Month/Year is filled in with the Date Month Year the Minister of Law and Human Rights Decision Number was issued

CORRECTION OF DEED

The Deed Number to be corrected/withdrawn is filled in with the Deed Number to be corrected/withdrawn
Father/Mother/Guardian Name is filled in if the Subject of the Deed is a minor with the Name of the Father or Mother or Representative
Father/Mother/Guardian ID Number is filled in with the ID Number of the Father or Mother or representative

REPORTING OF CIVIL REGISTRATION EVIDENCE FROM THE LOCAL GOVERNMENT

Birth Certificate Number from the Representative Office is filled in with the Birth Certificate Number from the Representative Office Date of Birth Certificate from the Representative Office is filled in with the Date of Birth Certificate from the Representative Office
Representative Office Issuing the Certificate is filled in with the Name of the Representative Office Issuing the Certificate Birth Certificate Number from the Local Country is filled in with the Birth Certificate Number from the Local Country
The Date of Issuance of the Birth Certificate from the Local Country is filled in with the Date of Issuance of the Birth Certificate from the Local Country

Known by: Consular
Officer is filled in with
The Official with Civil Registration
Authority at the Local Country's
Representative Office

(.....)

....., 20.....

The Reporter is filled
in and signed by the
Reporter

.....

* If applicable

STATEMENT OF ABSOLUTE RESPONSIBILITY (SPTJM) FOR THE ACCURACY OF BIRTH DATA

Saya yang bertandatangan dibawah ini:

Nama :
NIK :
Tempat/tanggal lahir :
Pekerjaan :
Alamat :

menyatakan bahwa:

Nama :
NIK :
Tempat/tanggal lahir :
Anak ke *) :
Alamat :

adalah anak kandung dari:

Nama Ibu :
NIK :
Tempat/tanggal lahir :
Pekerjaan :
Alamat :

yang lahir dengan penolong kelahiran:

Nama :
NIK :
Pekerjaan :
Alamat :

Demikian surat pernyataan ini saya buat dengan sebenar-benarnya dan apabila dikemudian hari ternyata pernyataan saya ini tidak benar, maka saya bersedia diproses secara hukum sesuai dengan peraturan perundang-undangan dan dokumen yang diterbitkan akibat dari pernyataan ini menjadi tidak sah.

.....**)

Saksi I,

Saya yang menyatakan,

(.....)
NIK.

.....

Saksi II,

(.....)
NIK.

Keterangan:
Lampiran ini digunakan dalam hal persyaratan berupa Surat Keterangan Lahir tidak terpenuhi.
*) Ditulis urutan kelahiran anak.
**)Ditulis nama Ibu kota Kabupaten/Kota, Tanggal-Bulan-Tahun.

ABSOLUTE LIABILITY STATEMENT (SPTJM) OF TRUTH AS A MARRIED COUPLE

Saya yang bertandatangan dibawah ini:

Nama :
NIK :
Tempat/tanggal lahir :
Pekerjaan :
Alamat :

menyatakan bahwa:

Nama :
NIK :
Tempat/tanggal lahir :
Pekerjaan :
Alamat :

adalah suami/isteri*) dari:

Nama :
NIK :
Tempat/tanggal lahir :
Pekerjaan :
Alamat :

sebagaimana tercantum dalam Kartu Keluarga (KK) Nomor:

Demikian surat pernyataan ini saya buat dengan sebenar-benarnya dan apabila dikemudian hari ternyata pernyataan saya ini tidak benar, maka saya bersedia diproses secara hukum sesuai dengan peraturan perundang-undangan dan dokumen yang diterbitkan akibat dari pernyataan ini menjadi tidak sah.

.....**)

Saksi I,

Saya yang menyatakan,

(.....)
NIK.

.....

Saksi II,

(.....)
NIK.

Keterangan:
Lampiran ini digunakan dalam hal perkawinan tidak dapat dibuktikan dengan akta perkawinan atau akta nikah
*) coret yang tidak perlu.
**)Ditulis nama Ibu kota Kabupaten/Kota, Tanggal-Bulan-Tahun

HEAD OF THE POPULATION AND CIVIL
REGISTRATION OFFICE OF THE REGENCY/CITY
.....

BIRTH AND DEATH CERTIFICATE

Number:.....

Based on the report from:

Name :
ID :
Date of birth/Age :
Occupation :
Address :
That on
Day :
Date :
Place :
a stillborn baby boy/girl*) single/twin child number after being in the womb for months, to a
mother:
Name :
ID :
Date of birth/Age :
Nationality :
Occupation :
Address :
Spouse of:
Name :
ID :
Date of birth/Age :
Nationality :
Occupation :
Address :

.....,20.... Civil

Registry Official.....

.....

HEAD OF THE POPULATION AND CIVIL REGISTRATION OFFICE OF
THE REGENCY/CITY OF

CERTIFICATE OF MARRIAGE ANNULMENT

Number:.....

On this daydate.....month.....year.....it has been recorded in the
marriage certificate register number
Regarding the annulment of the marriage between:

Name (Male) :
ID Number :
Indonesian Travel Document
Number :
Place and date of birth :
Occupation :
Religion/Belief :
Address :
Nationality :
Father's Name :
Mother's Name :

With

Name (Female) NIK :
Indonesian Travel Document :
Number Place and Date of Birth :
Occupation :
Religion/Belief Address :
Nationality Father's :
Name :
Mother's Name :
:
:

This marriage annulment is based on a court decision (District Court / High Court / Supreme Court)
..... number.....date.....monthyear.....which stipulates the annulment of
the marriage of the couple and restores the status of each spouse to their original status.

This Certificate of Marriage Annulment is not a marriage annulment deed.

....., 20 CIVIL

REGISTRAR

.....

HEAD OF THE DEPARTMENT OF POPULATION AND CIVIL
REGISTRATION
COUNTY/CITY

MARRIAGE AGREEMENT REPORT CERTIFICATE

Number:.....

On this day date.....month.....year.....I.....Civil Registry Officer.....
have received a marriage agreement report to be included in the marriage certificate/other
name issued by the State..... Number.....date... ,between:

Name (Male) :
NIK :
Indonesian Travel Document :
Number Place and date of birth :
Occupation :
Religion/Belief Address :
Nationality Father's :
Name :
Mother's Name :
:

With

Name (Female) NIK :
Indonesian Travel Document :
Number Place and date of birth :
Occupation :
Religion/Belief Address :
Citizenship Father's :
Name :
Mother's Name :
:
:
:

Referring to the marriage agreement deed number dated made before
Notary located in
This marriage agreement report is also accompanied by a Certificate of Marriage
Registration for Indonesian Citizens Outside the Territory of the Republic of Indonesia
number..... dated.....

.....,.....20..

Civil Registration Officer
.....

NIP

HEAD OF THE POPULATION AND CIVIL REGISTRATION OFFICE
REGENCY/CITY

CERTIFICATE OF AMENDMENT/CANCELLATION OF MARRIAGE
AGREEMENT

Number:.....

On day of this date.....month.....year.....I..... Officer
of Civil Registration..... have received a report of changes/revocation of the
marriage agreement to be included in the marriage certificate/other name issued by
the State..... Number.....dated... ,between:

Name (Male) :
NIK :
Indonesian Travel Document :
Number Place and date of birth :
Occupation :
Religion/Belief Address :
Nationality Father's :
Name :
Mother's Name :
:

With

Name (Female) NIK :
Indonesian Travel Document :
Number Place and date of birth :
Occupation :
Religion/Belief Address :
Citizenship Father's :
Name :
Mother's Name :
:
:
:

Referring to the marriage agreement deed number datedwhich
was drawn up before Notary located in
The report of the amendment/revocation of this marriage agreement is also
accompanied by a Certificate of Marriage Registration for Indonesian Citizens
outside the Territory of the Republic of Indonesia number..... dated.....

