

# **DISDUKCAPIL 05052025**

Bizagi Modeler

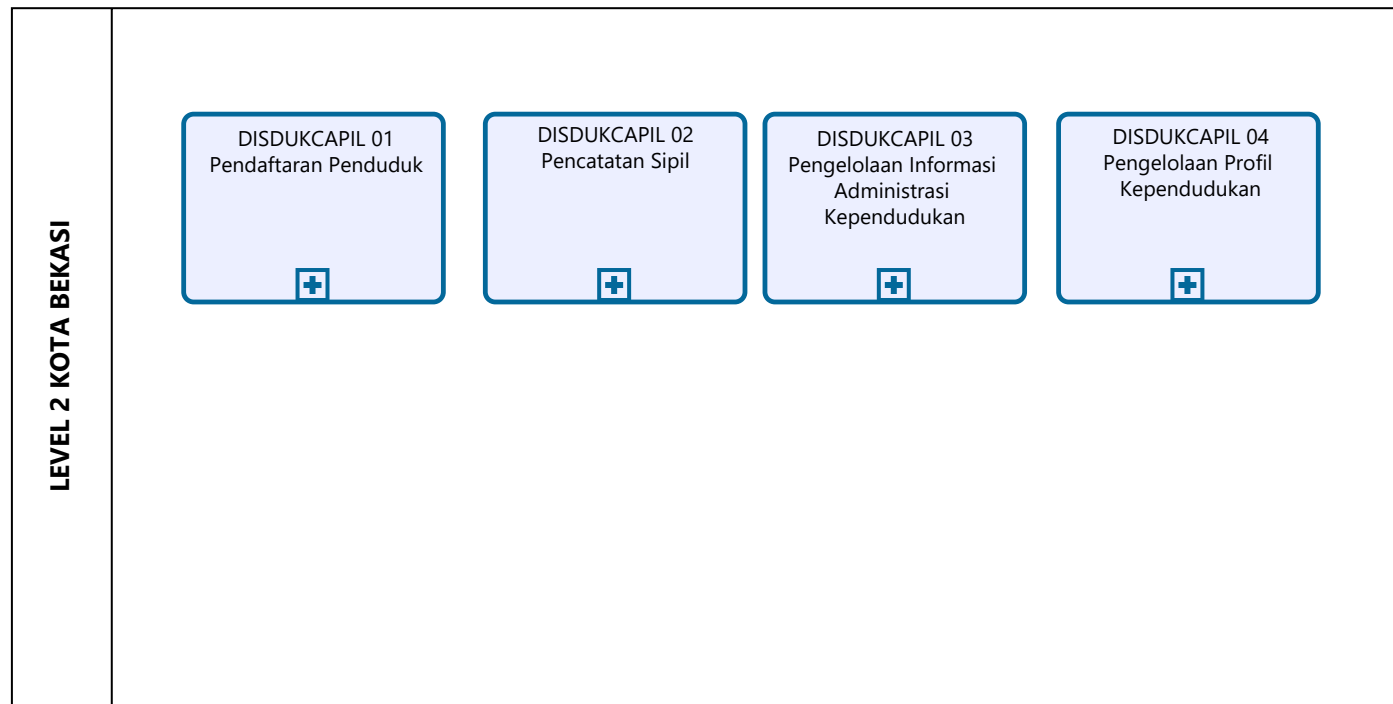
## Table of Contents

|                                                                                                                                 |    |
|---------------------------------------------------------------------------------------------------------------------------------|----|
| DISDUKCAPIL 05052025 .....                                                                                                      | 1  |
| BIZAGI MODELER .....                                                                                                            | 1  |
| 1 LEVEL 0 DISDUKCAPIL .....                                                                                                     | 5  |
| 2 LEVEL 1 DISDUKCAPIL 01.....                                                                                                   | 7  |
| 3 LEVEL 2 DISDUKCAPIL 01.01 .....                                                                                               | 9  |
| 4 DISDUKCAPIL 01.01.01 .....                                                                                                    | 11 |
| 5 01.01.01.01 .....                                                                                                             | 13 |
| 5.1 DISDUKCAPIL 01.01.01.01 PENDATAAN PENDUDUK NON PERMANEN DAN RENTAN                                                          |    |
| ADMINISTRASI PENDUDUK .....                                                                                                     | 14 |
| 5.1.1 Process Elements .....                                                                                                    | 14 |
| 5.1.1.1  Permohonan.....                       | 14 |
| 5.1.1.2  Perekaman KTP .....                   | 14 |
| 5.1.1.3  Pencetakan .....                      | 14 |
| 6 DISDUKCAPIL 01.01.02 .....                                                                                                    | 15 |
| 7 01.01.02.01 .....                                                                                                             | 17 |
| 7.1 DISDUKCAPIL 01.01.02.01 PENERBITAN KTP BARU.....                                                                            | 18 |
| 7.1.1 Process Elements .....                                                                                                    | 18 |
| 7.1.1.1  Permohonan.....                     | 18 |
| 7.1.1.2  Perekaman KTP .....                 | 18 |
| 7.1.1.3  Pencetakan .....                    | 18 |
| 8 01.01.02.02.....                                                                                                              | 19 |
| 8.1 DISDUKCAPIL 01.01.02.02 PENERBITAN KIA .....                                                                                | 20 |
| 8.1.1 Process Elements .....                                                                                                    | 20 |
| 8.1.1.1  Permohonan.....                     | 20 |
| 8.1.1.2  Pencetakan .....                    | 20 |
| 9 LEVEL 2 DISDUKCAPIL 01.02 .....                                                                                               | 21 |
| 10 01.02.01.01 .....                                                                                                            | 23 |
| 10.1 DISDUKCAPIL 01.02.01.01 SOSIALISASI PENDAFTARAN PENDUDUK .....                                                             | 24 |
| 10.1.1 Process Elements .....                                                                                                   | 24 |
| 10.1.1.1  Proses Pengadaan .....             | 24 |
| 10.1.1.2  Pencetakan Leaflet dan Materi..... | 24 |
| 11 01.02.01.02 .....                                                                                                            | 25 |
| 11.1 DISDUKCAPIL 01.01.02.02 FASILITASI PENDAFTARAN PENDUDUK .....                                                              | 26 |
| 11.1.1 Process Elements .....                                                                                                   | 26 |
| 11.1.1.1  Proses Lelang .....                | 26 |
| 12 01.01.02.03 .....                                                                                                            | 27 |
| 12.1 DISDUKCAPIL 01.01.02.03 PENERBITAN KK .....                                                                                | 28 |

|          |                                                                                                                                                                                       |    |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 12.1.1   | Process Elements .....                                                                                                                                                                | 28 |
| 12.1.1.1 |  Permohonan .....                                                                                    | 28 |
| 12.1.1.2 |  Penerbitan Tanda Tangan Elektronik/Barcode dan Mengirim KK via Email .....                          | 28 |
| 13       | 01.01.02.04 .....                                                                                                                                                                     | 29 |
| 13.1     | DISDUKCAPIL 01.01.02.04 PENERBITAN SURAT PINDAH .....                                                                                                                                 | 30 |
| 13.1.1   | Process Elements .....                                                                                                                                                                | 30 |
| 13.1.1.1 |  Permohonan .....                                                                                    | 30 |
| 13.1.1.2 |  Penerbitan Tanda Tangan Elektronik/Barcode dan Mengirim Surat Pindah via Email .....                | 30 |
| 14       | LEVEL 1 DISDUKCAPIL 02.....                                                                                                                                                           | 31 |
| 15       | LEVEL 2 DISDUKCAPIL 02.01 .....                                                                                                                                                       | 33 |
| 16       | DISDUKCAPIL 02.01.01.....                                                                                                                                                             | 35 |
| 17       | 02.01.01.01 .....                                                                                                                                                                     | 37 |
| 17.1     | DISDUKCAPIL 02.01.01.01 PENERBITAN AKTA-AKTA PENCATATAN SIPIL (LAHIR, MATI, KAWIN DAN CERAH).....                                                                                     | 38 |
| 17.1.1   | Process Elements .....                                                                                                                                                                | 38 |
| 17.1.1.1 |  Permohonan .....                                                                                    | 38 |
| 17.1.1.2 |  Penerbitan Tanda Tangan Elektronik/Barcode dan Mengirim Akta-akta Pencatatan Sipil via Email ..... | 38 |
| 18       | LEVEL 2 DISDUKCAPIL 02.02 .....                                                                                                                                                       | 39 |
| 19       | 02.02.01.01 .....                                                                                                                                                                     | 41 |
| 20       | 02.02.01.02 .....                                                                                                                                                                     | 43 |
| 21       | LEVEL 2 DISDUKCAPIL 02.03 .....                                                                                                                                                       | 45 |
| 22       | DISDUKCAPIL 02.03.01.....                                                                                                                                                             | 47 |
| 23       | 02.03.01.01 .....                                                                                                                                                                     | 49 |
| 24       | LEVEL 1 DISDUKCAPIL03.....                                                                                                                                                            | 51 |
| 25       | LEVEL 2 DISDUKCAPIL 03.01 .....                                                                                                                                                       | 53 |
| 26       | DISDUKCAPIL 03.01.01.....                                                                                                                                                             | 55 |
| 27       | 03.01.01.01 .....                                                                                                                                                                     | 57 |
| 27.1     | DISDUKCAPIL 03.01.01.01 FASILITASI PENGELOLAAN INFORMASI KEPENDUDUKAN .....                                                                                                           | 58 |
| 27.1.1   | Process Elements .....                                                                                                                                                                | 58 |
| 27.1.1.1 |  Proses Lelang .....                                                                               | 58 |
| 28       | DISDUKCAPIL 03.01.02.....                                                                                                                                                             | 59 |
| 29       | 03.01.02.01 .....                                                                                                                                                                     | 61 |
| 30       | DISDUKCAPIL 03.01.03.....                                                                                                                                                             | 63 |
| 31       | 03.01.03.01 .....                                                                                                                                                                     | 65 |
| 31.1     | DISDUKCAPIL 03.01.03.01 PENYAJIAN DATA KEPENDUDUKAN .....                                                                                                                             | 66 |

|          |                                                                                                                                                      |    |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 31.1.1   | Process Elements .....                                                                                                                               | 66 |
| 31.1.1.1 |  Memberikan Data Konsolidasi Bersih Kependudukan per Semester<br>66 | 66 |
| 31.1.1.2 |  Mengolah Data Kependudukan per Urusan .....                        | 66 |
| 32       | LEVEL 2 DISDUKCAPIL 03.02 .....                                                                                                                      | 67 |
| 33       | DISDUKCAPIL 03.02.01.....                                                                                                                            | 69 |
| 34       | 03.02.01.01 .....                                                                                                                                    | 71 |
| 34.1     | DISDUKCAPIL 03.02.01.01 PERJANJIAN KERJASAMA PEMANFAATAN DATA<br>KEPENDUDUKAN.....                                                                   | 72 |
| 34.1.1   | Process Elements .....                                                                                                                               | 72 |
| 34.1.1.1 |  Pemberian Formulir Perjanjian Kerjasama.....                       | 72 |
| 34.1.1.2 |  Menerima bekerjasama .....                                         | 72 |
| 35       | LEVEL 1 DISDUKCAPIL 04.....                                                                                                                          | 73 |
| 36       | LEVEL 2 DISDUKCAPIL 04.01 .....                                                                                                                      | 75 |
| 37       | DISDUKCAPIL 04.01.01.....                                                                                                                            | 77 |
| 38       | 04.01.01.01 .....                                                                                                                                    | 79 |
| 38.1     | DISDUKCAPIL 04.01.01.01 PENMBUATAN BUKU PROFIL DAN DATA AGREGAT<br>KEPENDUDUKAN.....                                                                 | 80 |
| 38.1.1   | Process Elements .....                                                                                                                               | 80 |
| 38.1.1.1 |  Proses Pengadaan .....                                           | 80 |

