**JENIS-JENIS PELAYANAN DAN SYARAT-SYARATNYA**

**NO  SEKSI**

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| 1 | 2 |
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| 1. | PEMERINTAHAN |
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**JENIS**

**PELAYANAN**

3

Surat

Keterangan

Permohonan

KTP Baru

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|  | **PERSYARATAN** |  | **KETERANGAN** |
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|  |  |  | |
|  | 4 |  | 5 |
|  | Surat Pengantar |  |  |
|  |  |
|  |  |
|  | RT/RW |  |  |
|  | KTP (Asli) |  |  |
|  | FC KK |  |  |
|  Pas Foto 3 x 4 (3 | |  |  |
|  | lembar) |  |  |
|  | FC Lunas PBB |  |  |
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| Surat |  |  | Surat Pengantar |  |  |
| Keterangan |  |  | RT/RW |  |  |
| Pembuatan |  |  | FC KK |  | Usia pemohon 17 |
| KTP bagi |  |  | Pas Foto 3 x 4 (3 |  | tahun |
| Pemula |  |  | lembar) |  |  |
|  |  |  | FC Lunas PBB |  |  |
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| Surat |  |  | Surat Pengantar |  |  |
| Keterangan |  |  | RT/RW |  |  |
| PINDAH |  |  | KTP (Asli) |  |  |
|  |  |  | KK (Asli) |  |  |
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| Surat |  |  | Surat Pengantar |  |  |
| Keterangan |  |  | RT/RW |  |  |
| DATANG |  |  | Surat Keterangan |  |  |
|  |  |  | Pindah dari daerah |  |  |
|  |  |  | Asal |  |  |
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| Surat |  |  | Surat Pengantar |  |  |
| Keterangan |  |  | RT/RW |  |  |
| Lahir |  |  | FC KTP + KK |  |  |
|  |  |  | FC Surat Nikah |  |  |
|  |  |  FC Surat Ket. Lahir | |  |  |
|  |  |  | dari Bidan/Rmh |  |  |
|  |  |  | Sakit |  |  |
|  |  |  | FC Lunas PBB |  |  |
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| Surat |  |  | Surat Pengantar |  |  |
| Keterangan |  |  | RT/RW |  |  |
| Kematian |  |  | FC KTP yang |  |  |
|  |  |  | meninggal |  |  |
|  |  |  | Surat Ket. Kematian |  |  |
|  |  |  | dari RS (Bila |  |  |
|  |  |  | Meninggal di RS) |  |  |
|  |  |  |  |  |  |

Perubahan Data

KK

* Surat Pengantar RT/RW
* KK ASLI

Surat Domisili Surat Pengantar

Tempat Tinggal 

Surat

Keterangan

Beda Nama

RT/RW

* FC KTP Daerah asal
* Surat Pengantar RT/RW
* FC KK
* FC Lunas PBB

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| Surat |  |  | Surat Pengantar |
| Keterangan |  |  | RT/RW |
| Bepergian |  |  | FC KK |
|  |  |  | FC Lunas PBB |
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Surat

Keterangan

Ahli Waris

* Surat Pengantar RT/RW
* FC KK
* FC Lunas PBB

Surat

Keterangan

Riwayat Tanah

* Surat Pengantar RT/RW
* FC KTP Pemohon
* FC Akta Jual Beli
* Salinan C
* FC Bukti Lunas PBB

Surat Salinan C  FC KTP Pemohon

* FC Akta Jual Beli
* FC SPPT-PBB
* FC Bukti Lunas PBB

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|  |  |  | Legalisasi |
|  |  |  | Umum |
|  |  |  |  |
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| 2. | PEMBANGUNAN, |  | Surat Ket. |
|  | KEAMANAN, KETERTIBAN |  | Domisili Usaha |
|  | UMUM ( PKKU ) |  |  |
|  |  |  |  |

Surat yang Asli

* Surat Pengantar RT/RW
* FC KTP Pemohon
* FC Akte Pendirian PT, CV, UD (bila Berbadan Hukum)
* FC Bukti Kepemilikan Tempat Usaha (Milik SHM/AJB ) atau
* FC Bukti Sewa (bila Tempat Usaha Sewa)
* Ijin Lingkungan
* FC Bukti Lunas PBB

Surat

Keterangan Ijin

Usaha

* Surat Pengantar RT/RW
* FC KK
* FC Lunas PBB

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| Surat |  |  | Surat Pengantar |
| Keterangan |  |  | RT/RW |
| Pengambilan |  |  | FC KK |
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| Kredit Bank |  |  | FC Lunas PBB |
|  |  |  |  |
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| Surat |  |  | Surat Pengantar |
| Keterangan |  |  | RT/RW |
| Penutupan |  |  | FC KK |
| Jalan |  |  | FC Lunas PBB |
|  |  |  |  |
|  |  |  |  |
| Surat |  |  | Surat Pengantar |
| Keterangan |  |  | RT/RW |
| Usaha |  |  | FC KTP Pemohon |
|  |  |  | Surat Pernyataan |
|  |  |  | Kepemilikan Usaha |
|  |  |  | (Bermeterai) |
|  |  |  FC Bukti Lunas PBB | |
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Surat