.....,.....20..

Civil Registration Officer
.....

NIP

***) Choice**

HEAD OF THE POPULATION AND CIVIL REGISTRATION OFFICE OF
THE REGENCY/CITY.....

CERTIFICATE OF DIVORCE CANCELLATION

Number:

On this daydate.....month.....year.....it has been recorded in the Divorce register
number.....
regarding the annulment of the divorce between:

Husband's Name :
ID :
Indonesian Travel Document
Number :
Place and date of birth :
Occupation :
Religion/belief :
Address :
Nationality :
Father's Name :
Mother's Name :
:

With

Wife's Name :
ID Number :
Indonesian Travel Document Number :
:
Place and date of birth :
Occupation :
Religion :
Belief in God Almighty :
Address :
Nationality :
Father's Name :
Mother's Name

This annulment of divorce is based on the court decision (District Court / High Court /
Supreme Court) No. dated month year, which annuls the divorce of the
couple and restores their marital status as lawful husband and wife as recorded in the
marriage certificate excerpt No. which was issued on
dated
..... by

This Certificate of Divorce Annulment is used as a valid document.

....., 20 CIVIL

REGISTRAR

.....

HEAD OF THE POPULATION AND CIVIL REGISTRATION OFFICE OF
THE REGENCY/CITY.....

STATEMENT OF CHILD RECOGNITION

The undersigned:

Name :
NIK :
Place/date of birth :
Occupation :
Address :

hereby **declare that I acknowledge a biological child of mine:**

Name :
NIK :
Gender :
Place/date of birth :
Birth Certificate Number :
Date/Month/Year of Birth Certificate :
Issuing District/City Office :
Birth Certificate :
Address of the Civil Registry Office :

who is the biological child of a mother:

Name :
ID :
Place/date of birth :
Occupation :
Address :

This statement is made in good faith, and I am willing to fulfill my obligations and responsibilities regarding the child I have acknowledged.

.....,.....20...

Approved by
the Biological
Mother of the Child

The Person Making the Statement

Stamp
Duty Rp.
6,000,-

.....

.....

DEPARTMENT OF POPULATION AND CIVIL
REGISTRATION OF THE REGENCY/CITY

.....

CERTIFICATE OF CHANGE IN CITIZENSHIP STATUS

Number:.....

On this daydate.....month.....year....., I.....Official
Civil Registry....., has received a report of a change in
citizenship status from to Indonesian citizen:

Name :
NIK/NIT :
Travel Document Number :
Place and date of birth :
Occupation :
Religion :
Belief Towards God :
Almighty :
Address :
Nationality :

Based on Decision Number
..... Date and Minutes of the Court Oath
State State Number Date
.....

.....,20....

CIVIL REGISTRATION OFFICIAL

.....

HEAD OF THE POPULATION AND CIVIL REGISTRATION
OFFICE OF THE REGENCY/CITY

CERTIFICATE OF CIVIL REGISTRATION REPORTING FROM
OUTSIDE THE TERRITORY OF THE REPUBLIC OF
INDONESIA

Number:

With this declare that received the recording of events
.....outside the territory of the Republic of Indonesia, on behalf of:

Name :
NIK :
Address :

The recording of the aforementioned was carried out on the date of
.....
.....
.....
.....
.....which
issued by and has been reported to the Representative Office of
the Republic of Indonesia as stated in the Certificate of Civil
Registration Reporting Outside the Territory of the Republic of Indonesia
Number..... dated.....

This Certificate is not a civil registration deed.

.....,20....

CIVIL REGISTRATION OFFICIAL

.....

DEPARTMENT OF POPULATION AND CIVIL
REGISTRATION OF THE REGENCY/CITY OF

CIVIL REGISTRATION CERTIFICATE
FOR FOREIGNERS WITHOUT IMMIGRATION DOCUMENTS

Number:.....

Based on the report from:

Name :
Date of birth/age :
Nationality :
Address in Indonesia :

that on:

Day :
Date :

An incident occurred above:

Name :
Date of birth/age :
Nationality :
Addresses in Indonesia :

with:*)

Name :
Date of birth/age :
Nationality :
Address in Indonesia :

.....,20.... Civil

Registry Official.....

.....

*) for marriage events

BIRTH CERTIFICATE REGISTER

BIRTH CERTIFICATE
Citizen.....

Certificate Number:.....
National ID :.....

AKTA KELAHIRAN
Warga Negara

Nomor :
NIK :

Pada hari ini.....tanggal.....tahun.....
hadir dihadapan saya.....Pejabat Pencatatan Sipil di.....
seorang pelapor bernama.....NIK.....
umur.....tahun, pekerjaan..... alamat tempat
tinggal.....RT.....RW.....
Desa/Kelurahan..... Kecamatan.....
Kabupaten/Kota.....Provinsi.....
dengan membawa persyaratan:
1. 3.
2. 4.
melaporkan bahwa di.....pada hari.....tanggal.....
tahun.....pukul.....
telah lahir seorang anak bernama.....
anak ke.....laki-laki/perempuan dari.....
NIK.....umur.....tahun, pekerjaan.....
alamat tempat tinggal RT.....RW.....
Desa/Kelurahan.....Kecamatan.....
Kabupaten/Kota.....Provinsi.....dan
.....NIK.....umur.....tahun,
pekerjaan.....alamat tempat tinggal.....
.....RT.....RW.....Desa/Kelurahan.....
Kabupaten/Kota.....Provinsi.....
kelahiran ini disaksikan oleh:
.....NIK.....

Setelah akta kelahiran ini dibacakan dan dijelaskan, ditandatangani oleh
pelapor dan saya.

Tanda tangan
Pelapor,

Civil Registry Officer.....

.....

.....

Description:

A. The wording in the Birth Certificate Register includes the following data elements:

1. control/security number;
2. citizenship;
3. certificate number;
4. al identification number (NIK) of the baby/child;
5. day, date, month, and year of registration;
6. name of civil registration official;
7. nomenclature Agency Implementing or
Technical Implementation Unit Implementing
Agency that issues birth certificates;
8. name of the district/city;
9. name, NIK, age, occupation, residential address of the reporter;
10. attached requirements data;
11. name of the district/city of birth;
12. baby/child birth data (day, date, year, time, name, birth
order, gender of baby/child);
13. biological mother's data (name, NIK, age, occupation, residential
address);
14. biological father's data (name, NIK, age, occupation, residential
address);
15. the phrase "whose marriage has not been registered in accordance
with the applicable laws and regulations" if the mother and
biological father do not have a marriage certificate/marriage license
but the status of the relationship within the family as indicated
in the Family Card shows the status of the relationship of the
marriage as husband;
16. wife;
17. witness data (name and NIK), without affixing a signature;
18. name and signature of the reporter, except for online birth
registration where the reporter's signature is not required;
19. Place of birth registration/birth certificate issuance;
20. Nomenclature Agency UPT The implementing agency that
issues the birth certificate;
21. Name and signature of the official issuing the birth certificate.

Notes:

*) The names of the biological mother and father, by adding the phrase "whose marriage has not been registered in accordance with the laws and regulations" if they do not have a marriage certificate/marriage certificate but the family relationship status on the family card shows the marital status as husband and wife.

*) Mother's name, if there is no marriage certificate and the family relationship status on the Family Card does not indicate a marital relationship as husband and wife.

MARRIAGE CERTIFICATE REGISTRATION

MARRIAGE CERTIFICATE
Citizen of..... and Citizen of.....

Certificate
Number:.....
Husband's ID
Number:..... Wife's
ID Number
:.....

