

CHAPTER II

OVERVIEW OF RESEARCH LOCUS

2.1 History

The Immigration Office Class I TPI Semarang was established in 1981 and officially began operations in 1982. It is accountable to the Directorate General of Immigration and holds a crucial function in numerous public services, such as issuing travel documents, managing visas and facilities, overseeing residency permits and status, conducting intelligence and investigations, enforcing regulations, facilitating cross-border and international collaborations, and maintaining immigration information systems. The office operates in compliance with the Minister of Justice of the Republic of Indonesia's Decree No. 04.PR.07.10 of 1982, which regulates the organization and operations of the Ministry of Justice's Regional Office. Over time, its status changed from the Regional Office of the Directorate General of Immigration to the Semarang Immigration Office, now functioning as a Technical Implementation Unit under the Central Java Regional Office of the Ministry of Justice. According to the Minister of Justice's Decree No. M.02-PR.07.04 of 1983, which was later updated by Decree No. M.03-PR.07.04 of 1991, the Semarang Immigration Office oversees a jurisdiction covering 18 regencies and 5 municipalities.

In 2002, the Minister of Justice and Human Rights of the Republic of Indonesia issued Decree No. M.05.PR.07.04, which authorized the

establishment of the Pemalang, Wonosobo, and Pati Immigration Offices. As a result, the jurisdiction of the Semarang Immigration Office was reduced. Since the end of December 2002, the area Immigration Office Class I Semarang has become 7 working areas covering 2 cities and 5 regencies/cities in Central Java, namely Semarang City, Salatiga City, Semarang Regency, Demak Regency, Kendal Regency, Kudus Regency and Grobogan Regency.

Since its establishment in 1982 until now there have been 9 changes in leadership. The number of employees has also undergone significant changes, from previously only 24 people including the structural T.U. to 72 people with technical officials and the latest now there are 63 employees. Employees experienced a reduction due to mutation. Then from year to year the office building always makes improvements to facilities and infrastructure. Previously, the Regional Office of the Directorate General of Immigration was located on Jl. Colonel Sugiono 4 Regang then moved to the Office of the Heritage Hall on Jl H.A Salim and from 1977 until now the Semarang Immigration Office occupies a permanent office and is quite strategic on Jalan Siliwangi no. 514 Krapyak, Semarang.

Immigration activities at the Semarang Immigration Office focus on services such as the granting of SPRI, the granting of residence permits for foreigners and the extension of residence permits. As a technical implementation unit, the Immigration Office Class I Semarang is responsible for carrying out key tasks assigned by the Ministry of Law and Human Rights of the Republic of Indonesia, particularly in the field of immigration services.

The implementation of the main tasks technically refers to the provisions of the implementation instructions of the Director General of Immigration while administratively responsible to the Head of the Regional Office of the Ministry of Law and Human Rights of Central Java.

2.2 Vision dan Mission

2.2.1 Vision

“Society Obtains Legal Certainty”

2.2.2 Mission

“Protecting Human Rights”

2.3 Duties and Functions of the Semarang Class I Immigration Office

According to the decision of the Minister of Justice of the Republic of Indonesia Number: M.03 PR 07.04 of 1991 about the Organization and Work Procedures of the Immigration Office has the following duties:

The Immigration Office Class I Semarang oversees immigration duties and functions of the Ministry of Law and Human Rights within its jurisdiction.

Function :

1. Managing immigration tasks related to information and communication facilities.
2. Overseeing immigration processes related to immigration traffic.

3. Administering immigration matters concerning immigration status.
4. Supervising and enforcing immigration laws.

Based on the Decree of the Minister of Justice of the Republic of Indonesia, the Immigration Office Class I Semarang is led by a Head who operates under and reports directly to the Regional Office of the Ministry of Law and Human Rights of Central Java. In carrying out daily duties, the Head of the Immigration Office (Kakanim) is assisted by a team consisting of:

1. Sub Division of Administration
2. Immigration Traffic and Status Section
3. Immigration Status Section
4. Immigration Intelligence and Enforcement Section
5. Section on Information Technology and Immigration Communication Facilities

2.4 Organizational Structure



Figure 2. 1 Organizational Structure of Immigration Office Class I TPI

Semarang

Source : Kantor Imigrasi Kelas I TPI Semarang Website

2.5 General Public Passport Application

Passport applications in Indonesia are governed by Law No. 6 of 2011 on Immigration and Government Regulation No. 28 of 2019 on Non-Tax State Revenue. Issued by the Directorate General of Immigration and Indonesian embassies abroad, passports serve as official documents containing the holder's identity for international travel. Indonesian citizens can apply for passports both domestically and internationally. Ordinary passports come in

both electronic and non-electronic versions and are issued through the immigration system. Applications can be submitted online or in person with the necessary identification documents, including:

1. A proof of identity;
2. Family records;
3. Official certificates verifying personal details such as birth, marriage, or citizenship status;
4. Those who acquired citizenship through legal processes must provide relevant certification from the authorities;
5. An official decree for name changes, if applicable.

The procedure for making a passport can be carried out as follows:

1. Sign up via the M-Paspor app and provide the required details.
2. Submit the necessary documents at the designated counter for review by an immigration officer. If complete, a receipt and payment code will be issued; otherwise, the application will be returned and considered cancelled.
3. The process continues once all requirements are fulfilled, ensuring compliance with immigration regulations.
4. If the documents are incomplete, the application will be returned and considered withdrawn.

Meanwhile, the costs required in making a passport in accordance with Government Regulation Number 28 of 2019 are as follows:

1. Regular passport 48 pages Rp. 350,000
2. Electronic 48-page ordinary passport Rp. 650,000

3. Same-day passport acceleration service: Rp. 1,000,000 (excluding passport issuance fee).

Passport applications can also be submitted from outside Indonesia. Indonesian citizens abroad can apply for a new passport through the Minister or an Immigration Officer at the Representative Office of the Republic of Indonesia.

1. For manual applications, applicants must fill out the provided form and submit the required documents, which will then be reviewed by an immigration officer for compliance with the necessary requirements.
2. If the documents are complete, the officer will issue an application receipt along with a payment code.
3. If the documents are incomplete, the application will be returned and considered withdrawn.