## 1 LEVEL 0 DISDUKCAPIL



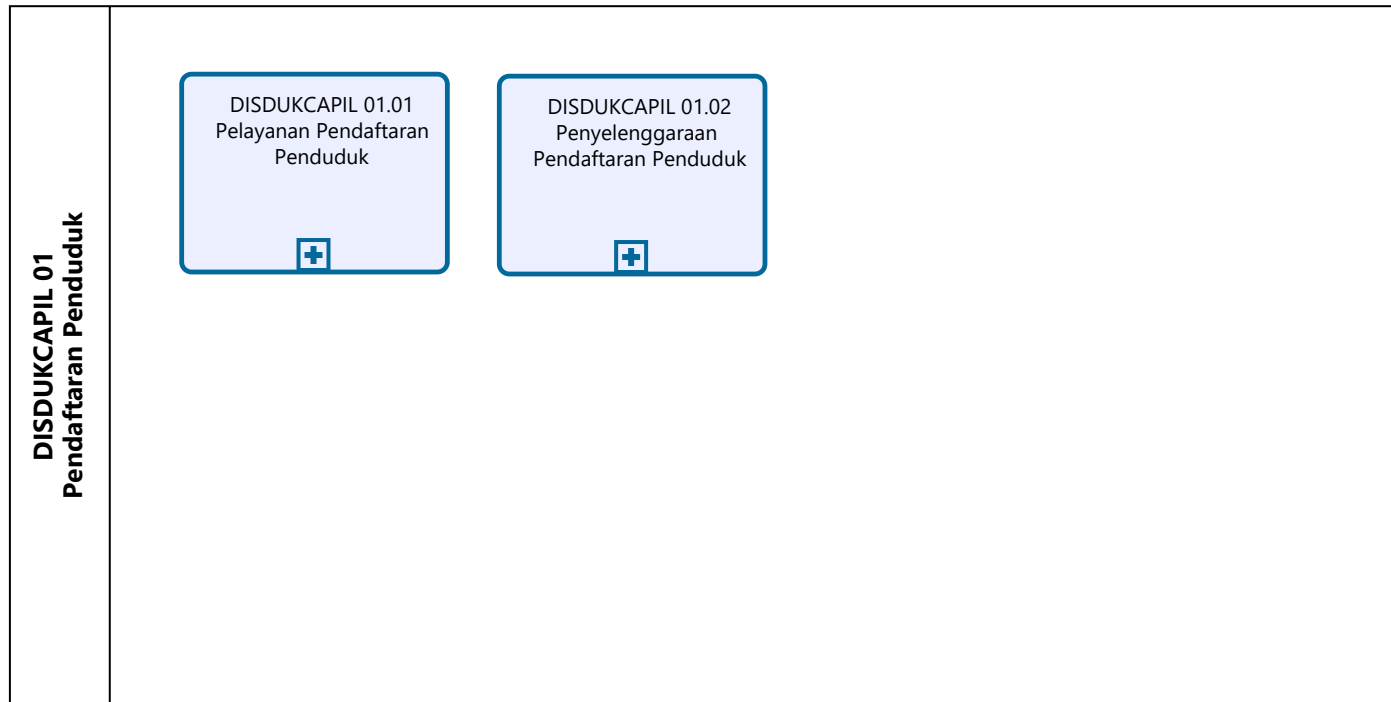
**Version:**

1.0

**Author:**

PERENCANAAN

## 2 LEVEL 1 DISDUKCAPIL 01



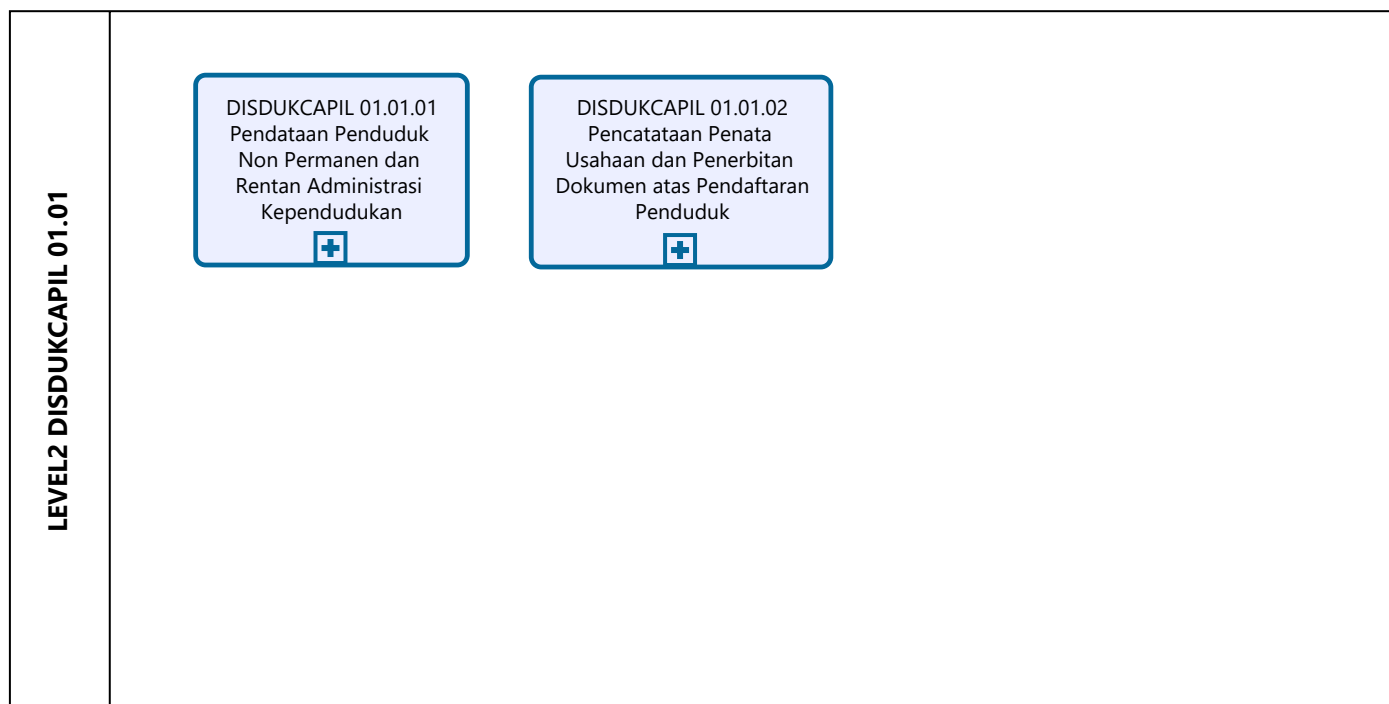
**Version:**

1.0

**Author:**

PERENCANAAN

### 3 LEVEL 2 DISDUKCAPIL 01.01



**Version:**

1.0

**Author:**

PERENCANAAN

## 4 DISDUKCAPIL 01.01.01

|                                                                                                                      |                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISDUKCAPIL 01.01.01</b><br><b>Pendataan Penduduk Non Permanen dan Rentan</b><br><b>Administrasi Kependudukan</b> | <div><p>DISDUKCAPIL 01.01.01.01<br/>Penerbitan Buku<br/>Penduduk Non Permanen</p></div> |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

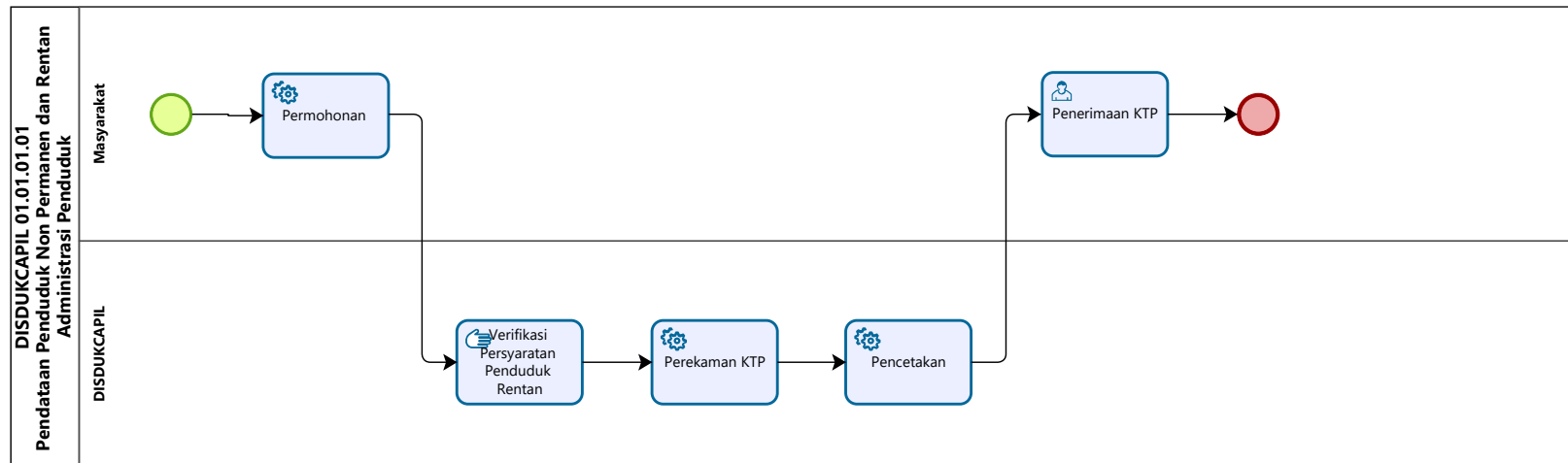
**Version:**

1.0

**Author:**

PERENCANAAN

## 5 01.01.01.01



Version:

1.0

Author:

PERENCANAAN

## 5.1 DISDUKCAPIL 01.01.01.01 PENDATAAN PENDUDUK NON PERMANEN DAN RENTAN ADMINISTRASI PENDUDUK

---

### 5.1.1 PROCESS ELEMENTS

#### 5.1.1.1 Permohonan

Implementation

WebService

#### 5.1.1.2 Perekaman KTP

Implementation

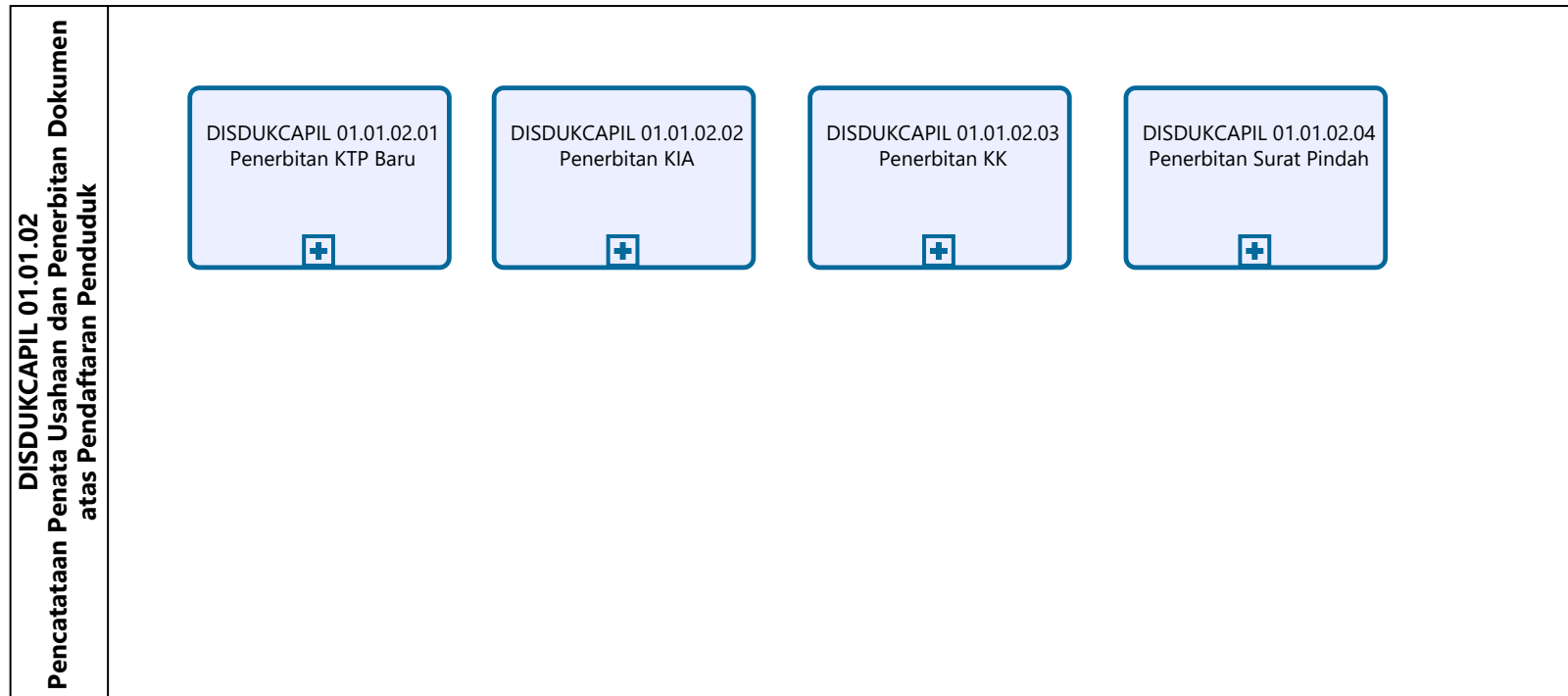
WebService

#### 5.1.1.3 Pencetakan

Implementation

WebService

## 6 DISDUKCAPIL 01.01.02



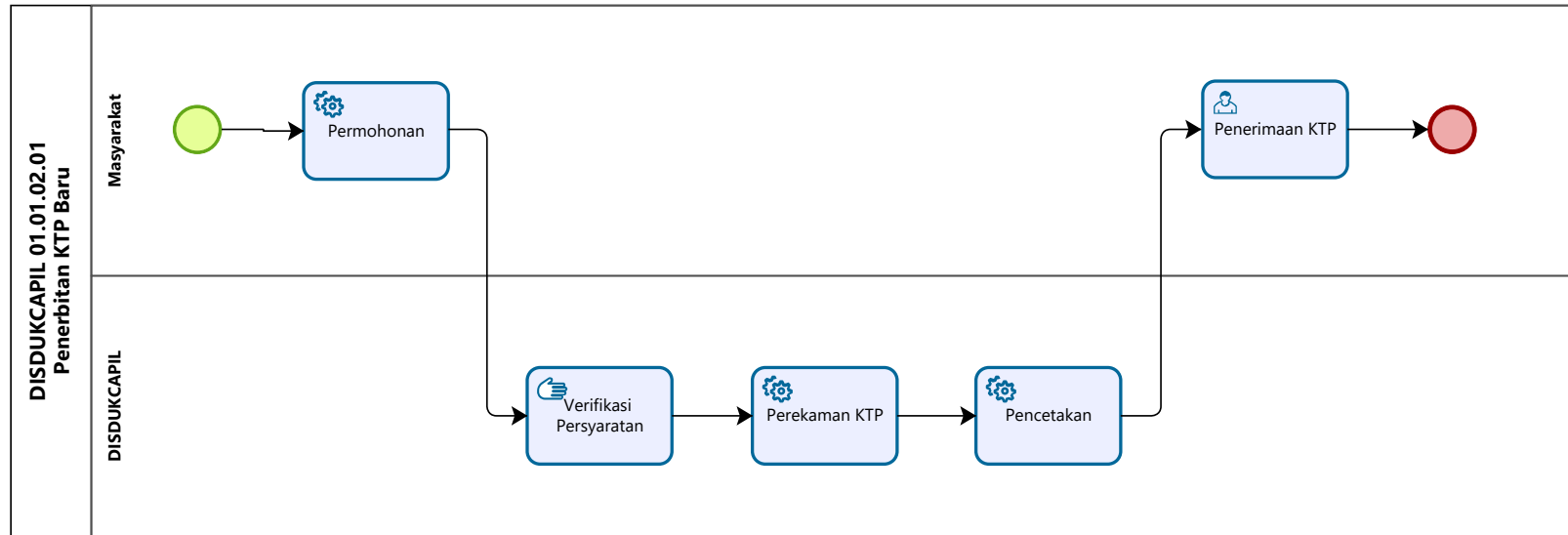
**Version:**

1.0

**Author:**

PERENCANAAN

## 7 01.01.02.01



Version:

1.0

Author:

PERENCANAAN

## 7.1 DISDUKCAPIL 01.01.02.01 PENERBITAN KTP BARU

---

### 7.1.1 PROCESS ELEMENTS

#### 7.1.1.1 Permohonan

Implementation

WebService

#### 7.1.1.2 Perekaman KTP

Implementation

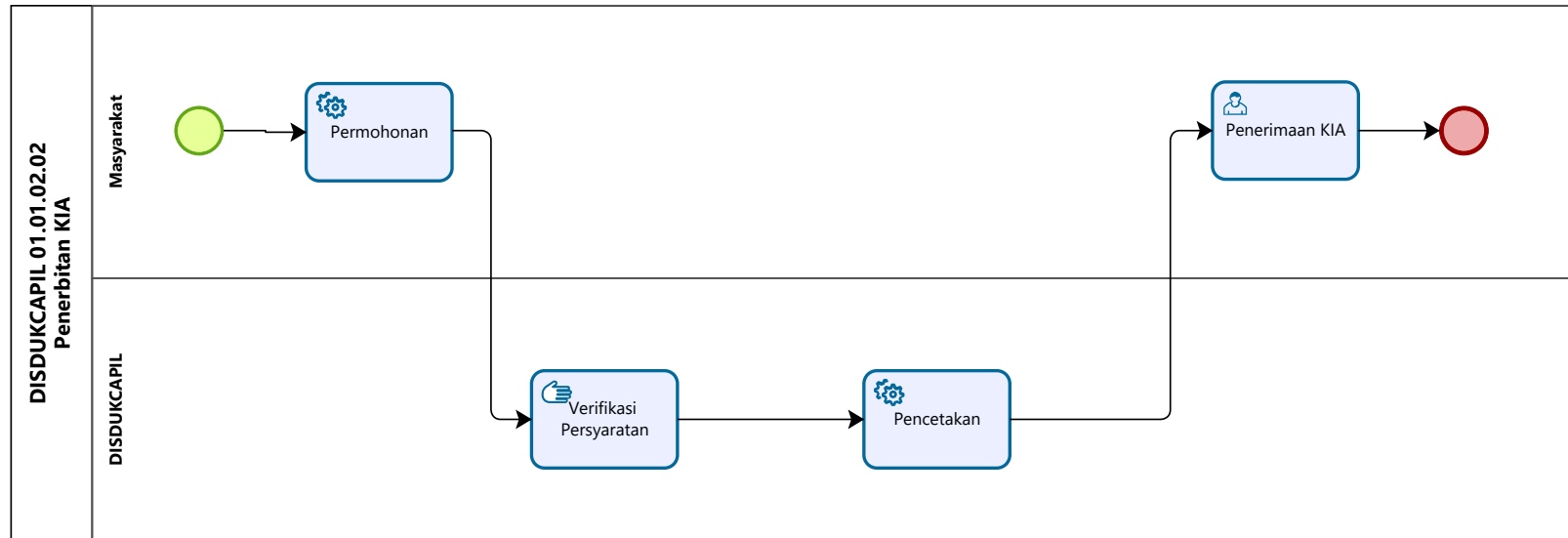
WebService

#### 7.1.1.3 Pencetakan

Implementation

WebService

## 8 01.01.02.02



Version:

1.0

Author:

PERENCANAAN

## 8.1 DISDUKCAPIL 01.01.02.02 PENERBITAN KIA

---

### 8.1.1 PROCESS ELEMENTS

8.1.1.1  Permohonan

Implementation

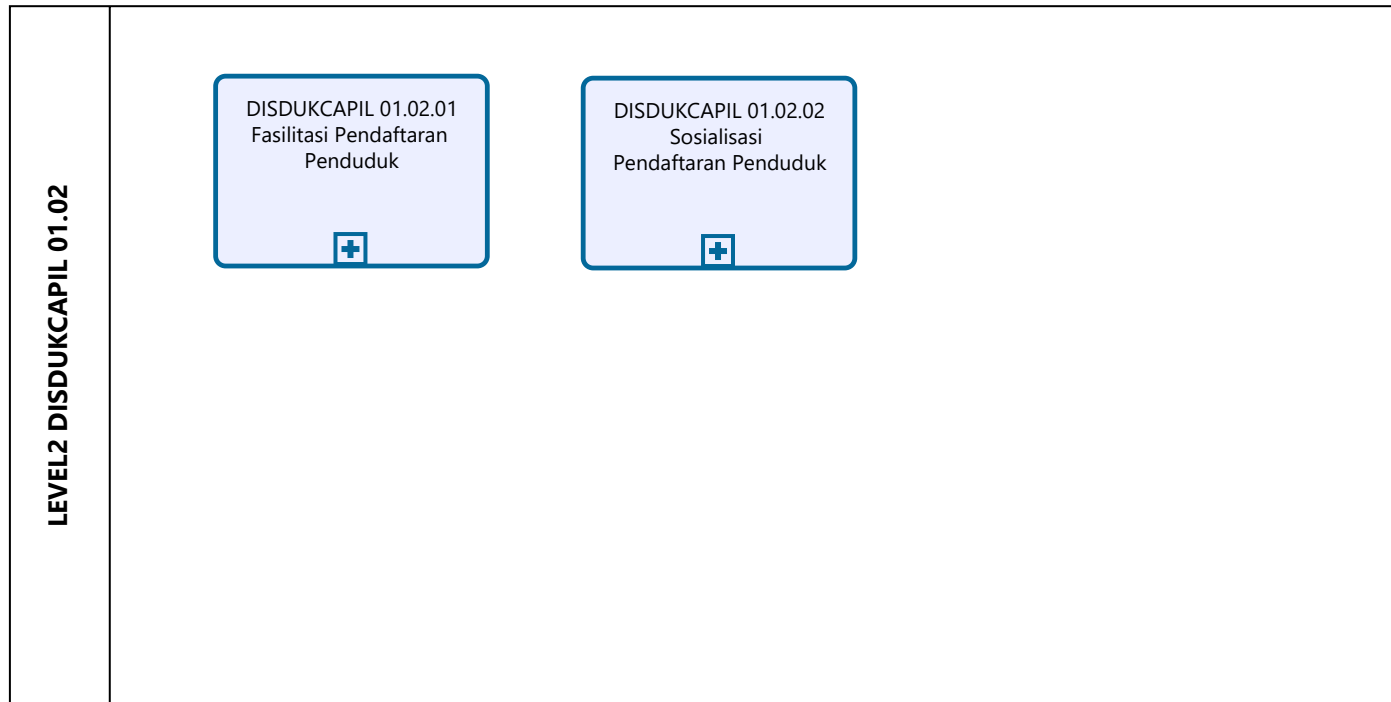
WebService

8.1.1.2  Pencetakan

Implementation

WebService

## 9 LEVEL 2 DISDUKCAPIL 01.02



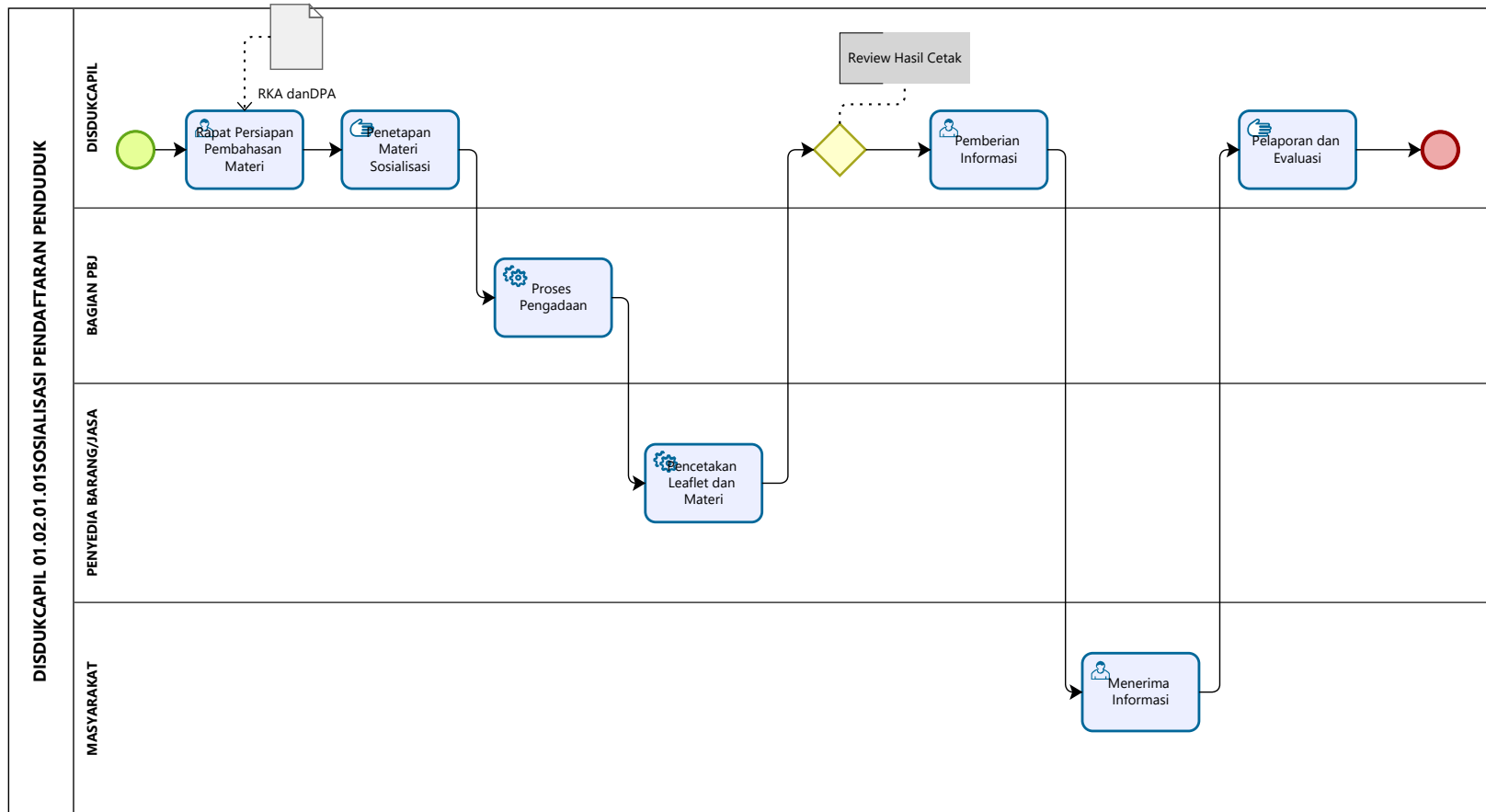
**Version:**

1.0

**Author:**

PERENCANAAN

10.01.02.01.01



**Version:**

1.0

**Author:**

PERENCANAAN

## 10.1 DISDUKCAPIL

### 01.02.01.01 SOSIALISASI PENDAFTARAN PENDUDUK

---

#### 10.1.1 PROCESS ELEMENTS

10.1.1.1  Proses Pengadaan

**Implementation**

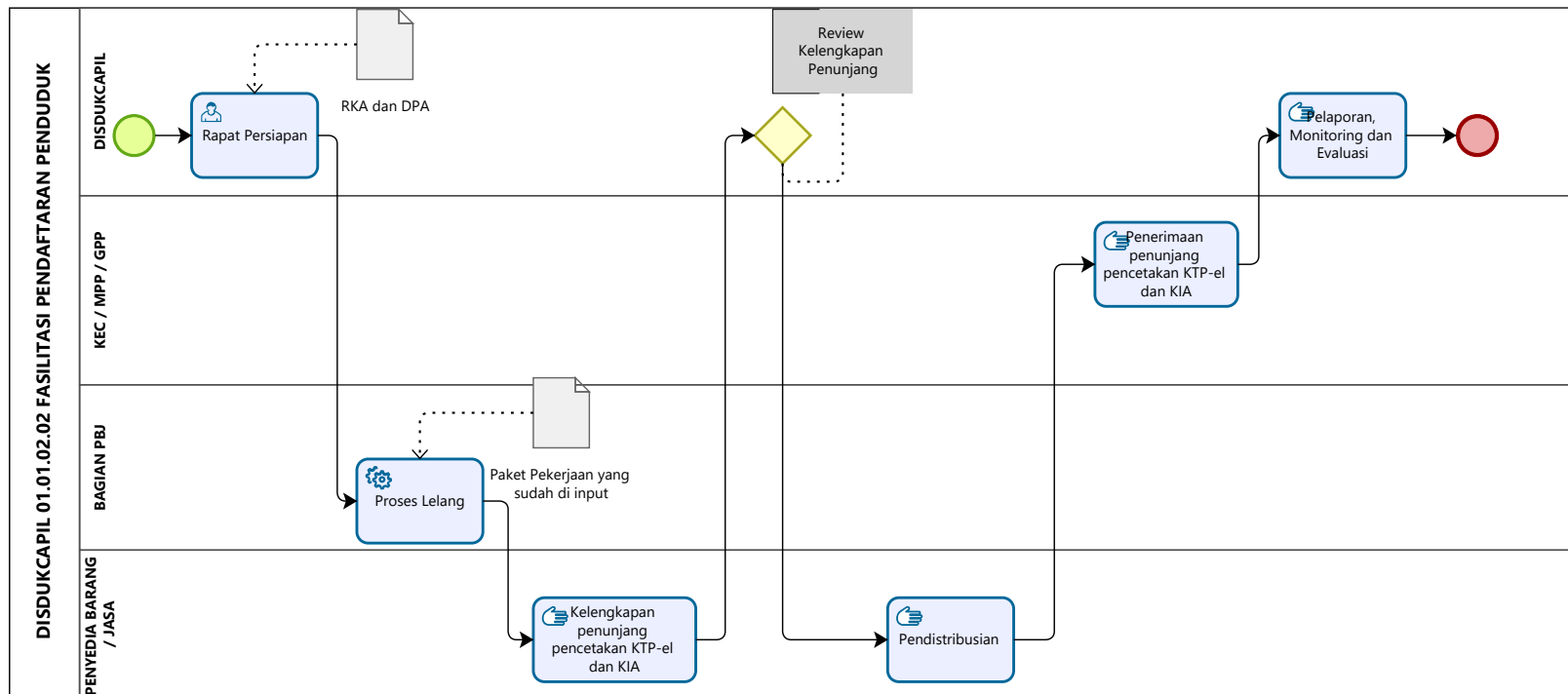
WebService

10.1.1.2  Pencetakan Leaflet dan Materi

**Implementation**

WebService

11 01.02.01.02



**Version:**

1.0

**Author:**

PERENCANAAN

## 11.1 DISDUKCAPIL 01.01.02.02 FASILITASI PENDAFTARAN PENDUDUK

---

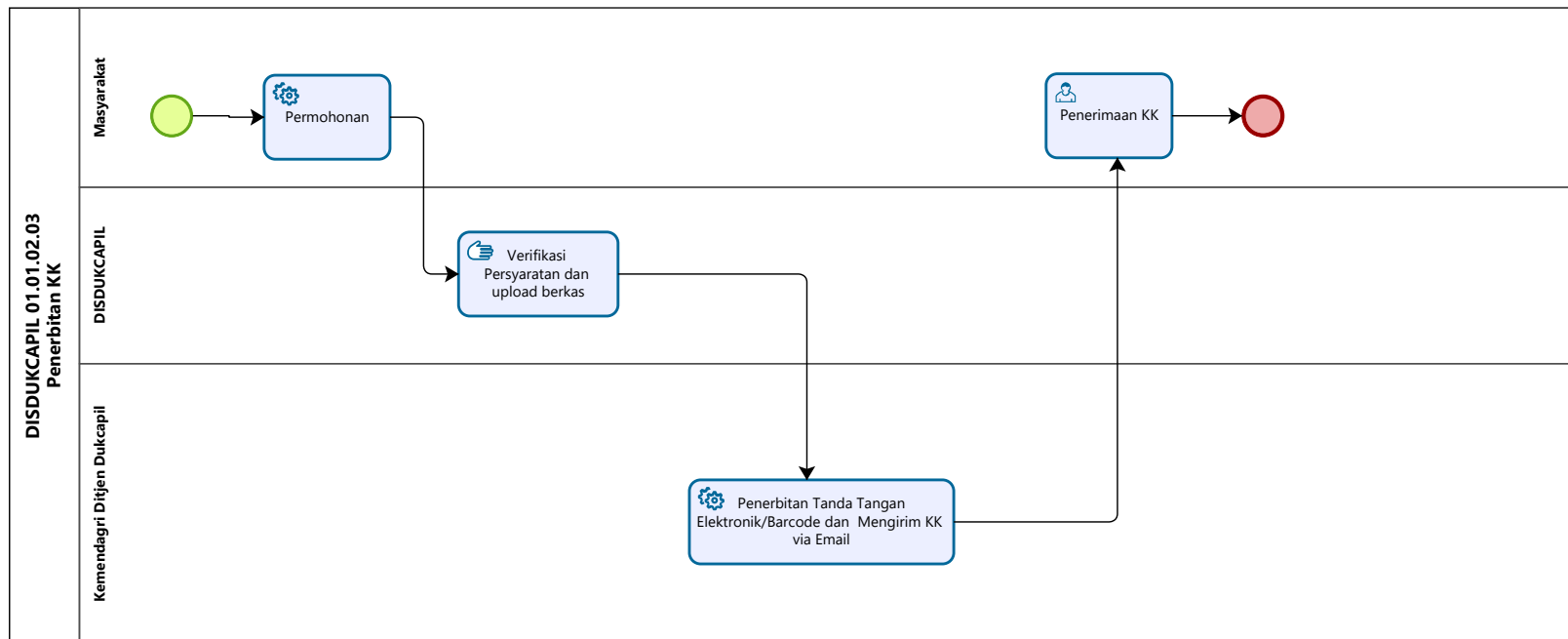
### 11.1.1 PROCESS ELEMENTS

11.1.1.1  Proses Lelang

**Implementation**

WebService

12 01.01.02.03



Version:

1.0

Author:

PERENCANAAN

## 12.1 DISDUKCAPIL 01.01.02.03 PENERBITAN KK

---

### 12.1.1 PROCESS ELEMENTS

12.1.1.1  Permohonan

Implementation

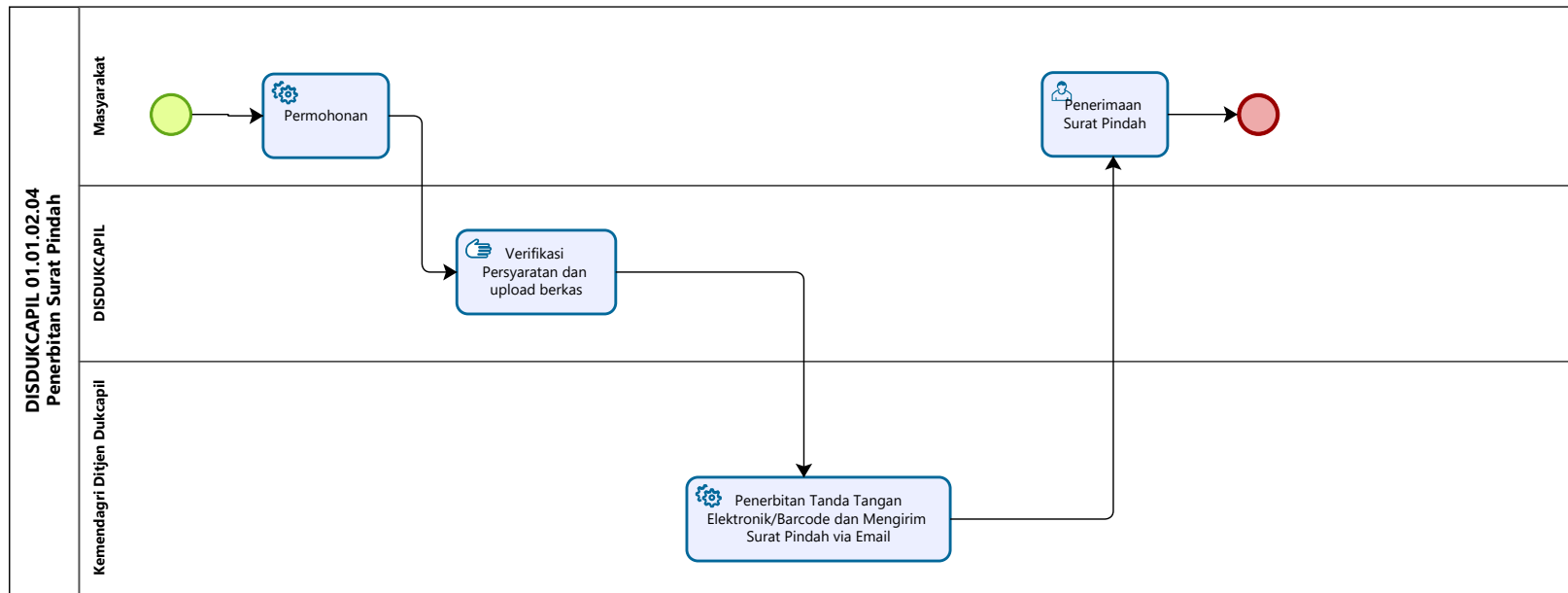
WebService

12.1.1.2  Penerbitan Tanda Tangan Elektronik/Barcode dan Mengirim KK via Email

Implementation

WebService

13 01.01.02.04



Version:

1.0

Author:

PERENCANAAN

## 13.1 DISDUKCAPIL 01.01.02.04 PENERBITAN SURAT PINDAH

---

### 13.1.1 PROCESS ELEMENTS

13.1.1.1  Permohonan

Implementation

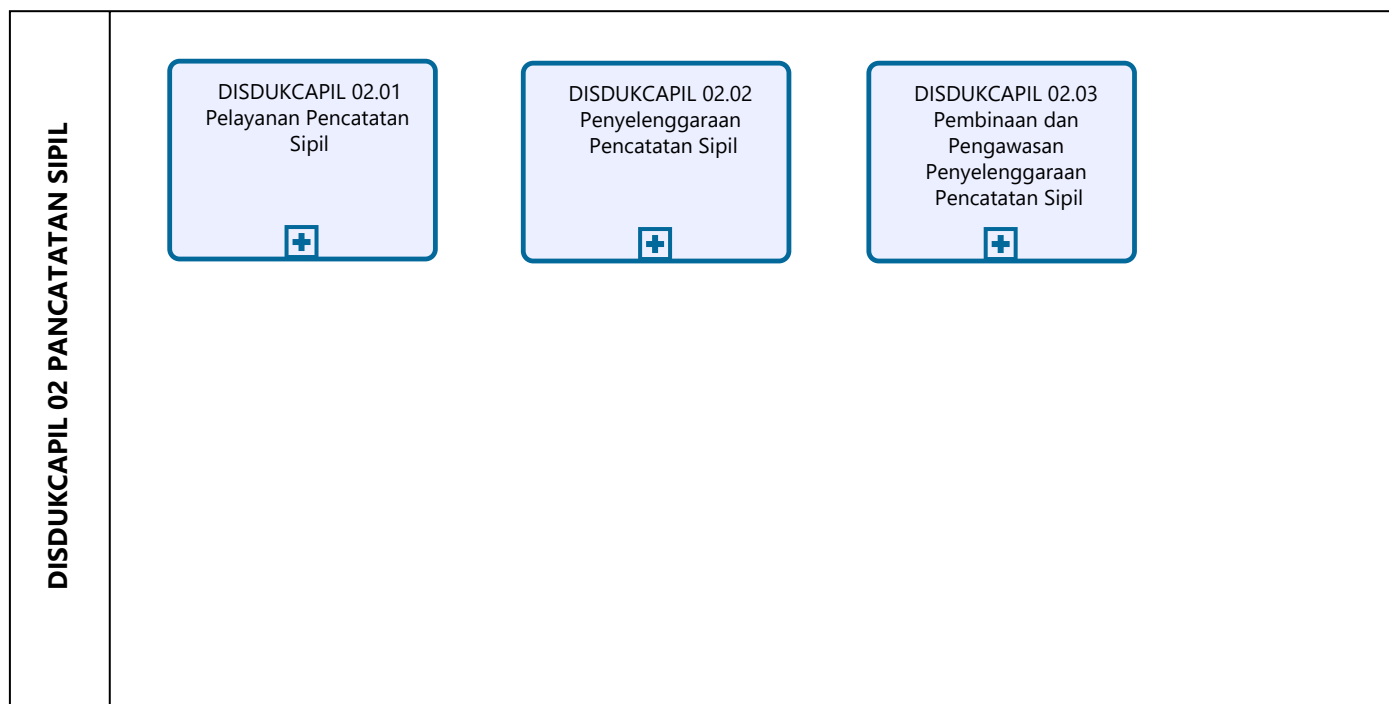
WebService

13.1.1.2  Penerbitan Tanda Tangan Elektronik/Barcode dan Mengirim Surat Pindah via Email

Implementation

WebService

## 14 LEVEL 1 DISDUKCAPIL 02



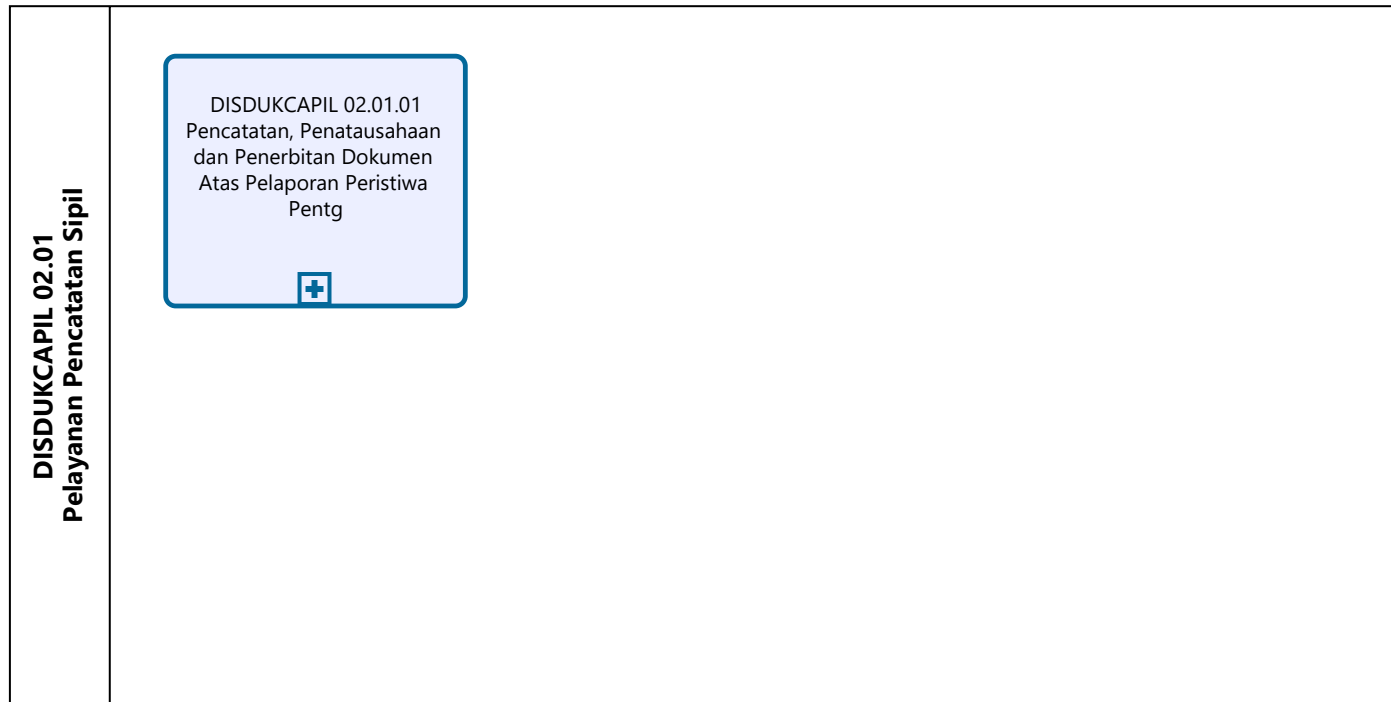
**Version:**

1.0

**Author:**

PERENCANAAN

## 15 LEVEL 2 DISDUKCAPIL 02.01



**Version:**

1.0

**Author:**

PERENCANAAN

## 16 DISDUKCAPIL 02.01.01

|                                                                                                                            |                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISDUKCAPIL 02.01.01</b><br><b>Pencatatan, Penatausahaan dan Penerbitan Dok Atas</b><br><b>Pelaporan Peristiwa Ptng</b> | <div><p>DISDUKCAPIL 02.01.01.01<br/>Penerbitan Akta-Akta<br/>Pencatatan Sipil (Lahir, Mati,<br/>Kawin dan Cerai)</p></div> |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