MARRIAGE CERTIFICATE

CITIZEN (1) AND CITIZEN (2)

Number : (3).....

Husband's ID Number:

(4)..... Wife's ID

Number : (5).....

On this day (6)..... date (7)..... year (8)..... at

(9)..... appeared before me (10)..... Civil Registrar

(11).....in (12).....

(13) place date born (14)..... age (15)

.....years old, religion/belief (16)..... Occupation (17)..... Residential address (18)

Child number (20) Male e (21)..... Age (22)..... years old,

Religion/belief (23)..... Occupation (24)..... Address Place of residence

(25).....

.....

.....and (26).....age (27)years old,

Religion/Belief (28)..... Occupation (29)

address place residence (30)

.....

.....

and

(31).....

place of birth (32)..... age (33)..... Year, Religion/Belief

(34) Occupation (35).....

Address Place of residence xml-ph-000

.....

.....

Previously married/never married to (37)...child

(38) female (39)..... age (40).....years old,

Religion/Belief (41)..... Occupation (42)..... address

place residence (43)

.....

.....

and

(44)..... age (45).....years old,

Religion/Belief (46).....Occupation (47)..... Address

Place of residence (48)

.....

Their marriage was conducted before a Religious Leader / Spiritual Leader.....

(49).....named (50)
on the date (51)..... years old (52) in (53)
.....

or

The marriage has been determined based on a court decision (54)..... decision number,
..... date,month,.....year,

This marriage was witnessed by:

1. (55).....age (56).....years old, Religion/
Belief (57)..... occupation (58)..... residential address (59).....
.....
2.....age.....years old, Religion/Belief.....
..... occupationresidential address
.....

In this marriage registration, the following have been acknowledged and approved (60).....children,
namely:

1. (61).....
.....
Certificate Birth number (62).....
2.
.....
Birth Certificate number.....
3.
..... t Birth
Certificate number.....

They asked me to register their marriage by attaching the following requirements: (58)

- | | |
|---------|---------|
| 1. | 6..... |
| 2..... | 7..... |
| 3 | 8 |
| 4..... | 9 |
| 5..... | 10..... |

After this Marriage Certificate has been read and explained, it has been signed by the parties and myself.

Signature, Husband	Signature, Wife	Civil Registrar
-----------------------	--------------------	--------------------------

(63)	(64)
------------	------------	-------

Explanation:

A. The wording in the Marriage Certificate Register includes the following data elements:

1. Husband's nationality;
2. Wife's nationality;
3. Deed number;
4. Husband's NIK;
5. Wife's ID number;
6. Day, date, month, year of reporting;
7. Name and location of the PPS;
8. Spouse and wife data:
 - a. Name;
 - b. Gender;
 - c. Place, date, month, year of birth;
 - d. Age;
 - e. Religion/belief;
 - f. Occupation; and
 - g. Residential address;
9. Information regarding whether the husband and wife have ever been married before;
10. Name and NIK of former husband/wife if previously married (NIK is not mandatory data);
11. Name and NIK of both parents of the husband and wife (NIK is not mandatory data);
12. Information regarding whether the marriage was conducted before a religious leader/spiritual leader or a court ruling for marriages that require a ruling:
 - a. Name of the court;
 - b. Decision number; and
 - c. Date/month/year of the ruling.
13. Name of the religious leader/spiritual leader
14. Date, month, year the marriage was performed;
15. Name and birth certificate number of the child who was legitimized in the marriage registration, if any;
16. Statement regarding the marriage registration;
17. Attached requirement data;
18. Identity of 2 (two) witnesses;

19. Name and signature of the husband and wife;
20. Place, date, month, and year of issuance of the marriage certificate; and
21. Nomenclature, name, Employee Identification Number, and signature of the PPS, namely:
 - a. Head of the District/City Population and Civil Registration Office;
 - b. Head of the District/City Population and Civil Registration Office;
or
 - c. The Consular Officer designated as the PPS.

DIVORCE CERTIFICATE REGISTER

DIVORCE CERTIFICATE
Citizen of.....

Number :
NIK :.....
NIK :.....

DIVORCE CERTIFICATE

CITIZEN (1)..... AND CITIZEN (2).....

Number : (3)..... .

Husband's NIK :
(4).....

Wife's ID Number : (5).....

On day this (6).....date (7)..... year (8)

.....present in the presence of I (9)..... Civil Registrar (10)a reporter named (11)..... age (12).....years old,
occupation (13).....residential address (14).....
.....
.....

report with bringing the decision court (16).....
.....,.....number(16).....date(17)..... year (18).....which states that the dissolution of of the marriage due to divorce between (19)
.....
with
(20)..... whose marriage was registered at (21)..... marriage certificate number (22)date (23).....year (24)..... and a letter of reference from the District Court Registrar. (25).....

Number (26).....date (27).....year (28).....which states that the decision has become final and binding.

Signature of the Reporter Civil Registrar (30).....
.....

(29)..... (31).....

Note:

- A. The wording in the Divorce Certificate Register contains the following data elements:
1. Nationality of the former husband;
 2. Nationality of the former wife;
 3. Certificate number;
 4. Former husband's NIK;
 5. Former wife's ID number;
 6. Day, date, month, year of registration;
 7. Name and location of the PPS;
 8. Name and NIK of the Reporter;
 9. Name of the District Court that issued the divorce decree;
 10. The number and date, month, and year of the district court decision;
 11. Statement regarding the termination of marriage due to divorce;
 12. Name and nationality of the former husband;
 13. Name and nationality of the former wife;
 14. Place of marriage registration;
 15. The number and date, month, and year of the marriage certificate;
 16. Position of the district court clerk;
 17. Number and date, month, year of the district court clerk's certificate;
 18. Signature of the reporting party;
 19. Place, date, month, and year of issuance of the divorce certificate; and
 22. Nomenclature, name, Employee Identification Number, and signature of the PPS, namely:
 - a. Head of the District/City Population and Civil Registration Office;
 - b. Head of the District/City Population and Civil Registration Office;
or
 - c. The Consular Officer designated as the PPS.

DEATH CERTIFICATE REGISTER

DEATH CERTIFICATE
Citizens of...

Deed Number:.....
NIK :.....

DEATH CERTIFICATE

Citizen of

Number:

ID :

On this daydate.....year

.....appeared before

me.....Head.....

.....at.....a reporter

named.....ageyears old,

occupationresidential address

.....RT RW Village/Subdistrict

Districtwith the following requirements:

1.

2.

3.

4.

report that in on the daydate.....

year at passed away

a person named NIK born in

on the date in the year

occupation

.....last residential address

.....

.....

..... Male/Female.

Mother's name..... NIK..... born in

..... on the date of..... year

Occupation.....

last known address

.....

.....

Biological father named NIK

born in on in the year

Occupation.....

Last known address

.....

.....

Death registration witnessed by:

1. ageyears, occupation

residential address

.....

.....

.....

2. ageyears old, occupation

residential address

.....

.....

After this Death Certificate has been read and explained, it was signed by the reporter, witnesses,
and myself.

signature

Reporter

.....

Civil Registrar

.....

Explanation:

A. Sentence Formulation in the Death Certificate Register Contains Data Elements:

1. Biological father's nationality;
2. Nationality of the biological mother;
3. Certificate number;
4. Biological father's data:
 - a. Name;
 - b. Nationality;
 - c. Date, month, year of birth;
 - d. Religion/belief;
 - e. Occupation;
 - f. Residential address; and
 - g. National Identification Number (NIK).
5. Mother's data:
 - a. Name;
 - b. Nationality;
 - c. Date, month, year of birth;
 - d. Religion/belief;
 - e. Occupation;
 - f. Residential address; and
 - g. National Identification Number (NIK).
6. Day, date, month, year of registration;
7. Name and location of the PPS;
8. Statement regarding the acknowledgment of the child;
9. Name and NIK of the recognized child;
10. The number and date, month, and year of the birth certificate of the recognized child;
11. Name of the court and number, date, month, and year of the court decision (not mandatory);
12. Name and signature of the biological father and biological mother;
13. Place, date, month, and year of registration; and
14. Nomenclature, name, Employee Identification Number, and signature of the PPS, namely:
 - a. Head of the District/City Population and Civil Registration Office;
 - b. Head of the District/City Population and Civil Registration Office;
or
 - c. The Consular Officer appointed as the PPS.