Keterangan Ijin

HO

* Surat Pengantar RT/RW
* FC KK
* FC Lunas PBB

Surat Pengantar

IMB

* Surat Pengantar RT/RW
* FC KTP Pemohon
* Surat Bukti Kepemilikan tanah (SHM/AJB)
* SPPT PBB
* FC Bukti Lunas PBB

Surat Pengantar Balik nama SPPT-PBB

* Surat Pengantar RT/RW
* FC KTP Pemohon Surat Bukti
* Kepemilikan tanah (SHM/AJB)
* SPPT PBB Asal
* FC Bukti Lunas PBB

Surat Pengantar

SKCK

* Surat Pengantar RT/RW
* FC KTP Pemohon
* Pas Foto 3 x 4 ( 3 lembar)
* FC Bukti Lunas PBB

Surat Pengantar

Ijin Rame-rame

* Surat Pengantar RT/RW
* FC KTP Pemohon
* Ijin Tetangga
* FC Bukti Lunas PBB

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| 3. | PEMBERDAYAAN |  | Surat Pengantar |  |  | Surat Pengantar |  |  Usia Nikah |
|  | MASYARAKAT DAN |  | Nikah( NTCR ) |  |  | RT/RW |  | untuk Laki- |
|  | KESEJAHTERAAN SOSIAL |  |  |  |  | FC KTP Pemohon |  | laki > 20 |
|  |  |  |  |  |  |  |  |  |

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| ( PMKS) |  |  |  |  | Surat Pernyataan |  | Tahun |
|  |  |  |  |  | Belum Nikah dari |  |  Usia Nikah |
|  |  |  |  |  | Pemohon |  | untuk |
|  |  |  |  |  | (bermeterai) |  | Perempuan > |
|  |  |  |  |  FC Bukti Lunas PBB | |  | 18 Tahun |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Surat Pengantar |  |  | Surat Pengantar |  | Surat pernyataan |
|  |  | Nikah di |  |  | RT/RW |  | belum pernah |
|  |  | Catatan Sipil |  |  | FC KTP Pemohon |  | menikah di |
|  |  |  |  |  | Surat Pengantar dari |  | Kantor Catatan |
|  |  |  |  |  | Gereja (Kristen), |  | Sipil manapun |
|  |  |  |  |  | Pure (Hindu). |  |  |
|  |  |  |  |  FC Bukti Lunas PBB | |  |  |
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Surat Pengantar Nikah untuk Janda/Duda

* Surat Pengantar RT/RW
* FC KTP
* Pemohon Melampirkan Surat Cerai dari Pengadilan Agama
* FC Bukti Lunas PBB

Surat Pengantar

SKTM

* Surat Pengantar RT/RW
* FC KTP dan KK Pemohon

Surat Domisili

Haji

Surat Ket.Talak

/ Cerai

Surat

Ket.Belum

Pernah

Menikah

Surat

Ket.Ghoib

* Surat Pengantar RT/RW
* FC KTP Pemohon
* Meterai 6000
* FC Bukti Lunas PBB
* Surat Pengantar RT/RW
* FC KTP Pemohon
* FC Bukti Lunas PBB
* Surat Pengantar RT/RW
* FC KTP Pemohon
* FC Bukti Lunas PBB
* Surat Pengantar RT/RW
* FC KTP Pemohon
* FC Bukti Lunas PBB

Surat Ket. Wali

Nikah

* Surat Pengantar RT/RW
* FC KTP Pemohon
* FC Bukti Lunas PBB

Surat Ket. Wali Surat Pengantar

Hakim

Surat Ket.

Numpang

Nikah

Surat Ket.

Calon TKI

RT/RW

* FC KTP Pemohon
* FC Bukti Lunas PBB
* Surat Pengantar RT/RW
* FC KTP Pemohon
* FC Bukti Lunas PBB
* Surat Pengantar RT/RW
* FC KK
* FC Lunas PBB

Surat Ket.

Pencari Kerja

* Surat Pengantar RT/RW
* FC KK
* FC Lunas PBB

Surat Ket.

Belum

Memiliki

Rumah

* Surat Pengantar RT/RW
* FC KTP Pemohon

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| Madiun, 11 Juni 2019  Plt. LURAH SUKOSARI  KARNELI, S.Sos  Penata Tk. I  NIP. 19661006 196601 1 004 |