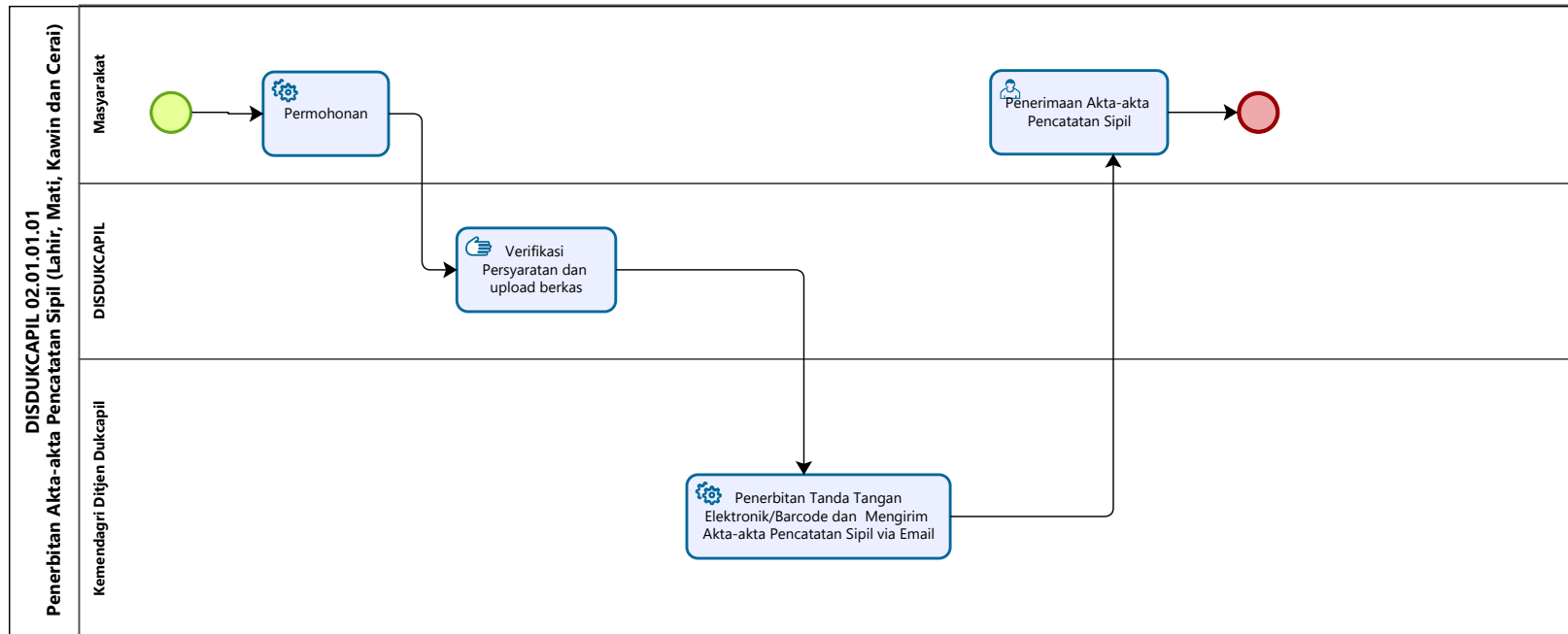
**Version:**

1.0

**Author:**

PERENCANAAN

17 02.01.01.01



**Version:**

1.0

**Author:**

PERENCANAAN

## 17.1 DISDUKCAPIL 02.01.01.01 PENERBITAN AKTA-AKTA PENCATATAN SIPIL (LAHIR, MATI, KAWIN DAN CERAH)

---

### 17.1.1 PROCESS ELEMENTS

17.1.1.1  Permohonan

**Implementation**

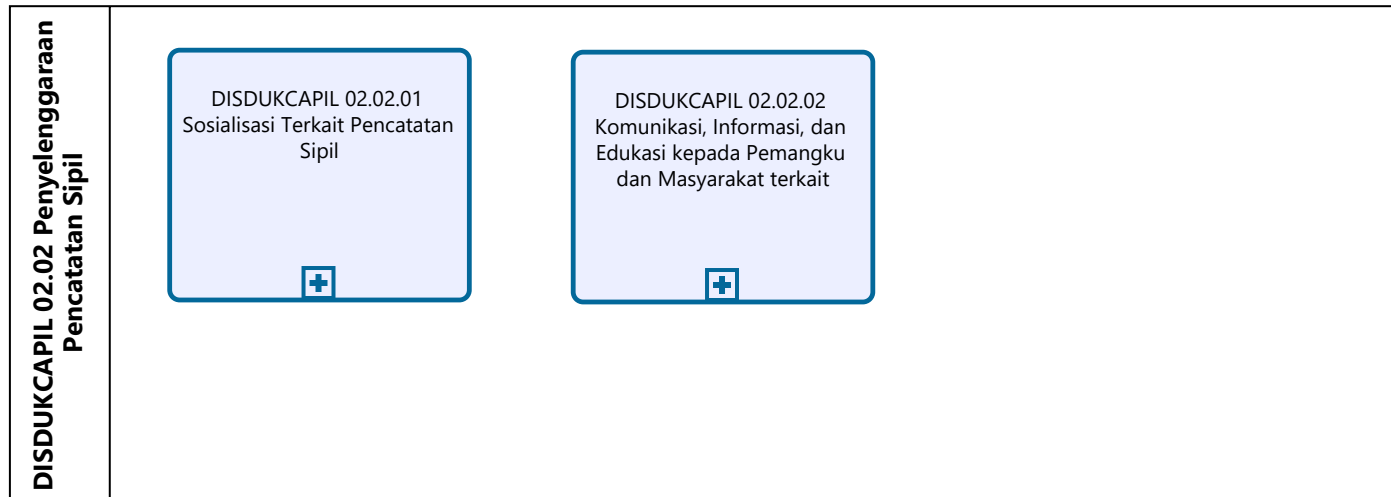
WebService

17.1.1.2  Penerbitan Tanda Tangan Elektronik/Barcode dan Mengirim Akta-akta Pencatatan Sipil via Email

**Implementation**

WebService

## 18 LEVEL 2 DISDUKCAPIL 02.02



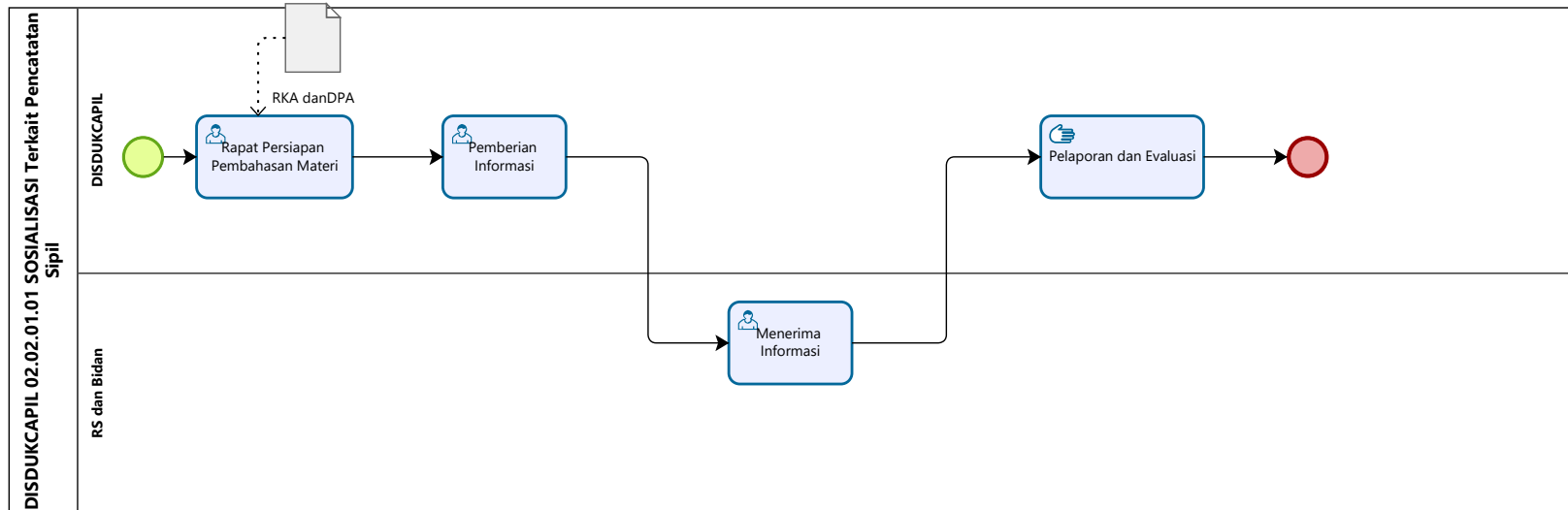
**Version:**

1.0

**Author:**

PERENCANAAN

19 02.02.01.01



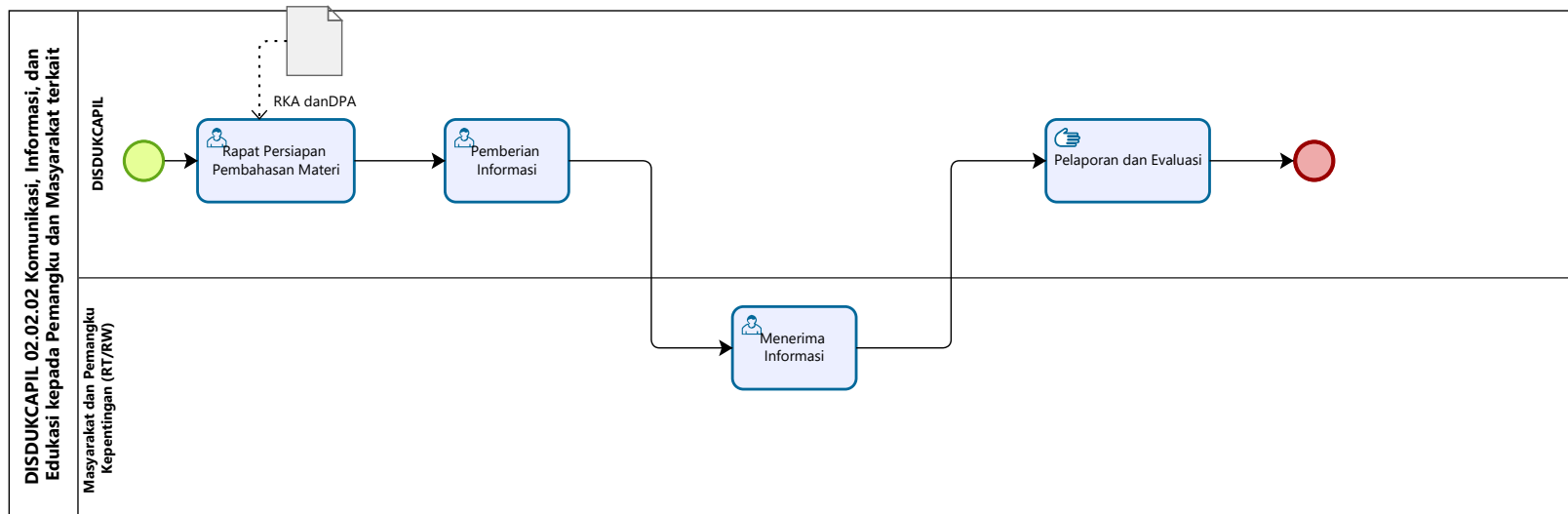
**Version:**

1.0

**Author:**

PERENCANAAN

20 02.02.01.02



**Version:**

1.0

**Author:**

PERENCANAAN

## 21 LEVEL 2 DISDUKCAPIL 02.03

|                                                                                        |                                                                                                                                                                           |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISDUKCAPIL 02.03 Pembinaan dan Pengawasan<br/>Penyelenggaraan Pencatatan Sipil</b> | <div><p>DISDUKCAPIL 02.03.01<br/>Bimbingan Teknis Terkait<br/>Pencatatan Sipil</p></div> |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Version:**

1.0

**Author:**

PERENCANAAN

## 22 DISDUKCAPIL 02.03.01

|                                                                       |                                                                                                                                                                   |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISDUKCAPIL 02.03.01 Bimbingan Teknis Terkait Pencatatan Sipil</b> | <div><p>DISDUKCAPIL 02.03.01<br/>Bimbingan Teknis<br/>Pencatatan Sipil</p></div> |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