REGISTER OF CHILD RECOGNITION DEEDS

CHILD RECOGNITION
CERTIFICATE OF CITIZEN
OF

Deed Number :.....
NIK :.....
NIK :.....

CHILD RECOGNITION CERTIFICATE
Citizenship

Certificate Number : NIK
of First Party : NIK
of Second Party :

On this day, theth day of the month of, in the year, at present
before me..... Head
.....in.....

1. age years old.....
occupation.....
..... address
s
Place of residence
.....
.....

2. age years old.....
occupation.....
..... address
s
place of residence.....
.....
.....

Explain to me that they acknowledge a son/daughter named
..... born on in
..... on , the
year..... at from his/her mother
named..... , born , the child
has been registered with Birth Certificate number date
..... year The

registration of the acknowledgment of the child was witnessed by:

1. age.....years
occupation..... Address place of residence
.....
.....
2. ageyears old.....
occupation..... Address place of residence
.....
.....
.....

After this Child Recognition Deed has been read and explained, it shall be signed by the parties,
witnesses, and myself.

First Witness Signature, 	Signature of the Second Witness, 	Civil Registry Official
--	--	--

Explanation:

A. Sentence Formulation in the Register of Child Recognition Acts contains the following data elements:

1. Nationality of the biological father;
2. Nationality of the biological mother;
3. Deed number;
4. Biological father's data:
 - a. Name;
 - b. Nationality;
 - c. Date, month, year of birth;
 - d. Religion/belief;
 - e. Occupation;
 - f. Residential address; and
 - g. National Identification Number (NIK).
5. Mother's data:
 - a. Name;
 - b. Nationality;
 - c. Date, month, year of birth;
 - d. Religion/belief;
 - e. Occupation;
 - f. Residential address; and
 - g. National Identification Number (NIK).
6. Day, date, month, year of registration;
7. Name and location of the PPS;
8. Statement regarding the child recognition event;
9. Name and NIK of the acknowledged child;
10. The number and date, month, and year of the child's birth certificate;
11. The name of the court and the number, date, month, and year of the court decision (not mandatory);
12. Name and signature of the biological father and biological mother;
13. Place, date, month, and year of registration; and
14. Nomenclature, name, Employee Identification Number, and signature of the PPS, namely:
 - a. Head of the District/City Population and Civil Registration Office;
 - b. Head of the District/City Population and Civil Registration Office;
or
 - c. The Consular Officer appointed as the PPS.

REGISTER OF CHILD CERTIFICATION ACTS

CHILD CERTIFICATE

Citizen.....

Certificate Number

NIK

ID Number

ID

CHILD CERTIFICATE

Citizen of.....

Certificate Number

Father's NIK

Mother's NIK

Child's NIK

On this dayDate month.....year..... Present
before me..... Civil Registrar
in

1. Name Age years old Occupation.....Address
Place of residence RT..... RW
Village/Subdistrict District
District/City
Province

Marriage Certificate/Marriage License number datedmonth.....
year and/or court decision Number
..... dated month year..... stating to me that
they have acknowledged a child
male/female named place of birth in
..... on the date month year NIK
..... from a mother named
The birth of the child has been recorded with Birth Certificate
number dated month year The
registration of the child was witnessed by:

1. Name age years NIK
occupation residential address RT
..... RW Village/Subdistrict
Subdistrict District/City Province
.....
2. Name age years NIK
occupation residential address RT
..... RW Village/Sub-district
Subdistrict District/City Province
.....

After this Child Recognition Certificate has been read and explained, it was signed by the biological
father, biological mother, and myself.

Signature of
Biological
Father

Signature of
Biological
Mother

Civil Registration Officer

Notes:

A. The wording in the Child Recognition Certificate Register includes the following data elements:

1. Nationality;
2. Certificate number;
3. Father's NIK;
4. Mother's ID number;
5. Child's ID number;
6. Day, date, month, year of registration;
7. Name of PPS
8. Name, age, occupation, residential address of biological father and biological mother;
9. Number and date of marriage certificate/marriage license and/or name of court and number, date, month, and year of court decision;
10. Statement regarding the child's legalization;
11. Name, place, date, month, year of birth, and NIK of the legitimized child;
12. The number and date, month, and year of the child's certified birth certificate;
13. Name, age, NIK, occupation, residential address of witness 1;
14. Name, age, NIK, occupation, residential address of witness 2;
15. Name and signature of the biological father;
16. Name and signature of the biological mother;
17. Place of registration; and
18. Nomenclature, name, Employee ID Number, and signature of the PPS, namely:
 - a. Head of the District/City Population and Civil Registration Office;
 - b. Head of the District/City Population and Civil Registration Office;
or
 - c. The Consular Officer appointed as the PPS.

BIRTH CERTIFICATE EXTRACT

Population Registration Number
Personal Registration Number



REPUBLIC OF
INDONESIA

CIVIL REGISTRATION

CITIZENSHIP
NATIONALITY

EXCERPT FROM BIRTH
CERTIFICATE

Description

A. Design, including:

1. In the center of the birth certificate excerpt is a print of the Garuda Pancasila emblem.
2. In the center of the birth certificate excerpt, below the Garuda Pancasila emblem, is written "Republic of Indonesia".

B. Security Features, including:

1. The security feature of the Birth Certificate Excerpt is a QR Code as a verification and authentication tool for the accuracy of the data contained in the Birth Certificate Excerpt.
2. Verification and authentication include NIK data, certificate owner, certificate number, applicant's NIK, name of the officer who processed it, and the Implementing Agency or UPT Implementing Agency that issued the Birth Certificate.

C. Sentence Formulation:

1. The sentence formulation in the birth certificate extract includes the following data elements:
 - a. al Identification Number (NIK) t of the baby/child;
 - b. 's Citizenship Status;
 - c. Birth Certificate Number;
 - d. Place of birth;
 - e. Date and month of birth;
 - f. Year of birth;
 - g. child's name;
 - h. birth order;
 - i. mother's name) and father's name;*)
 - j. Place and date, month, year of issuance of the Birth Certificate Extract;
 - k. Nomenclature Agency Implementing Agency or UPT Implementing Agency that issues the Birth Certificate Extract; and
 - l. Name and signature signature Officer Who issued the birth certificate.

Note:

- *) the names of the biological mother and father, with the addition of the phrase "whose marriage has not been registered in accordance with the applicable laws and regulations" if the person does not have a marriage certificate/marriage license but the family relationship status on the Family Card (KK) indicates a marital relationship as husband and wife.
- *) Name Mother , if you do not have a marriage certificate and your family relationship status on your family card does not indicate your marital status as husband and wife.
- *) Formulation Element data in the birth certificate quote for children whose origins or parents' whereabouts are unknown.

Formulation of the Birth Certificate Quote for a Child Born Within or As a Result of
a Valid Marriage

NO.

NOMOR INDUK KEPENDUDUKAN:

PENCATATAN SIPIL

WARGA NEGARA

KUTIPAN AKTA KELAHIRAN

Berdasarkan Akta Kelahiran Nomor
bahwa di pada tanggal
..... tahun
..... telah lahir:
.....
anak ke
dari
dan
.....

