

ABSTRAK

Kantor Imigrasi adalah Unit Pelaksana Teknis dibidang keimigrasian dilingkungan Kantor Wilayah Kemenkumham yang mempunyai tugas melaksanakan sebagian tugas pokok dan fungsi dibidang Keimigrasian diwilayah bersangkutan. Kabupaten Pemalang mempunyai Kantor Imigrasi Kelas II sejak tahun 2002 dengan wilayah kerja khusus di wilayah Eks-Karesidenan Pekalongan, untuk itulah penulis ingin mengetahui pelaksanaan tugas dan wewenang mengenai penerbitan dokumen keimigrasian.

Penulisan hukum ini bertujuan untuk menggambarkan dan menganalisis tugas dan wewenang di Kantor Imigrasi Kelas II Pemalang dan menemukan kendala serta mengatasi kendala dalam proses penerbitan dokumen keimigrasian secara manual dan digital di Kantor Imigrasi Kelas II Pemalang.

Spesifikasi penelitian ini bersifat *deskriptif analitis*. Sedangkan metode pendekatan yang digunakan dalam penulisan hukum ini adalah pendekatan hukum *yuridis normatif* dengan metode pengumpulan data melalui studi pustaka dan wawancara. Kemudian dianalisa secara *metode kualitatif* untuk mendapatkan gambaran mengenai tugas dan kewenangan Kantor Imigrasi Kelas II Pemalang dalam penerbitan dokumen keimigrasian.

Kantor Imigrasi Kelas II Pemalang memiliki tugas untuk melayani serta menerimapermohonan penerbitan dokumen keimigrasian dan memiliki kewenangan untuk memeriksa, menanggapi, menolak dan menandatangani permohonan penerbitan dokumen keimigrasian. Terdapat beberapa kendala antara lain adanya kekurangan, kesalahan serta pelanggaran dalam pengajuan permohonan dokumen keimigrasian, belum optimalnya petugas dalam pengelolaan jasa, sarana serta prasarana penunjang penerbitan dokumen keimigrasian dan masih rendahnya peran masyarakat dalam memahami petunjuk serta pembayaran secara *online*. Disarankan untuk melakukan efisiensi waktu proses pemeriksaan tanpa mengurangi persyaratan serta selektifan, pendidikan Sumber Daya Manusia bagi petugas dan sosialisasi kepada penduduk.

Kata kunci: Keimigrasian, Kantor Imigrasi Kelas II Pemalang, Penerbitan Dokumen

ABSTRACT

The Immigration Office is the Implementation Unit of Technical in the Immigration field within the Regional Office of the Ministry of Justice and Human Rights who has the duty to implement the main tasks and functions in the field of Immigration in the region concerned. Pemalang District has a Class II Immigration Office since 2002 with a special authority in the Ex-Residency of Pekalongan, for that the writers wants to know the implementation of duties and authority regarding the issuance of immigration documents..

This legal writing aims to illustrate and analyze the tasks and authorities of the Class II Immigration Office of Pemalang and find and overcome obstacles in the process of issuing immigration documents manually and digitally at the Class II Immigration Office of Pemalang.

The specifications of this study are analytical descriptive, while the method of approach used in the writing of this law is a normative juridical legal approach with data collection methods through literature and interviews. Then analyzed by qualitative method to get an idea of duty and authority of Immigration Office Class II in the issuance of immigration documents.

The Class II Immigration Office Pemalang has the duty to serve and accept the application for the issuance of immigration documents and has the authority to examine, suspend, reject and sign the application for the issuance of immigration documents. There are several obstacles such as shortages, mistakes and violations in the application of immigration documents, not yet optimal officers in the management of services, facilities and infrastructure supporting the issuance of immigration documents and the low role of the community in understanding the instructions and payments online. It is advisable to conduct time efficiency of inspection process without reducing the requirements as well as the effectiveness, Human Resource education for officers and socialization to the residents.

Keywords: Immigration, Class II Immigration Office Pemalang, Document Issuance