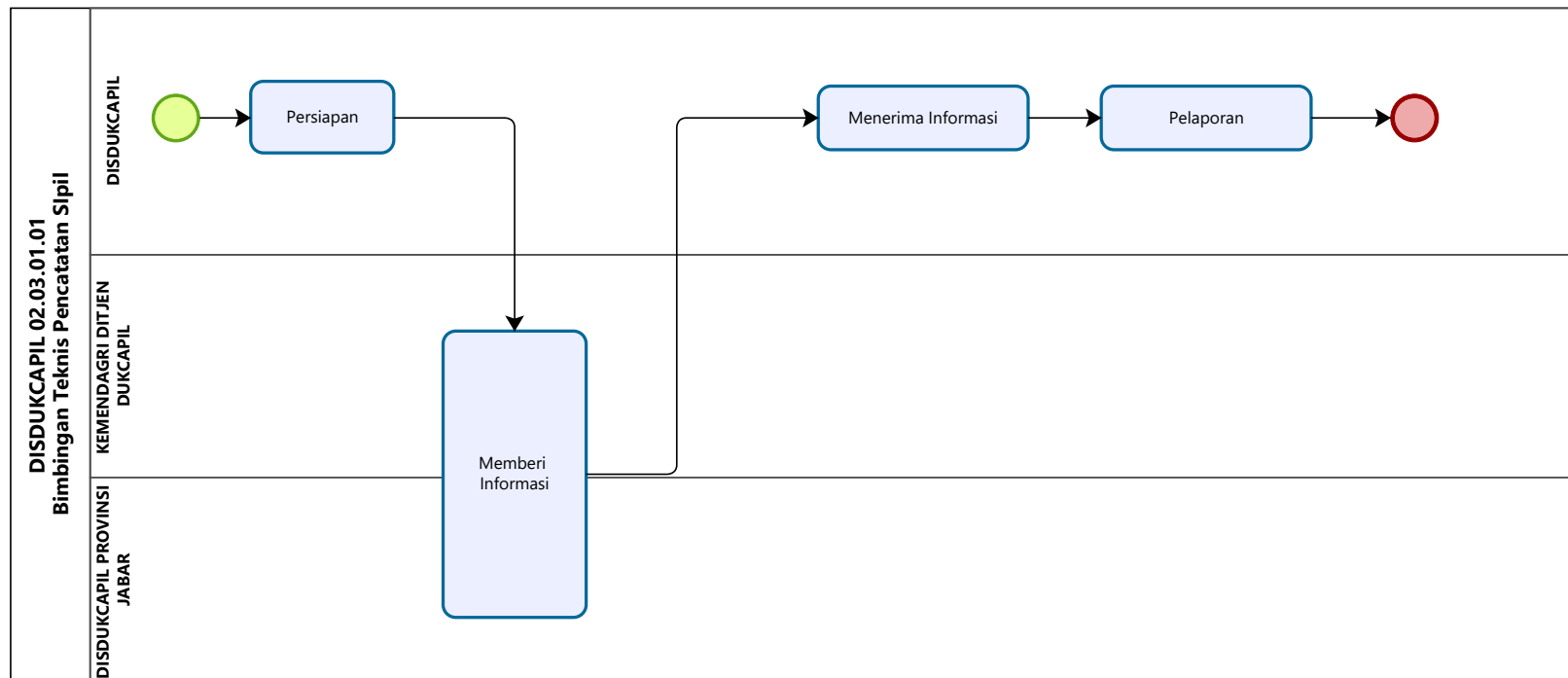
**Version:**

1.0

**Author:**

PERENCANAAN

23 02.03.01.01



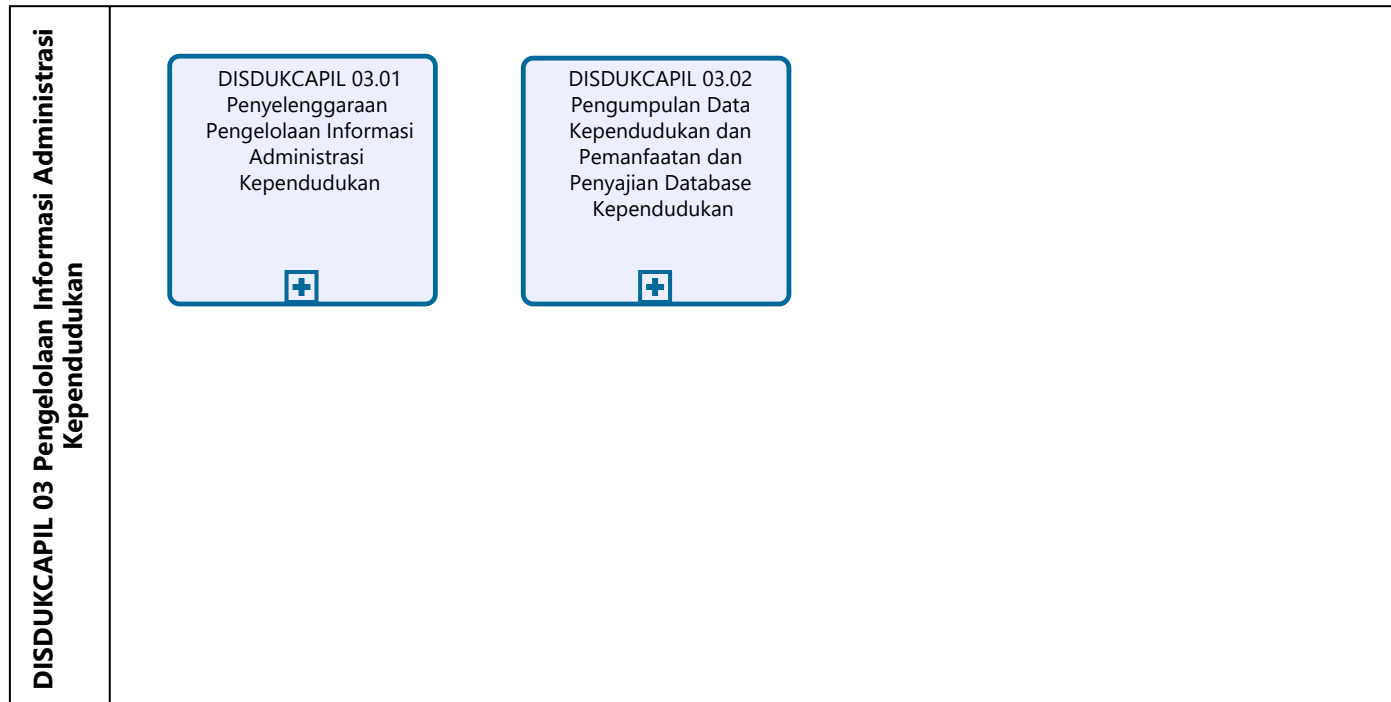
**Version:**

1.0

**Author:**

PERENCANAAN

## 24 LEVEL 1 DISDUKCAPIL03



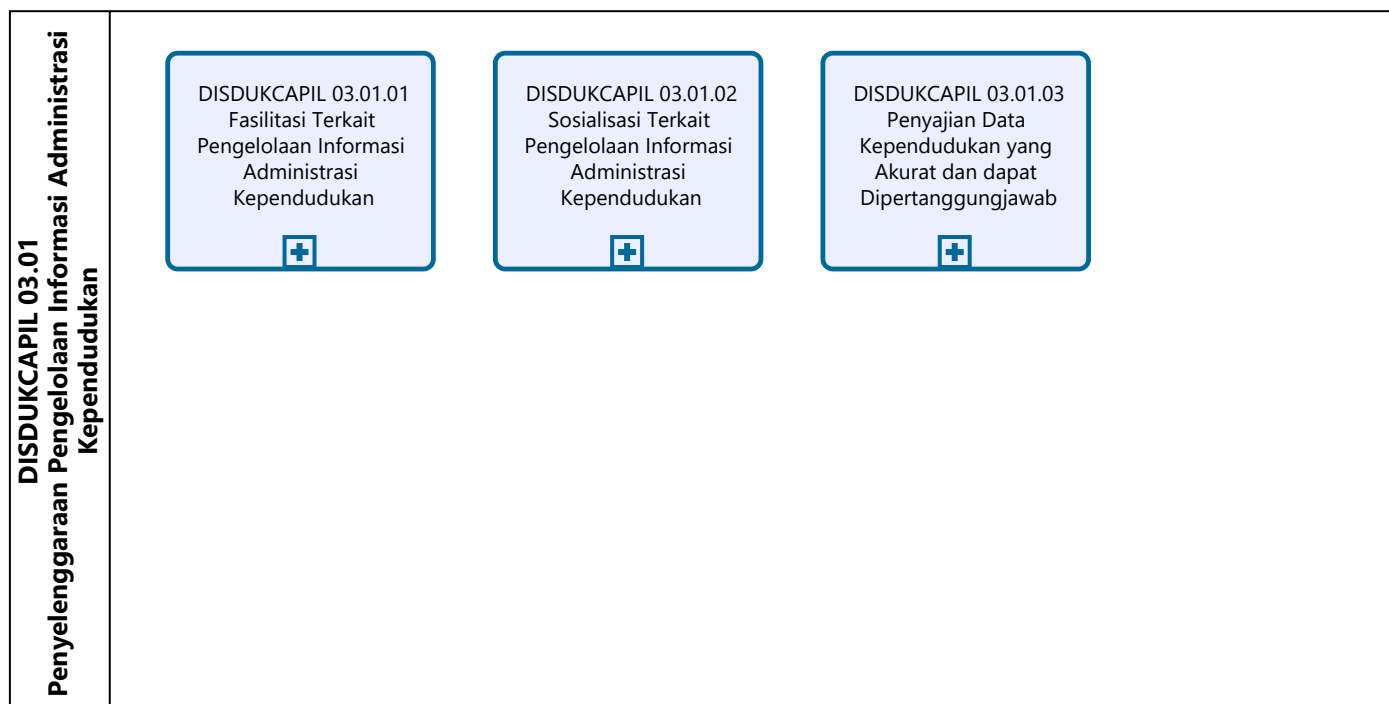
**Version:**

1.0

**Author:**

PERENCANAAN

## 25 LEVEL 2 DISDUKCAPIL 03.01



**Version:**

1.0

**Author:**

PERENCANAAN

## 26 DISDUKCAPIL 03.01.01

|                                                                                                         |                                                                                                                      |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>DISDUKCAPIL 03.01.01</b><br><b>Fasilitas Terkait Pengelolaan Informasi Administrasi Kependudukan</b> | <div>DISDUKCAPIL 03.01.01.01<br/>Fasilitas Pengelolaan<br/>Informasi Administrasi<br/>Kependudukan</div> <div></div> |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