Kutipan ini dikeluarkan
Pada tanggal
Civil Registry Officer
.....

Formulation of Sentences Quoted from the Birth Certificate of a Child Born in or as a Result of a Legal Marriage that has not been Registered in Accordance with the Laws and Regulations, but the Relationship Status in the Family Card Shows the Marital Relationship as Husband and Wife

NO.

NOMOR INDUK KEPENDUDUKAN:

PENCATATAN SIPIL

WARGA NEGARA

KUTIPAN AKTA KELAHIRAN

Berdasarkan Akta Kelahiran Nomor
bahwa di pada tanggal
..... tahun
..... telah lahir:
.....
anak ke
dari
dan
.....
yang perkawinannya belum tercatat sesuai dengan peraturan perundang-undangan.

Kutipan ini dikeluarkan
Pada tanggal
Civil Registry Official
.....

Formulation of Sentences Quoted from the Birth Certificate of a Child Born in or as a Result of an Unregistered Marriage in Accordance with Laws and Regulations, but the Relationship Status in the Family Card Does Not Indicate a Marital Relationship as Husband and Wife

NO.

NOMOR INDUK KEPENDUDUKAN:

PENCATATAN SIPIL

WARGA NEGARA

KUTIPAN AKTA KELAHIRAN

Berdasarkan Akta Kelahiran Nomor
bahwa di pada tanggal
..... tahun
..... telah lahir:
.....
anak ke
dari

Kutipan ini dikeluarkan
Pada tanggal
Civil Registry Official

.....

Formulation of the Birth Certificate Quote for a Child Whose Parentage or Whereabouts Are Unknown

NO.

NOMOR INDUK KEPENDUDUKAN:

PENCATATAN SIPIL

WARGA NEGARA

KUTIPAN AKTA KELAHIRAN

Berdasarkan Akta Kelahiran Nomor

bahwa di pada tanggal

..... tahun

..... telah lahir:

.....

Kutipan ini dikeluarkan

Pada tanggal

Civil Registry Officer

.....

MARRIAGE CERTIFICATE EXCERPT

Population Registration Number
Personal Registration Number



REPUBLIC OF INDONESIA

CIVIL REGISTRATION
REGISTRY OFFICE

CITIZEN
NATIONALITY

EXCERPT FROM MARRIAGE CERTIFICATE
EXCERPT OF MARRIAGE CERTIFICATE

Description

A. Design, including:

1. In the middle the marriage marriage contains the Garuda Pancasila emblem.
2. In the center of the marriage certificate excerpt, under the Garuda Pancasila emblem, is written "Republic of Indonesia".

B. Security features include:

1. The security feature of the Marriage Certificate Extract is a QR Code, which serves as a means of verification and authentication of the accuracy of the data contained in the Marriage Certificate Extract.
2. Verification and authentication include data such as the National Identification Number (NIK), the owner of the certificate, the certificate number, the NIK of the applicant, the name of the officer who processed it, and the Implementing Agency or Technical Implementation Unit (UPT) of the Implementing Agency that issued the Birth Certificate.

C. Sentence Formulation:

1. The sentence formulation in the marriage certificate extract includes the following data elements:
 - a. Population Identification Number;
 - b. Nationality of the husband;
 - c. Wife's nationality;
 - d. Marriage Certificate Number;
 - e. Place, date, month, year of marriage registration;
 - f. Statement regarding the marriage registration;
 - g. Names of husband and wife;
 - h. Information regarding the marriage being conducted before a religious leader/spiritual leader or court order for marriages requiring a court order:
 - 1) Name of the court;
 - 2) Order number: and
 - 3) Date/month/year of the decision.
 - i. Name of religious leader/believer;
 - j. Date, month, and year of the marriage;
 - k. Place and date, month, year of issuance of the marriage certificate excerpt; and

I. Nomenclature, name, Employee ID Number, and signature of the PPS, namely:

- 1) Head of the District/City Population and Civil Registration Office;
- 2) Head of the District/City Population and Civil Registration Office Unit; or
- 3) The Consular Officer appointed as the PPS.

Formulation of Marriage Certificate Quote Sentences

Number Population:
Personnel Registration Number



CIVIL REGISTRATION
REGISTRY OFFICE

CITIZENSHIP COUNTRY HUSBAND
HUSBAND NATIONALITY
WIFE'S NATIONALITY *WIFE'S*
NATIONALITY

EXCERPT OF MARRIAGE CERTIFICATE
EXCERPT OF MARRIAGE CERTIFICATE

Based on Certificate Marriage Number :
By virtue of Marriage Certificate Number

that in On the date of
that in *on date*
..... year the marriage between
on year *on marriage was recorded between*
.....
with
with

.....
which was conducted before a clergyman/religious leader
which is conducted before a clergyman
named.....
by name
on the date of
on date
Year
on year

.....
or
or
based on determination court *by the*
court of
Number.....
Number
Date
Date

This excerpt is issued
On the date of.....
On date

Civil Registrar
Officer of Civil Registration

.....
NIP.

Attachment to Marriage Agreement
Attachment to Marriage Agreement
.....
Notary
Number *Number*
Date *Date*

DIVORCE CERTIFICATE QUOTATION
FORM

Population Registration Number
Personal Registration Number



REPUBLIC OF INDONESIA

CIVIL REGISTRATION
REGISTRY OFFICE

CITIZEN
NATIONALITY

DIVORCE CERTIFICATE EXCERPT
EXCERPT FROM DIVORCE CERTIFICATE

Description

A. Design, including:

1. In the middle the of document contains the Garuda Pancasila emblem.
2. In the center of the divorce certificate quote, under the Garuda Pancasila emblem, is written "Republic of Indonesia".

B. Security Features, including:

1. The security feature of the Divorce Certificate Excerpt is a QR Code as a verification and authentication tool for the accuracy of the data contained in the Birth Certificate Excerpt.
2. Verification and authentication include NIK data, certificate owner, certificate number, applicant's NIK, name of the officer who processed it, and the Implementing Agency or UPT Implementing Agency that issued the Birth Certificate.

C. Sentence Formulation:

1. The sentence formulation in the Divorce Certificate Extract includes the following data elements:
 - a. Population Identification Number;
 - b. Citizenship;
 - c. Divorce Certificate Number;
 - d. Place, date, month, and year of divorce registration;
 - e. District court that issued the divorce decree;
 - f. District court decision number, date, month, and year;
 - g. Statement regarding the termination of the marriage due to divorce;
 - h. Name and nationality of the divorced couple;
 - i. Nomenclature of the district/city civil registry office or district/city civil registry office or embassy of the Republic of Indonesia or the name, place, and country outside the Republic of Indonesia where the marriage was registered;
 - j. Number and date, month, year of the marriage certificate;
 - k. Place and date, month, year of issuance of the divorce certificate; and
 - l. Nomenclature, name, Employee Identification Number, and signature of the Head of the Population and Civil Registration Office, namely:
 - 1) Head of the District/City Population and Civil Registration Office;
 - 2) Head of the District/City Population and Civil Registration Office; or

3) Consular officials appointed as PPS.

Formulation of Divorce Certificate Quote Sentence

NIK :
Population Identity Number



CIVIL REGISTRATION
CIVIL REGISTRATION

CITIZENSHIP
NATIONALITY

EXCERPT OF DIVORCE CERTIFICATE
EXCERPT OF DIVORCE CERTIFICATE

Based on Divorce Certificate Number that in
By virtue of Divorce Certificate Number that in
..... On the date of
on date

year it was recorded decision
on year recorded the judgment of
..... Number
Number

On the date of year
On date year

which declares the termination of marriage due to divorce between:
there is a termination of marriage owing to divorce between

... and
with

.....
whose marriage was registered at whose
marriage was registered at

marriage certificate number
marriage certificate number

on dateyear On date
on year

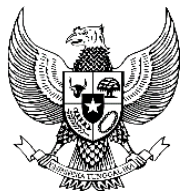
This excerpt is issued
The excerpt is issued
On date.....
On date
Civil Registrar
Civil Official

.....
NIP.

