



PEMERINTAH KABUPATEN PADANG PARIAMAN
DINAS KEPENDUDUKAN DAN PENCATATAN SIPIL

| | |
|--|---|
| NOMOR SOP | : 57/SOP/Disdukcapil/X-2019 |
| TGL. PEMBUATAN | : 10 Oktober 2019 |
| TGL. REVISI | : |
| TGL. EFEKTIF | : 14 Oktober 2019 |
| DISAHKAN OLEH | : Dinas Kependudukan dan Pencatatan Sipil Kepala  M. ADHLY S, AP, MM NIP. 19760130 199503 1 001 |
| NAMA SOP | : SOP Aplikasi Dukcapil Ceria Digital Akta Kematian (Masyarakat) |
| DASAR HUKUM: | KUALIFIKASI PELAKSANA: |
| 1. UU Nomor 24 tahun 2013 tentang Perubahan UU No 23 tahun 2006 tentang Administrasi Kependudukan; 2. Peraturan Presiden RI Nomor 19 tahun 2018 tentang Peningkatan Kualitas Layanan Administrasi Kependudukan; | 1. Menguasai Perangkat Komputer dan jaringan internet |
| KETERKAITAN: | PERALATAN/PERLENGKAPAN: |
| SOP Penerbitan Akta Kematian | 1. Komputer, jaringan internet, scanner, printer, buku, alat tulis, smartphone |
| PERINGATAN: | PENCATATAN DAN PENDATAAN: |
| Apabila SOP tidak dijalankan maka prosedur kerja tidak berjalan sebagaimana mestinya | Akta Kematian |

PROSEDUR APLIKASI DUKCAPIL CERIA DIGITAL AKTA KEMATIAN (MASYARAKAT)

| NO. | AKTIVITAS | PEMOHON (MASYARAKAT) | OPERATOR PENERIMA LAYANAN DIGITAL | KASI / KABID | KADIS | OPERATOR NAGARI | MUTU BAKU | | | KET | |
|-----|---|---|---|-----------------|-------|--------------------|---|---------------------|--------|-----------------------|-----------------|
| | | | | | | | KELENGKAPAN | WAKTU | OUTPUT | | |
| 1. | Melengkapi persyaratan (soft file) dan input Data Akta Kematian | <pre> graph TD Start([Start]) --> A[] A --> B[] B --> C{ } C -- ya --> D[] C -- tidak --> A D --> E[] E --> F[] F --> G[] G --> H[] H --> I[] I --> J[] J --> K[] K --> L[] L --> M[] M --> N[] N --> O[] O --> P[] P --> Q[] Q --> R[] R --> S[] S --> T[] T --> U[] U --> V[] V --> W[] W --> X[] X --> Y[] Y --> Z[] Z --> AA[] AA --> AB[] AB --> AC[] AC --> AD[] AD --> AE[] AE --> AF[] AF --> AG[] AG --> AH[] AH --> AI[] AI --> AJ[] AJ --> AK[] AK --> AL[] AL --> AM[] AM --> AN[] AN --> AO[] AO --> AP[] AP --> AQ[] AQ --> AR[] AR --> AS[] AS --> AT[] AT --> AU[] AU --> AV[] AV --> AW[] AW --> AX[] AX --> AY[] AY --> AZ[] AZ --> BA[] BA --> BB[] BB --> BC[] BC --> BD[] BD --> BE[] BE --> BF[] BF --> BG[] BG --> BH[] BH --> BI[] BI --> BJ[] BJ --> BK[] BK --> BL[] BL --> BM[] BM --> BN[] BN --> BO[] BO --> BP[] BP --> BQ[] BQ --> BR[] BR --> BS[] BS --> BT[] BT --> BU[] BU --> BV[] BV --> BW[] BW --> BX[] BX --> BY[] BY --> BZ[] BZ --> CA[] CA --> CB[] CB --> CC[] CC --> CD[] CD --> CE[] CE --> CF[] CF --> CG[] CG --> CH[] CH --> CI[] CI --> CJ[] CJ --> CK[] CK --> CL[] CL --> CM[] CM --> CN[] CN --> CO[] CO --> CP[] CP --> CQ[] CQ --> CR[] CR --> CS[] CS --> CT[] CT --> CU[] CU --> CV[] CV --> CW[] CW --> CX[] CX --> CY[] CY --> CZ[] CZ --> DA[] DA --> DB[] DB --> DC[] DC --> DD[] DD --> DE[] DE --> DF[] DF --> DG[] DG --> DH[] DH --> DI[] DI --> DJ[] DJ --> DK[] DK --> DL[] DL --> DM[] DM --> DN[] DN --> DO[] DO --> DP[] DP --> DQ[] DQ --> DR[] DR --> DS[] DS --> DT[] DT --> DU[] DU --> DV[] DV --> DW[] DW --> DX[] DX --> DY[] DY --> DZ[] DZ --> EA[] EA --> EB[] EB --> EC[] EC --> ED[] ED --> EE[] EE --> EF[] EF --> EG[] EG --> EH[] EH --> EI[] EI --> EJ[] EJ --> EK[] EK --> EL[] EL --> EM[] EM --> EN[] EN --> EO[] EO --> EP[] EP --> EQ[] EQ --> ER[] ER --> ES[] ES --> ET[] ET --> EU[] EU --> EV[] EV --> EW[] EW --> EX[] EX --> EY[] EY --> EZ[] EZ --> FA[] FA --> FB[] FB --> FC[] FC --> FD[] FD --> FE[] FE --> FF[] FF --> FG[] FG --> FH[] FH --> FI[] FI --> FJ[] FJ --> FK[] FK --> FL[] FL --> FM[] FM --> FN[] FN --> FO[] FO --> FP[] FP --> FQ[] FQ --> FR[] FR --> FS[] FS --> FT[] FT --> FU[] FU --> FV[] FV --> FW[] FW --> FX[] FX --> FY[] FY --> FZ[] FZ --> GA[] GA --> GB[] GB --> GC[] GC --> GD[] GD --> GE[] GE --> GF[] GF --> GG[] GG --> GH[] GH --> GI[] GI --> GJ[] GJ --> GK[] GK --> GL[] GL --> GM[] GM --> GN[] GN --> GO[] GO --> GP[] GP --> GQ[] GQ --> GR[] GR --> GS[] GS --> GT[] GT --> GU[] GU --> GV[] GV --> GW[] GW --> GX[] GX --> GY[] GY --> GZ[] GZ --> HA[] HA --> HB[] HB --> HC[] HC --> HD[] HD --> HE[] HE --> HF[] HF --> HG[] HG --> HH[] HH --> HI[] HI --> HJ[] HJ --> HK[] HK --> HL[] HL --> HM[] HM --> HN[] HN --> HO[] HO --> HP[] HP --> HQ[] HQ --> HR[] HR --> HS[] HS --> HT[] HT --> HU[] HU --> HV[] HV --> HW[] HW --> HX[] HX --> HY[] HY --> HZ[] HZ --> IA[] IA --> IB[] IB --> IC[] IC --> ID[] ID --> IE[] IE --> IF[] IF --> IG[] IG --> IH[] IH --> II[] II --> IJ[] IJ --> IK[] IK --> IL[] IL --> IM[] IM --> IN[] IN --> IO[] IO --> IP[] IP --> IQ[] IQ --> IR[] IR --> IS[] IS --> IT[] IT --> IU[] IU --> IV[] IV --> IW[] IW --> IX[] IX --> IY[] IY --> IZ[] IZ --> JA[] JA --> JB[] JB --> JC[] JC --> JD[] JD --> JE[] JE --> JF[] JF --> JG[] JG --> JH[] JH --> JI[] JI --> JJ[] JJ --> JK[] JK --> JL[] JL --> JM[] JM --> JN[] JN --> JO[] JO --> JP[] JP --> JQ[] JQ --> JR[] JR --> JS[] JS --> JT[] JT --> JU[] JU --> JV[] JV --> JW[] JW --> JX[] JX --> JY[] JY --> JZ[] JZ --> KA[] KA --> KB[] KB --> KC[] KC --> KD[] KD --> KE[] KE --> KF[] KF --> KG[] KG --> KH[] KH --> KI[] KI --> KJ[] KJ --> KL[] KL --> KM[] KM --> KN[] KN --> KO[] KO --> KP[] KP --> KQ[] KQ --> KR[] KR --> KS[] KS --> KT[] KT --> KU[] KU --> KV[] KV --> KW[] KW --> KX[] KX --> KY[] KY --> KZ[] KZ --> LA[] LA --> LB[] LB --> LC[] LC --> LD[] LD --> LE[] LE --> LF[] LF --> LG[] LG --> LH[] LH --> LI[] LI --> LJ[] LJ --> LK[] LK --> LM[] LM --> LN[] LN --> LO[] LO --> LP[] LP --> LQ[] LQ --> LR[] LR --> LS[] LS --> LT[] LT --> LU[] LU --> LV[] LV --> LW[] LW --> LX[] LX --> LY[] LY --> LZ[] LZ --> MA[] MA --> MB[] MB --> MC[] MC --> MD[] MD --> ME[] ME --> MF[] MF --> MG[] MG --> MH[] MH --> MI[] MI --> MJ[] MJ --> MK[] MK --> ML[] ML --> MN[] MN --> MO[] MO --> MP[] MP --> MQ[] MQ --> MR[] MR --> MS[] MS --> MT[] MT --> MU[] MU --> MV[] MV --> MW[] MW --> MX[] MX --> MY[] MY --> MZ[] MZ --> NA[] NA --> NB[] NB --> NC[] NC --> ND[] ND --> NE[] NE --> NF[] NF --> NG[] NG --> NH[] NH --> NI[] NI --> NJ[] NJ --> NK[] NK --> NL[] NL --> NM[] NM --> NO[] NO --> NP[] NP --> NQ[] NQ --> NR[] NR --> NS[] NS --> NT[] NT --> NU[] NU --> NV[] NV --> NW[] NW --> NX[] NX --> NY[] NY --> NZ[] NZ --> OA[] OA --> OB[] OB --> OC[] OC --> OD[] OD --> OE[] OE --> OF[] OF --> OG[] OG --> OH[] OH --> OI[] OI --> OJ[] OJ --> OK[] OK --> OL[] OL --> OM[] OM --> ON[] ON --> OO[] OO --> OP[] OP --> OQ[] OQ --> OR[] OR --> OS[] OS --> OT[] OT --> OU[] OU --> OV[] OV --> OW[] OW --> OX[] OX --> OY[] OY --> OZ[] OZ --> PA[] PA --> PB[] PB --> PC[] PC --> PD[] PD --> PE[] PE --> PF[] PF --> PG[] PG --> PH[] PH --> PI[] PI --> PJ[] PJ --> PK[] PK --> PL[] PL --> PM[] PM --> PN[] PN --> PO[] PO --> PP[] PP --> PQ[] PQ --> PR[] PR --> PS[] PS --> PT[] PT --> PU[] PU --> PV[] PV --> PW[] PW --> PX[] PX --> PY[] PY --> PZ[] PZ --> QA[] QA --> QB[] QB --> QC[] QC --> QD[] QD --> QE[] QE --> QF[] QF --> QG[] QG --> QH[] QH --> QI[] QI --> QJ[] QJ --> QK[] QK --> QL[] QL --> QM[] QM --> QN[] QN --> QO[] QO --> QP[] QP --> QQ[] QQ --> QR[] QR --> QS[] QS --> QT[] QT --> QU[] QU --> QV[] QV --> QW[] QW --> QX[] QX --> QY[] QY --> QZ[] QZ --> RA[] RA --> RB[] RB --> RC[] RC --> RD[] RD --> RE[] RE --> RF[] RF --> RG[] RG --> RH[] RH --> RI[] RI --> RJ[] RJ --> RK[] RK --> RL[] RL --> RM[] RM --> RN[] RN --> RO[] RO --> RP[] RP --> RQ[] RQ --> RR[] RR --> RS[] RS --> RT[] RT --> RU[] RU --> RV[] RV --> RW[] RW --> RX[] RX --> RY[] RY --> RZ[] RZ --> SA[] SA --> SB[] SB --> SC[] SC --> SD[] SD --> SE[] SE --> SF[] SF --> SG[] SG --> SH[] SH --> SI[] SI --> SJ[] SJ --> SK[] SK --> SL[] SL --> SM[] SM --> SN[] SN --> SO[] SO --> SP[] SP --> SQ[] SQ --> SR[] SR --> SS[] SS --> ST[] ST --> SU[] SU --> SV[] SV --> SW[] SW --> SX[] SX --> SY[] SY --> SZ[] SZ --> TA[] TA --> TB[] TB --> TC[] TC --> TD[] TD --> TE[] TE --> TF[] TF --> TG[] TG --> TH[] TH --> TI[] TI --> TJ[] TJ --> TK[] TK --> TL[] TL --> TM[] TM --> TN[] TN --> TO[] TO --> TP[] TP --> TQ[] TQ --> TR[] TR --> TS[] TS --> TT[] TT --> TU[] TU --> TV[] TV --> TW[] TW --> TX[] TX --> TY[] TY --> TZ[] TZ --> UA[] UA --> UB[] UB --> UC[] UC --> UD[] UD --> UE[] UE --> UF[] UF --> UG[] UG --> UH[] UH --> UI[] UI --> UJ[] UJ --> UK[] UK --> UL[] UL --> UM[] UM --> UN[] UN --> UO[] UO --> UP[] UP --> UQ[] UQ --> UR[] UR --> US[] US --> UT[] UT --> UY[] UY --> UV[] UV --> UW[] UW --> UX[] UX --> UZ[] UZ --> VA[] VA --> VB[] VB --> VC[] VC --> VD[] VD --> VE[] VE --> VF[] VF --> VG[] VG --> VH[] VH --> VI[] VI --> VJ[] VJ --> VK[] VK --> VL[] VL --> VM[] VM --> VN[] VN --> VO[] VO --> VP[] VP --> VQ[] VQ --> VR[] VR --> VS[] VS --> VT[] VT --> VU[] VU --> VV[] VV --> VW[] VW --> VX[] VX --> VY[] VY --> VZ[] VZ --> WA[] WA --> WB[] WB --> WC[] WC --> WD[] WD --> WE[] WE --> WF[] WF --> WG[] WG --> WH[] WH --> WI[] WI --> WJ[] WJ --> WK[] WK --> WL[] WL --> WM[] WM --> WN[] WN --> WO[] WO --> WP[] WP --> WQ[] WQ --> WR[] WR --> WS[] WS --> WT[] WT --> WU[] WU --> WV[] WV --> WW[] WW --> WX[] WX --> WY[] WY --> WZ[] WZ --> XA[] XA --> XB[] XB --> XC[] XC --> XD[] XD --> XE[] XE --> XF[] XF --> XG[] XG --> XH[] XH --> XI[] XI --> XJ[] XJ --> XK[] XK --> XL[] XL --> XM[] XM --> XN[] XN --> XO[] XO --> XP[] XP --> XQ[] XQ --> XR[] XR --> XS[] XS --> XT[] XT --> XU[] XU --> XV[] XV --> XW[] XW --> XX[] XX --> XY[] XY --> XZ[] XZ --> YA[] YA --> YB[] YB --> YC[] YC --> YD[] YD --> YE[] YE --> YF[] YF --> YG[] YG --> YH[] YH --> YI[] YI --> YJ[] YJ --> YK[] YK --> YL[] YL --> YM[] YM --> YN[] YN --> YO[] YO --> YP[] YP --> YQ[] YQ --> YR[] YR --> YS[] YS --> YT[] YT --> YU[] YU --> YV[] YV --> YW[] YW --> YX[] YX --> YZ[] YZ --> ZA[] ZA --> ZB[] ZB --> ZC[] ZC --> ZD[] ZD --> ZE[] ZE --> ZF[] ZF --> ZG[] ZG --> ZH[] ZH --> ZI[] ZI --> ZJ[] ZJ --> ZK[] ZK --> ZL[] ZL --> ZM[] ZM --> ZN[] ZN --> ZO[] ZO --> ZP[] ZP --> ZQ[] ZQ --> ZR[] ZR --> ZS[] ZS --> ZT[] ZT --> ZU[] ZU --> ZV[] ZV --> ZW[] ZW --> ZX[] ZX --> ZY[] ZY --> ZZ[] </pre> | Persyaratan dokumen, komputer / smartphone, internet, scanner | 5 | Menit | Data yang valid | | | | | |
| 2. | Menerima, memverifikasi, memvalidasi data | | | | | | | Komputer / internet | 2 | Menit | Data yang valid |
| 3. | Pengajuan sertifikasi elektronik, (jika ada kesalahan data dikembalikan ke operator penerima untuk dikonfirmasi ke masyarakat agar melengkapi persyaratan yang kurang dan dicatat di dalam buku permasalahan, jika tidak ada kesalahan data proses dilanjutkan) | | | | | | Komputer, internet | 1 | Menit | Data yang valid | |
| 4. | Sertifikasi elektronik | | | | | | Smartphone, internet, Dokumen Akta Kematian | 1 | Menit | Dokumen Akta Kematian | |
| 5. | Pembukuan dokumen Akta kematian, pengarsipan dan mengirim dokumen Akta kematian yang siap di print | | | | | | Dokumen, alat tulis, buku | 1 | Menit | Dokumen Akta Kematian | |
| 6. | Memprint dokumen Akta kematian, Dokumen Akta kematian siap diserahkan ke masyarakat dan diarsipkan | | | | | | Dokumen Akta Kematian, printer, computer, intrnet | 1 | Menit | Dokumen Akta Kematian | |
| 7. | Dokumen Akta kematian diterima | | | | | | Dokumen Akta Kematian | 1 | Menit | Dokumen Akta Kematian | |