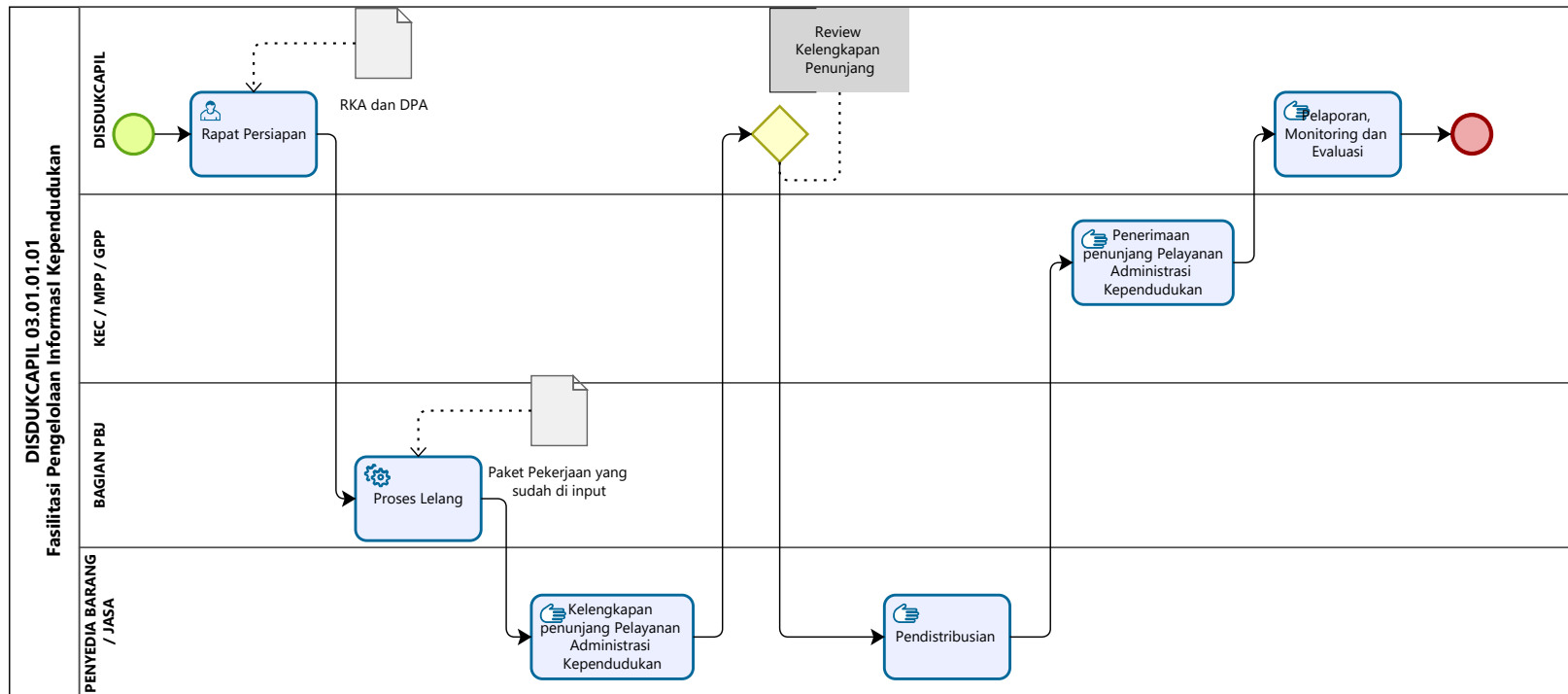
**Version:**

1.0

**Author:**

PERENCANAAN

2703.01.01.01



**Version:**

1.0

**Author:**

PERENCANAAN

## 27.1 DISDUKCAPIL 03.01.01.01 FASILITASI PENGELOLAAN INFORMASI KEPENDUDUKAN

---

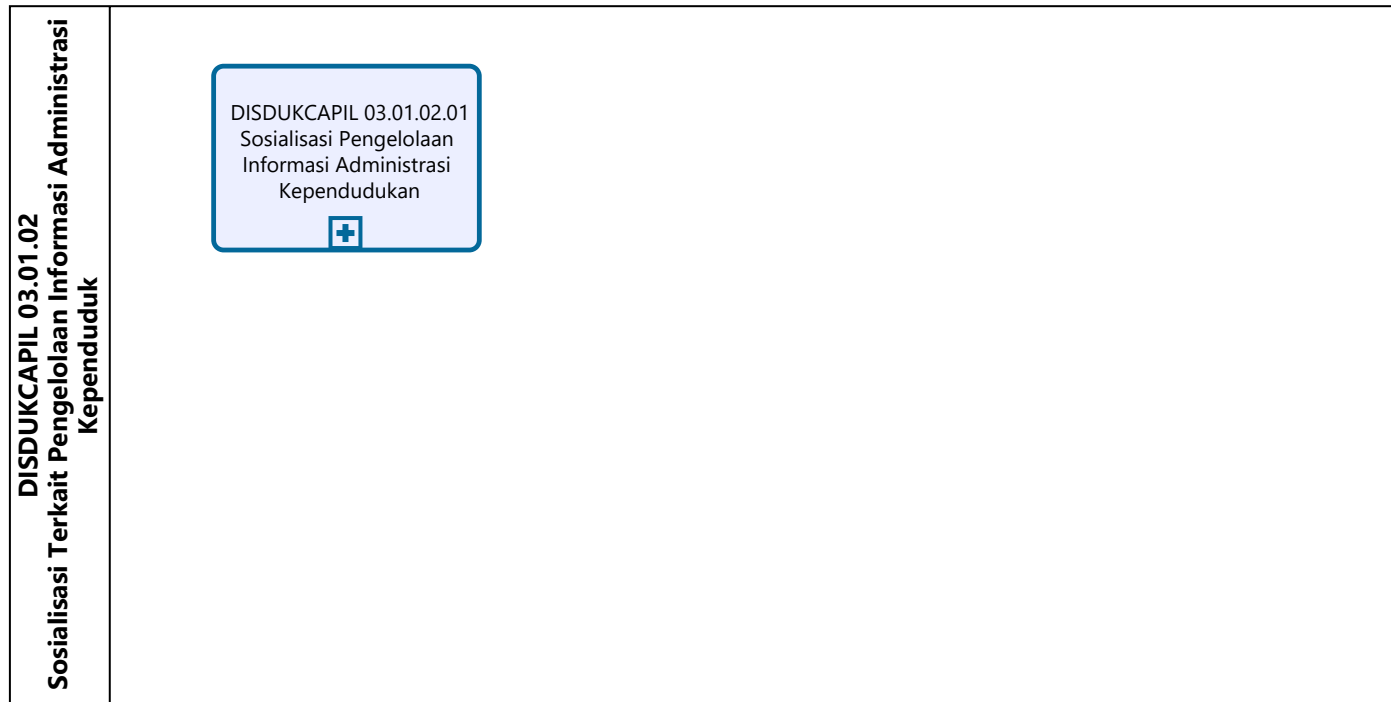
### 27.1.1 PROCESS ELEMENTS

27.1.1.1  Proses Lelang

**Implementation**

WebService

## 28 DISDUKCAPIL 03.01.02



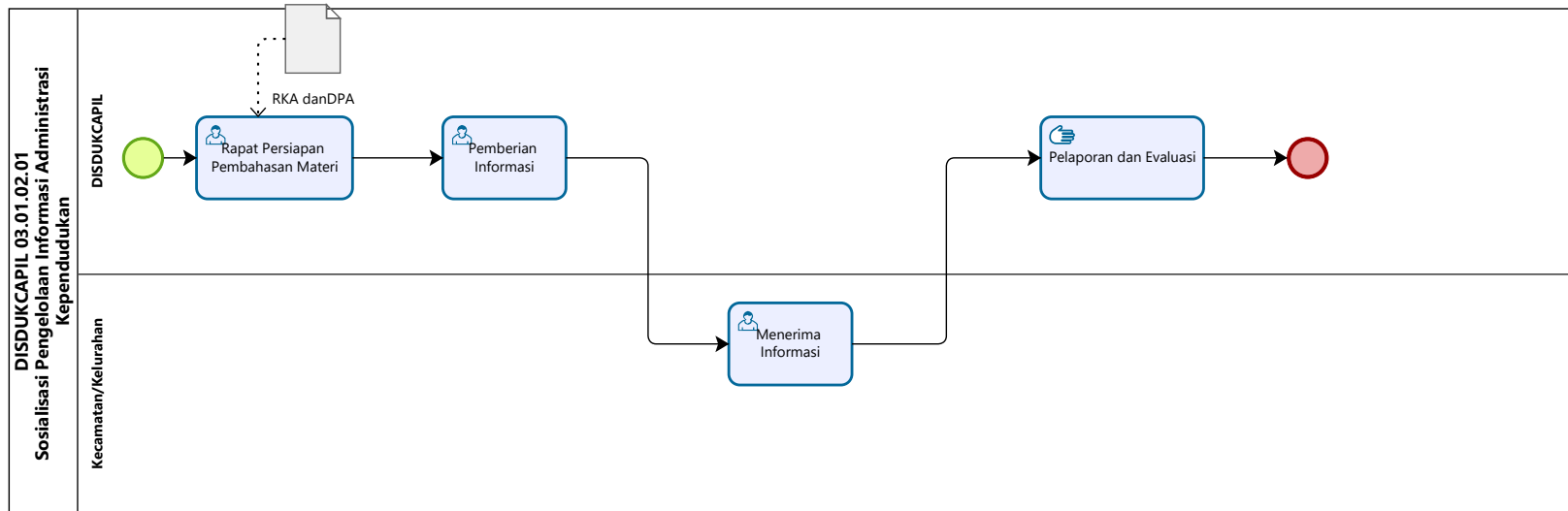
**Version:**

1.0

**Author:**

PERENCANAAN

29 03.01.02.01



**Version:**

1.0

**Author:**

PERENCANAAN

## 30 DISDUKCAPIL 03.01.03

|                                                                                                                      |                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISDUKCAPIL 03.01.03</b><br><b>Penyajian Data Kependudukan yang Akurat dan dapat</b><br><b>Dipertanggungjawab</b> | <div><div>DISDUKCAPIL 03.01.03.01<br/>Penyajian Data<br/>Kependudukan</div><div></div></div> |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

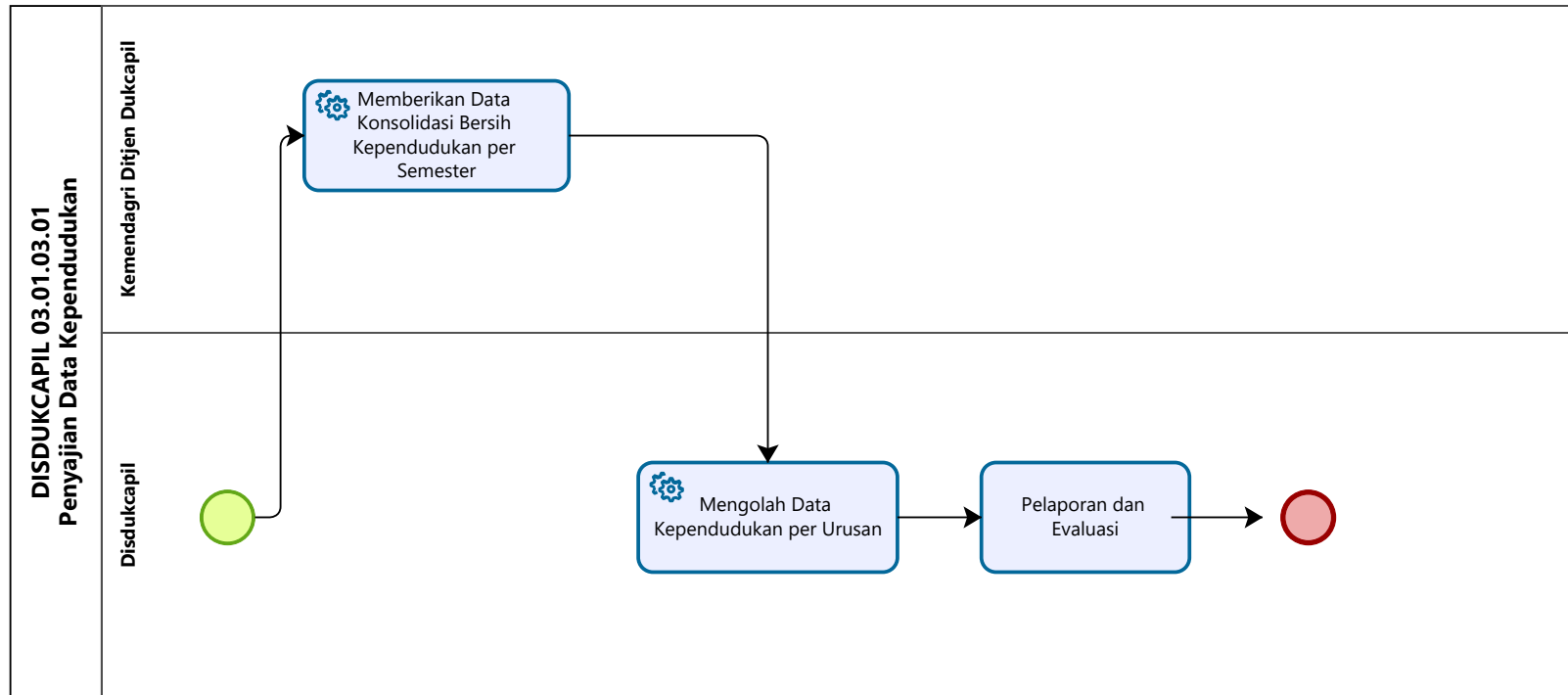
**Version:**

1.0

**Author:**

PERENCANAAN

3103.01.03.01



Version:

1.0

Author:

PERENCANAAN

## 31.1 DISDUKCAPIL 03.01.03.01 PENYAJIAN DATA KEPENDUDUKAN

---

### 31.1.1 PROCESS ELEMENTS

31.1.1.1  Memberikan Data Konsolidasi Bersih Kependudukan per Semester

Implementation

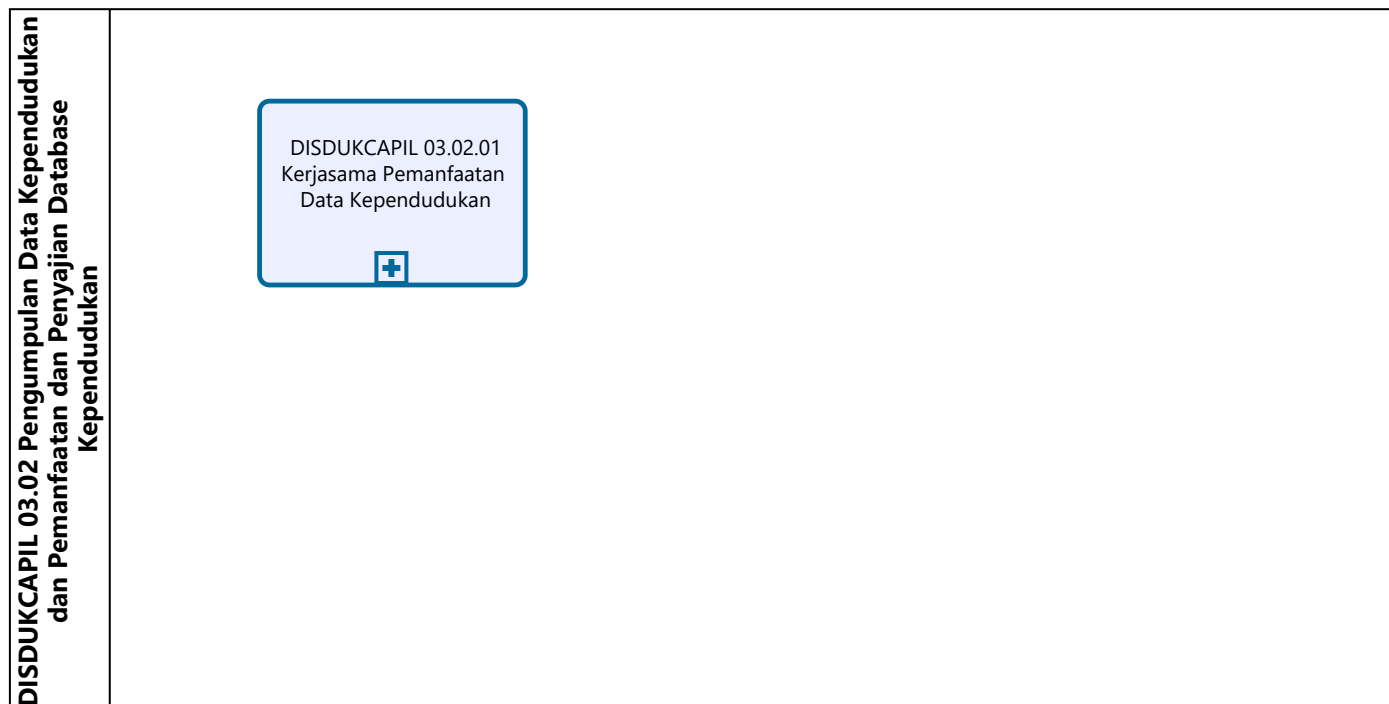
WebService

31.1.1.2  Mengolah Data Kependudukan per Urusan

Implementation

WebService

## 32 LEVEL 2 DISDUKCAPIL 03.02



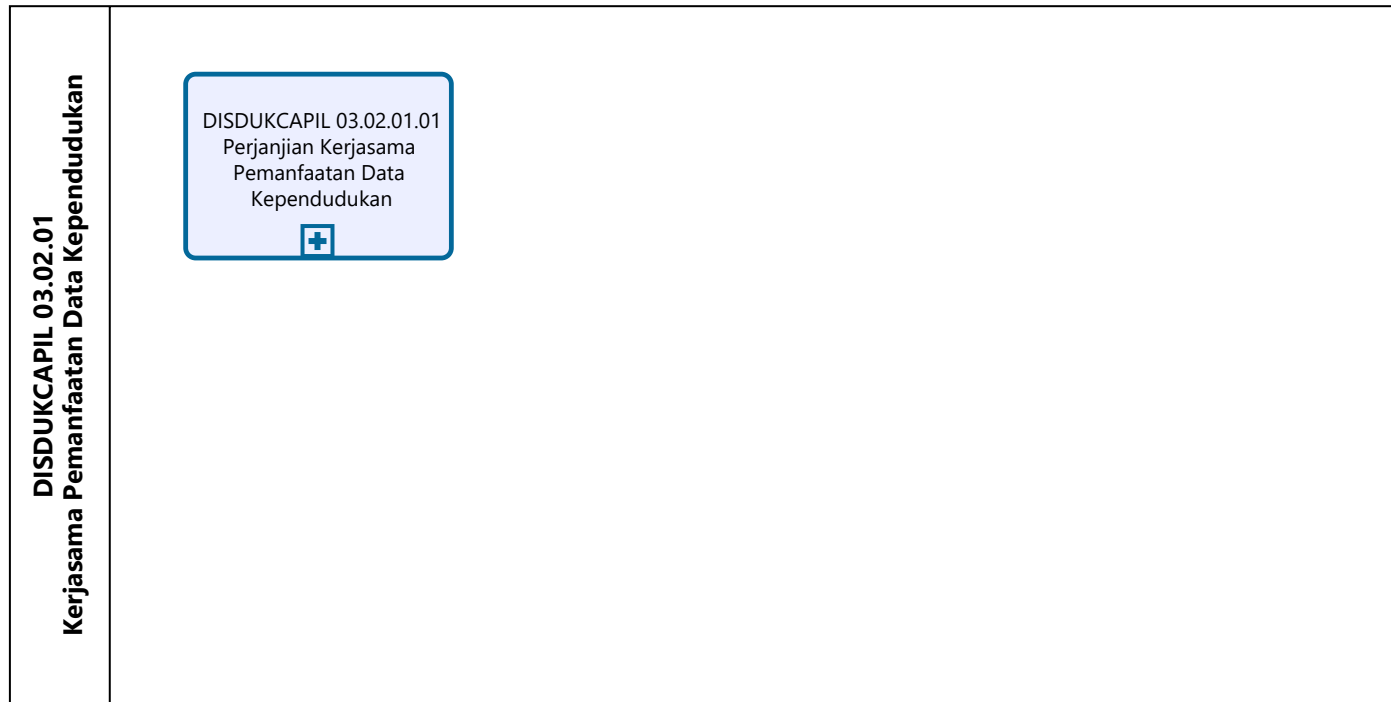
**Version:**

1.0

**Author:**

PERENCANAAN

### 33 DISDUKCAPIL 03.02.01

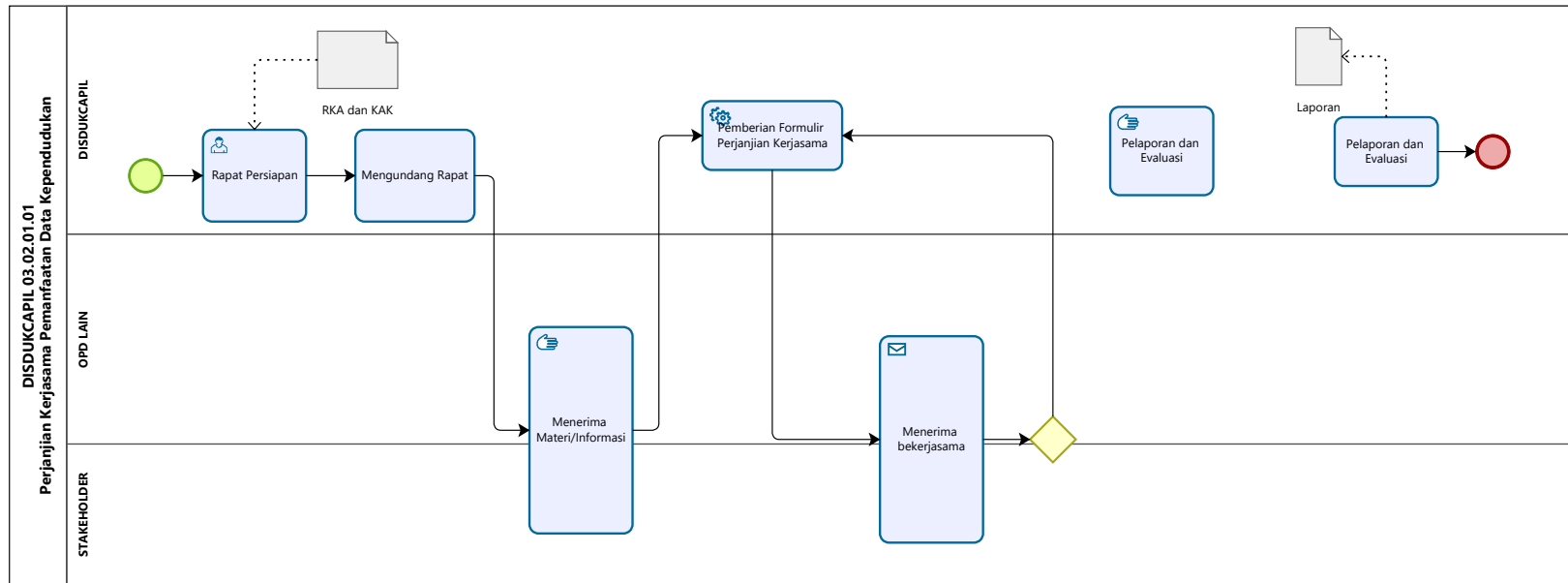


**Version:**

1.0

**Author:**

PERENCANAAN



Stakeholder:  
1. Instansi Pemerintah  
2. BUMD / BUMN  
3. Pihak Swasta  
4. Lembaga Berbadan Hukum

Version:

1.0

Author:

PERENCANAAN

## 34.1 DISDUKCAPIL 03.02.01.01 PERJANJIAN KERJASAMA PEMANFAATAN DATA KEPENDUDUKAN

---

### 34.1.1 PROCESS ELEMENTS

34.1.1.1  Pemberian Formulir Perjanjian Kerjasama

Implementation

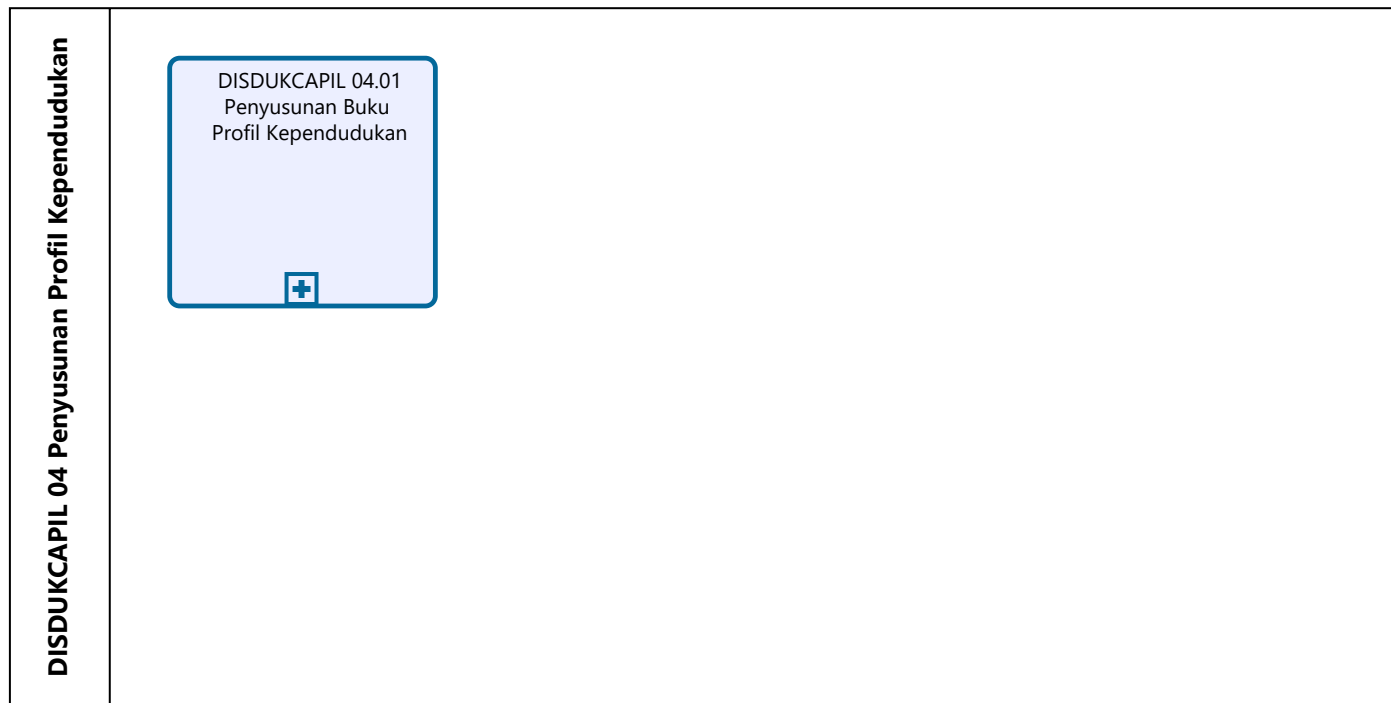
WebService

34.1.1.2  Menerima bekerjasama

Implementation

WebService

## 35 LEVEL 1 DISDUKCAPIL 04



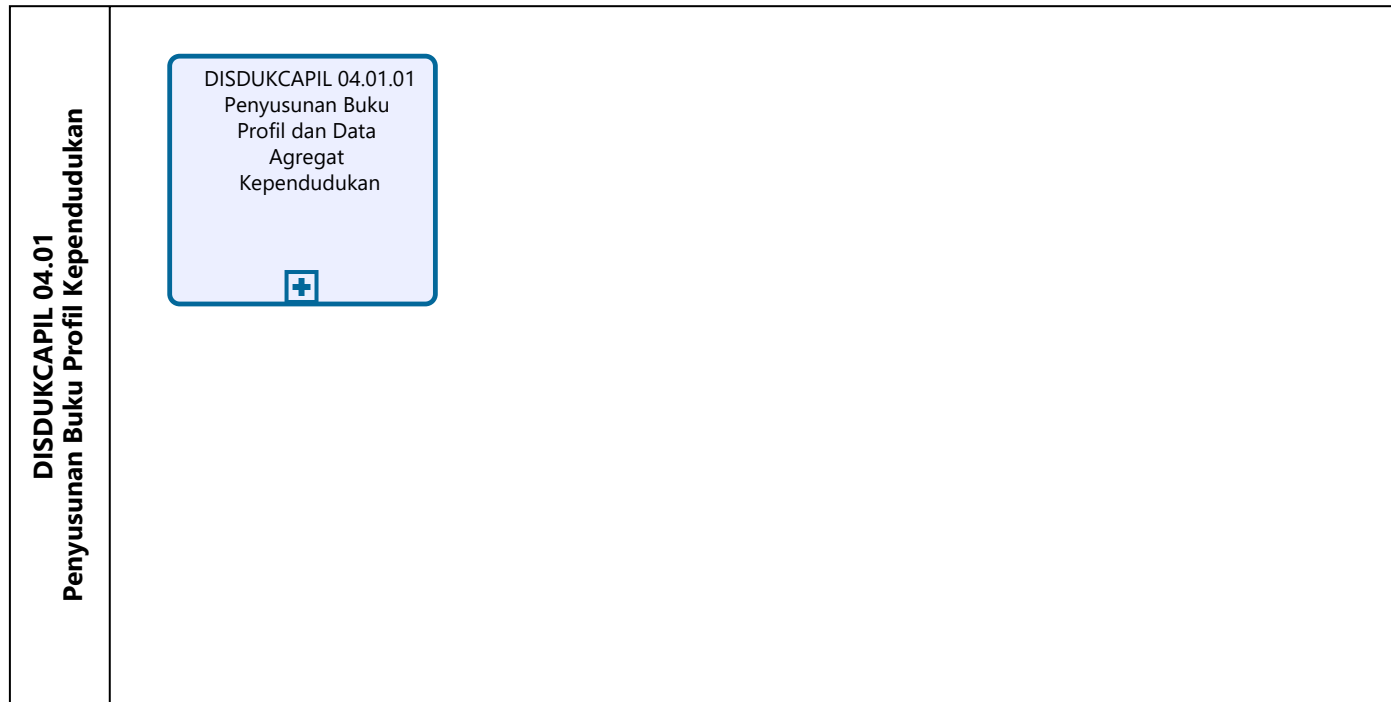
**Version:**

1.0

**Author:**

PERENCANAAN

## 36 LEVEL 2 DISDUKCAPIL 04.01



**Version:**

1.0

**Author:**

PERENCANAAN

## 37DISDUKCAPIL 04.01.01

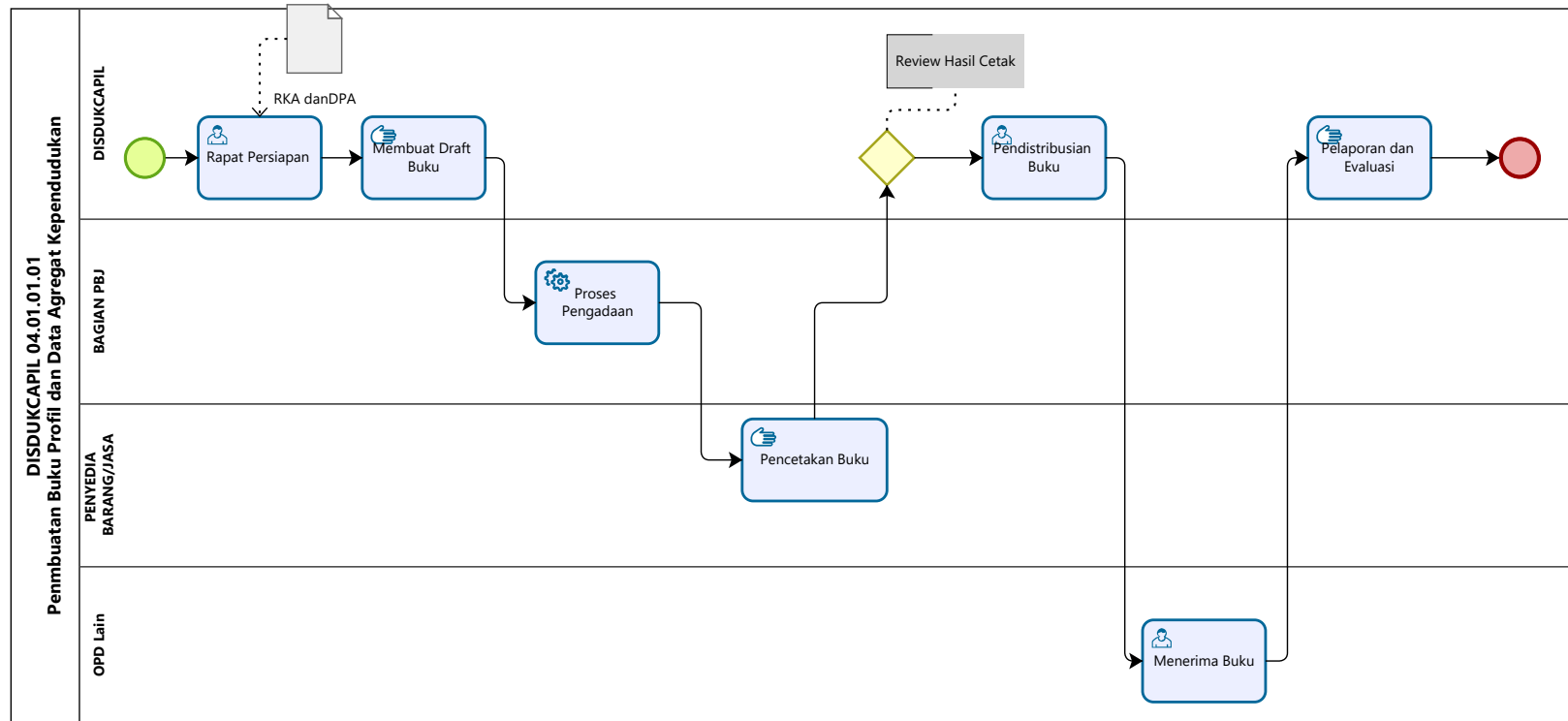
|                                                                                                      |                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISDUKCAPIL 04.01.01</b><br><b>Penyusunan Buku Profil dan Data Agregat</b><br><b>Kependudukan</b> | <div><p>DISDUKCAPIL<br/>04.01.01.01<br/>Penmbuatan Buku<br/>Profil dan Data<br/>Agregat<br/>Kependudukan</p></div> |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Version:**

1.0

**Author:**

PERENCANAAN



**Version:**

1.0

**Author:**

PERENCANAAN

## 38.1 DISDUKCAPIL 04.01.01.01 PENMBUATAN BUKU PROFIL DAN DATA AGREGAT KEPENDUDUKAN

---

### 38.1.1 PROCESS ELEMENTS

38.1.1.1  Proses Pengadaan

**Implementation**

WebService