DEATH CERTIFICATE EXCERPT

F-2.23

Population Registration Number
Personal Registration Number



REPUBLIC OF INDONESIA

CIVIL REGISTRY
REGISTRY OFFICE

CITIZENSHIP
NATIONALITY

EXCERPT FROM DEATH CERTIFICATE
EXCERPT OF DEATH CERTIFICATE

Description

A. Design, including:

1. In the center of the death certificate excerpt is the Garuda Pancasila emblem.
2. In the center of the death certificate excerpt, below the Garuda Pancasila emblem, is written "Republic of Indonesia".

B. Security Features, including:

1. The security feature of the Death Certificate Excerpt is a QR Code as a verification and authentication tool for the accuracy of the data contained in the Death Certificate Excerpt.
2. Verification and authentication in the form of NIK data, deed owner, deed number, applicant's NIK, name of the processing officer, and the Implementing Agency or Technical Implementation Unit of the Implementing Agency that issued the Death Certificate.

C. Sentence Formulation:

1. Sentence Formulation in the Death Certificate Quote contains the following Data Elements:
 - a. Population Identification Number;
 - b. Nationality;
 - c. Death Certificate Number;
 - d. Place, date, month, year of death;
 - e. Statement regarding the event of death;
 - f. Name, place, and date of birth of the deceased;
 - g. Place and date, month, year of issuance of the death certificate extract; and
 - h. Nomenclature, name, Employee ID Number, and signature of the PPS, namely:
 - 1) Head of the District/City Population and Civil Registration Office;
 - 2) Head of the District/City Population and Civil Registration Office Unit; or
 - 3) The Consular Officer appointed as the PPS.

Formulation of Death Certificate Quote

Number Parent Population :
Personnel Registration Number



CIVIL REGISTRATION
REGISTRY OFFICE
NATIONALITY
EXCERPT OF DEATH CERTIFICATE

Based on Death Certificate Number
By virtue of Death Certificate Number
according to stbld
that in
in accordance with the state gazette that in
on the date
on date
.....
on year
has passed away, a person named Mr./Mrs./Miss
a person has passed away by name of Mr/Mrs/Miss
born in
born in
on date
on date
year
on year

This excerpt is issued.....
The excerpt is issued
on date.....
on date Head of

FORM FOR EXCERPT FROM CHILD RECOGNITION CERTIFICATE

F-2.24

National Identification Number
Personal Registration Number



**REPUBLIC OF
INDONESIA**

CIVIL REGISTRATION
REGISTRY OFFICE

CITIZEN
NATIONALITY

EXCERPT FROM THE CHILD RECOGNITION CERTIFICATE
EXCERPT FROM CHILD KNOWLEDGE MENT CERTIFICATE

Description

A. Design, including:

1. In the center of the birth certificate excerpt is a print of the Garuda Pancasila emblem.
2. In the center of the birth certificate excerpt, below the Garuda Pancasila emblem, is written "Republic of Indonesia".

B. Security Features, including:

1. The security feature of the Birth Certificate Excerpt is a QR Code as a verification and authentication tool for the accuracy of the data contained in the Birth Certificate Excerpt.
2. Verification and authentication include NIK data, certificate owner, certificate number, applicant's NIK, name of the officer who processed it, and the Implementing Agency or UPT Implementing Agency that issued the Birth Certificate.

C. Sentence Formulation:

1. The wording of the sentence in the Child Recognition Deed contains the following data elements:
 - b. Population Registration Number;
 - c. Citizenship;
 - d. Child Recognition Deed Number;
 - e. Place of registration of the child recognition;
 - f. Name of the recognized child;
 - g. Date, month, year of child recognition registration;
 - h. Statement regarding the child recognition event;
 - i. Name of the father who acknowledged;
 - j. Place and date, month, year of issuance of the Child Recognition Certificate; and
 - k. Nomenclature, name, Employee ID Number, and signature of the PPS, namely:
 - 1) Head of the District/City Population and Civil Registration Office;
 - 2) Head of the District/City Population and Civil Registration Office Unit; or
 - 3) The Consular Officer appointed as the PPS.

Formulation of the Sentence in the Child Recognition Certificate

Population Identification Number:
Personnel Registration Number



CIVIL REGISTRATION
REGISTRY OFFICE

CITIZEN COUNTRY
NATIONALITY

EXCERPT FROM CHILD ACKNOWLEDGEMENT CERTIFICATE
EXCERPT FROM CHILD ACKNOWLEDGEMENT CERTIFICATE

Based on Child Acknowledgement Certificate Number:
By virtue of Child Acknowledgement Certificate Number

that in
that in

a child named
a child by name of

on the dateyear
On date in the year

has been acknowledged as their biological child by
has been acknowledged as their child by

and
and

This excerpt is issued by
The excerpt is issued

on the date
on date

Head of
Head of

FORM FOR EXCERPT FROM CHILD CERTIFICATE

F-2.25

Population Registration Number
Personal Registration Number



**REPUBLIC OF
INDONESIA**

CIVIL REGISTRATION
REGISTRY OFFICE

CITIZEN
NATIONALITY

COPY OF CHILD CERTIFICATE
EXCERPT FROM CHILD LEGITIMATION CERTIFICATE

Description

A. Design, including:

1. In the center of the excerpt from the child's birth certificate is an imprint of the Garuda Pancasila emblem.
2. In the center of the child legitimation certificate excerpt, under the Garuda Pancasila emblem, is written "Republic of Indonesia".

B. Security Features, including:

1. The security feature of the Child Birth Certificate Excerpt is a QR Code as a verification and authentication tool for the accuracy of the data contained in the Birth Certificate Excerpt.
2. Verification and authentication include NIK data, certificate owner, certificate number, applicant's NIK, name of the officer who processed it, and the Implementing Agency or UPT Implementing Agency that issued the Birth Certificate.

C. Sentence Formulation:

The sentence formulation in the Child Registration Certificate Extract includes the following data elements:

1. Nationality;
2. Certificate number;
3. Father's NIK;
4. Mother's NIK;
5. Child's NIK (National Identification Number);
6. Day, date, month, year of registration;
7. Name of the PPS;
8. Name, age, occupation, residential address of biological father and biological mother;
9. Number and date of marriage certificate and/or name of court and number, date, month, and year of court decision;
10. Statement regarding the child's legalization;
11. Name, place, date, month, year of birth, and NIK of the legitimized child;
12. Number and date, month, year of the birth certificate of the legitimized child;
13. Name, age, NIK, occupation, and residential address of witness 1;
14. Name, age, NIK, occupation, and residential address of witness 2;
15. Name and signature of the biological father;

16. Name and signature of the biological mother;

17. Place of registration; and

18. Nomenclature, name, Employee Identification Number, and signature of the PPS, namely:

- 1) Head of the District/City Population and Civil Registration Office;
- 2) Head of the District/City Population and Civil Registration Office;
or
- 3) The Consular Officer appointed as the PPS.

Formulation of the Quote Sentence in the Child Legitimation Certificate

CHILD CERTIFICATE

Citizen

.....

Certificate Number

Father's ID Number

Mother's ID Number

Child's ID Number

On this dayDate month.....year..... Present
before me..... Civil Registrar
at

1. Name Age years old Occupation.....Address
Place of residence RT..... RW
Village/Subdistrict District
District/City
Province
2. Name Age years old OccupationAddress
Residence RT..... RW
Village/Subdistrict District
District/City
Province

Marriage Certificate number datedmonth..... year
..... and/or court decision Number
..... dated month year..... stating to me that
they have legitimized a child
boy/girl named place of birth in
..... on the date month year NIK
..... from a mother named

The birth of the child has been recorded with Birth Certificate
number dated month year The
registration of the child was witnessed by:

1. Name age years NIK
occupation residential address RT
..... RW Village/Subdistrict
Subdistrict District/City Province
.....
2. Name age years NIK
occupation residential address RT
..... RW Village/Subdistrict
Subdistrict District/City Province
.....

After this Child Approval Deed was read and explained, it was signed by the biological father,
biological mother, and myself.

Signature of
Biological
Father

Signature of
the Biological
Mother

Civil Registrar



F-2.26

CERTIFICATE OF CIVIL REGISTRATION REPORTING
OUTSIDE THE TERRITORY OF THE UNITED REPUBLIC OF INDONESIA

Number:

On day thisdate.....month.....year....., I.....the
of Civil Officer..... have received
a registration report..... from.....:

Name :
ID :
Indonesian Travel Document
Number :
Place and date of birth :
Occupation :
Religion :
Belief Towards God :
Almighty :
Address Citizenship

The registration has been carried out on the date
of.....Number Certificate
which
issued by and has been recorded in the registration list
..... at the Embassy of the Republic of Indonesia/Consulate General of the Republic of
Indonesia/Consulate of the of Indonesia
Number..... Date.....

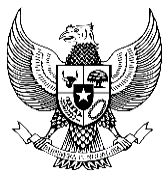
Certificate of Reporting and Registration..... This is not a deed
.....

....., 20 ...

*
4 x 6 COLOR PHOTO OF
HUSBAND AND WIFE
TOGETHER (FOR
MARRIAGE)

On behalf of the Head of the Representative Office
of the Republic of Indonesia

.....



.....
.....
**CERTIFICATE OF ADOPTION
OF A FOREIGN NATIONAL BY AN INDONESIAN CITIZEN OUTSIDE THE TERRITORY
OF THE REPUBLIC OF INDONESIA**
No.

To All Concerned Parties

The Civil Registry Officer of the Embassy/Consulate General/Consulate of the Republic
of Indonesia in, hereby certifies that the male/female child named
..... was born in..... on the date
of.....
month..... year..... Birth Certificate Number.....
is the biological child of the husband/wife ofand..... based on the
Adoption Decision/Order from the Court of..... Number.....
Date..... Year..... and/or Adoption Certificate Child from.....
Country.....
Number..... Date..... Year.....
by the husband/wife and residing at
Rt.....Rw.....Village/Subdistrict.....
District..... District/City.....Province.....

.....
Certified in.....
On the date.....20....
Civil Registry Officer
.....
Civil Registry Officer
.....
Civil Registry Officer
.....
at the Representative Office of the Republic of Indonesia
.....

NIP

NIP

LETTER OF REQUEST FOR RELEASE OF CITIZENSHIP

Subject : Renunciation of Indonesian Citizenship To

Attachment: Minister (in charge of citizenship) through
h the Head of the Representative Office of the Republic of Indonesia
in
.....

With respect,
I, the undersigned:

- 1. Name :
- 2. NIK/NIT :
- 3. Place/Date of Birth :
- 4. Gender :
- 5. Address :
- 6. Indonesian Travel Document Number :
- 7. No Birth Certificate :
- 8. No Marriage Certificate :
- 9. Spouse's Name :
- 10. Spouse's NIK/NIT :
- 11. Last address in Indonesia :

Hereby apply to renounce Indonesian citizenship and become a citizen of
..... based on the letter/decision
..... Numb
er
..... Date

This application letter is hereby submitted for further processing.

.....,20....
Applicant
.....



CERTIFICATE OF RELEASE FROM CITIZENSHIP OF THE REPUBLIC OF
INDONESIA OUTSIDE THE TERRITORY OF THE NKRI

Number:

On the th day of date.....month.....year....., I, an official of Civil
Registration....., have received a report of renunciation of citizenship of the Republic of Indonesia to
become a citizen from:

Name :
NIK :
Indonesian Travel Document Number :
Place and date of birth :
Gender :
Work :
Religion :
Belief in God New Address :
New Passport Number :
Birth Certificate Number* :
Marriage Certificate Number* :
Spouse's Name* :
Spouse's ID Number* :
Last address in Indonesia* :
Indonesian Passport Number :

Based on letter/decision.....Number Date Regarding
.....

.....,20....

CIVIL REGISTRATION OFFICIAL

.....

MARGINAL NOTE ON MARRIAGE
ANNULMENT RECORD

Based on the District Court Decision ,
Number, dated month ... year ,
t h a t t h e marriage of withhas
annulled.

....., 20... Civil

Registry Official

.....

NIP....

MARGINAL NOTE ON
DIVORCE REGISTRATION

Based the Decision of the
State ,
Number , dated month year..... ,
that the marriage between and as
stated in marriage certificate number has been dissolved.

....., 20... Civil
Registry Officer
.....

NIP.....

MARGINAL NOTE ON THE
RECORD OF DIVORCE ANNULMENT

Based on the District Court Decision..... ,
Number , dated month year ,
it is determined that the divorce between
..... and as
stated in marriage certificate number has been annulled.

....., 20... Civil
Registry Officer
.....

NIP....

MARGINAL NOTE ON THE
RECORD OF CHILD ADOPTION

Based the Decision of State State/Religious
 Religious C o u r t Number
dated month year ,
that, is the legal adopted child ofand
.....

....., 20... Civil
Registry Official
.....

NIP.....

MARGINAL NOTE ON CHILD RECOGNITION REGISTRATION

Based on the Deed of Recognition of the Child Number
 dated month year
 issued by
 that has
 recognized as a child by

....., 20...

Civil Registry Official

.....

NIP...

MARGINAL NOTE
REGISTRATION OF CHILD RECOGNITION BASED ON COURT
DECISION

Based on Court Decision Numberdated
..... month Year that.....has
recognized as a child by

....., 20...
Civil Registry Official
.....

NIP.....

MARGINAL NOTE ON CHILD
CERTIFICATION REGISTRATION

Based on Deed Certificate of Child Number
dated month year which published by
..... that has
legitimized as the legitimate child of the married couple.....and
....

....., 20... Civil
Registry Official
....

NIP....

MARGINAL NOTE
REGISTRATION OF CHILD LEGITIMACY BASED ON COURT
DECISION

Based on Court Decision..... Number
..... dated month year that
..... has been certified as the legitimate child of the married
couple and

....., 20... Civil
Registration Officer
.....

NIP.....

MARGINAL NOTE ON NAME
CHANGE REGISTRATION

Based the Decision of of the State
.....

Number dated month year that
..... has changed its name to

....., 20... Civil
Registry Officer
.....

NIP.....

**MARGINAL NOTE ON CHANGE
OF CITIZENSHIP STATUS
FROM FOREIGN NATIONAL TO INDONESIAN CITIZEN**

Based on Decision Number dated
..... month year and Minutes of Oath/Declaration of
Allegiance Number dated month
..... year that has changed his/her citizenship
status from Citizen of to Citizen of Indonesia.

....., 20... Civil

Registration Officer

.....

NIP.....

**MARGINAL NOTE ON CHANGE OF CITIZENSHIP STATUS FROM
INDONESIAN CITIZEN TO FOREIGN NATIONAL**

Based Decision of the Minister.....Number
..... dated.....month..... year.....it is
hereby has
changed their citizenship status from Indonesian citizen to citizen of.....

.....,20... Civil
Registration Officer
.....

NIP....

MARGINAL NOTE
CHILD WITH LIMITED DUAL CITIZENSHIP
WHO HAVE OBTAINED A CERTIFICATE OF REGISTRATION

Based on Certificate Proof of Registration from.....
Number.....date.....month.....yearthat...
.....is an Indonesian citizen and a citizen of..... until the age of 21.

....., 20... Civil

Registrar

....

NIP.....

MARGINAL NOTE
CHILD WITH DUAL CITIZENSHIP WHO HAS
CHOSEN CITIZENSHIP

Based on Decision
Number Date Month..... Year That
..... has chosen to become a citizen of

.....,
..... 20.....
Civil Registry Officer
.....

NIP.....

MARGINAL NOTE
CHILD WITH DUAL CITIZENSHIP WHO HAS
NOT CHOSEN CITIZENSHIP

Based on Decision Number dated
..... month year that is a citizen of
.....

....., 20... Civil
Registration Officer
.....

NIP.....

CP.15

MARGINAL NOTE ON OTHER IMPORTANT EVENTS

Based on the Decision of _____ of the _____ State
 _____ Number _____ dated
 _____ month _____ year _____ that
 Name _____ Certificate Birth Number _____ Date
 _____ Month _____ year _____ has changed the _____ of _____
 _____ to _____

....., 20... Civil
Registry Official
.....

NIP....

MARGINAL NOTE CORRECTION
TO CIVIL REGISTRATION CERTIFICATE

Based on the requirements and/or residents' requests, corrections have been
made to the..... to
... to Deed Number
....

....., 20... Civil
Registry Officer
....

NIP....

MARGINAL NOTE
RECORD OF CANCELLATION OF CIVIL REGISTRATION DOCUMENT

Based on the decision/ruling of the court
NumberDate, has canceled
Deed Number Date

....., 20... Civil
Registry Officer
....

NIP.....

HEAD OF
USER INSTITUTION

Number : , , 20...
Attachment To
: Minister of Home Affairs
Subject : c.q Director General of Population
Dear and Civil Registration in
Jakarta.

Following up on the Cooperation Agreement on the Utilization of Population Data and Documents signed on between as the first party and as the second party; which stipulates that the first party grants the second party the right to access population data and documents by providing user IDs to user institutions.

In connection with this, we hereby submit a request for a User ID, with the following details:

No.	NIK	FULL NAME	GENDE R	PLACE OF BIRTH	DATE OF BIRTH
1.					
2.					
3.					
4.	Etc....				

In connection with the provision of the User ID, we are fully responsible for fulfilling the terms agreed upon in the above cooperation agreement and if there is a violation of the cooperation agreement, we are willing to bear the consequences in accordance with the laws and regulations.

This is to be used as intended.

..... , 20....
The applicant,

Full Name NIK.

USER ID APPLICATION FORM

INSTITUTION/ORGANIZATION USER										
ID	PERSONNEL NAME	INSTITUTION	Employee ID	STATUS	POSITION	OFFICE AREA CODE			OFFICE ADDRESS	USER ID
						PROP	District/City	Subdistrict		

INSTITUTION CONTACT PERSON:

ket

Status

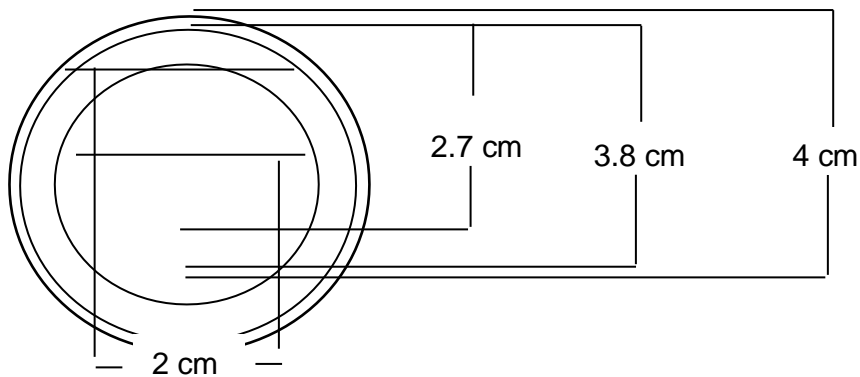
: filled in with the employment status of personnel at the user agency/institution

User ID

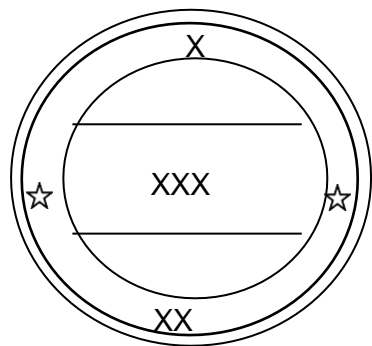
: filled in with the user ID desired by the personnel at the user agency/institution

SPECIFICATIONS FOR THE OFFICIAL STAMP OF CIVIL REGISTRATION OFFICIALS

1. The Civil Registry Officer's official stamp is circular in shape, made of high-quality synthetic rubber with 7-point Arial font.
2. The shape of the official seal referred to in point 1 consists of:
 - a. an outer circular line;
 - b. a middle circle line;
 - c. an inner circle line;
 - d. a horizontal line within the inner circle; and
 - e. the stamp content.
3. The stamp dimensions include:
 - a. The center line of the outer circle is 4 cm;
 - b. The center line of the middle circle is 3.8 cm;
 - c. The center line of the inner circle is 2.7 cm;
 - d. The distance between the two lines within the inner circle is a maximum of 1 cm;
 - e. Horizontal lines within the inner circle; and
 - f. The distance between two lines within the inner circle is a maximum of 2 cm.
4. Form of the Civil Registry Official's Stamp

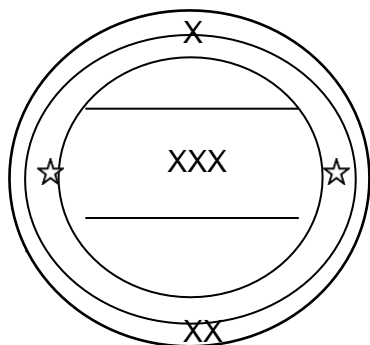


1. Example of the official seal of the Civil Registration Officer at the District/City Population and Civil Registration Office.

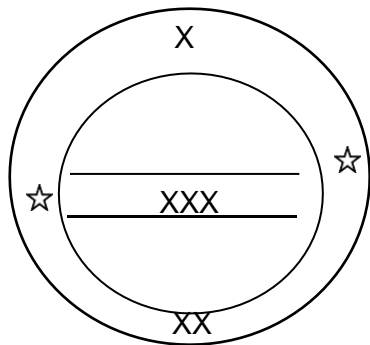


- X : DEPARTMENT OF POPULATION AND CIVIL REGISTRATION
XX : COUNTY/CITY NAME
XXX : CIVIL REGISTRATION OFFICIAL

2. Example stamp position Official Recording Civil at Consulate General/Consulate of the Republic of Indonesia



- X : UPT INSTANT EXECUTIVE AGENCY
XX : NAME OF THE IMPLEMENTING AGENCY
XXX : Civil Registration Officer of the Implementing Agency



- X : CONSULATE GENERAL/CONSULATE
XX : REPUBLIC OF INDONESIA
XXX : CIVIL REGISTRATION OFFICIAL NAME OF CITY

MINISTER OF HOME AFFAIRS OF
THE REPUBLIC OF INDONESIA,
Signed
MUHAMMAD TITO KARNAVIAN

Salinan sesuai dengan aslinya
Kepala Biro Hukum,



E. Gani Muhammad, SH, MAP
Pembina Utama Muda (IV/c)
NIP. 19690813 199603 1001