

## THE ISSUANCE OF NEW PASSPORT FOR INDONESIAN LABOR AT IMMIGRATION OFFICE CLASS I BANDAR LAMPUNG

Yuni Selviawati<sup>1</sup>, Dinda Ayu Paraswati<sup>2</sup>  
English Literature<sup>1</sup>  
Sistem Informasi Akuntansi Education<sup>2</sup>

[Yuniseliawati@gmail.com](mailto:Yuniseliawati@gmail.com)

### Abstract

This paper is as a report of Internship program about issuing new passport for Indonesian Labor at Immigration Office Class I Bandar Lampung. Immigration Office Class I Bandar Lampung is one of the government offices that is under the Judicial and Human Right Department. There are three functions of Immigration Office class I Bandar Lampung, there are Function of service, Function of Law and Safety Enforcement, and the Function of National Economy Facilitator. Indonesian Labor passport namely 24 pages passport is provided for Indonesian workers who want to work abroad. There are kind of document requirement to make new 24 pages passport, such as identity card, family card, birth certificate/marriage certificate/diploma, the certificate of good behavior, the agreement letter from parents/wife/husband, the statement letter, the recommendation letter from *DINSOSNAKERTRANS*, recommendation letter from the Indonesian Labor Providers Organization (ILPO), and the old passport if the applicant ever have the passport before. Meanwhile, the process of making passport from the beginning until the end will be discussed in this report. This report also gives the description about Immigration Office Class I Bandar Lampung as the office of doing internship. Facilities are the important thing to support the work activities in the office. Immigration Office Class I Bandar Lampung has sufficient facilities to provide good service for society to make new passport.

**Key words:** Immigration Office Class I Bandar Lampung, Passport, Indonesian Labor passport 24 pages.

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### INTRODUCTION

Together with the development of technology and globalization era, it's easy for people to travel from a country to another country (Hidayat, 2014). Every citizen also have a right to get a proper work and some of them got it from work abroad (Karal et al., 2017). There are several reasons why Indonesian Labor (*TKI*) choose to go abroad, because of the limited job demand in domestic area and their limited chance to get better education, therefore they choose to be Indonesian labor in other country (Rido & Hatmannaja, n.d.), (Ardyanto & Pamungkas, 2018). Other reasons are because of high commissions in the foreign country, and the leftover of labor market in the domestic area (Agustina et al., 2020), (Agustina et al., 2020).

Firstly, almost every labor choose to work abroad because of the commissions in the foreign country higher than Indonesia (Pratama & Hermawan, 2016). With the limited skill and education, they can work with high commissions. Secondly, the situation of matters pertaining to manpower was still on mark with the height of unemployment and the absorbance employment in formal employment was still slow, while the real jobs are fairly informal sector is available (Adam et al., 2020), (van Eijck, Michiel; Hsu, Pei-Ling; Roth, 2009). Informal employment is characterized by low productivity and income. This has been the major cause of labor looking for other alternatives that work overseas.

Indonesian labor placement has many benefits. For Indonesian labor itself, working out of state is a great way to get a better job, income, and skills development (Jobli et al., 2011). For governments, the program is a strategic alternative to reduce unemployment, to expand employment opportunities and to increase foreign exchange earnings (Gunawan D, 2020). Meanwhile, for the line of business Indonesian Labor Provider Organization (ILPO) who need certainty and clarity of the rules and system that can ensure the continuity of trying. ILPO is the business entity in the form of limited liability company that received permission from the Minister to attempt to field placement of Indonesian labor abroad (Fauzi, 2015). There are several legal protection requirements for Indonesian labors, such as passport, visa, Foreign Labor card (*KTCLN*), and others documents (Ayu, 2020), (Booch et al., 1998). This legal protection is given to avoid undesirable things that could be fall to Indonesian labor overseas, such as victims of human trafficking, victims of employers by the violence, and etc. For the important of the report, the writer is focusing on the issuance a passport as the travel documents. (Ariyanti & Iswardani, 2020), (Mulyanto et al., 2021)

In Indonesia, the right to provide the service of made passport is conducted by Immigration Office (Adiyanto & Febrianto, 2020), (Herison et al., 2019),. There are three functions of Immigration office, such as the service, the security and the law enforcement for immigrant that is required to provide the service as well in terms of issuance passport (Adiyanto & Febrianto, 2020), (Ferdiana, 2020). Therefore, the writer make this report with the title “The Issuance of New Passport for Indonesian Labor at Immigration Office Class I Bandar Lampung”.

## **LITERATURE REVIEW**

### **Passport**

In writer's point of view, passport can be described as a document which issues from a government of Republic of Indonesia to its citizen, so they can travel between countries for certain time. Based on the article 1 point 3 Law Number 9, 1992 about Immigration, passport is an official document issued by the competent authority of a country that contains the identity of the holder and applies to travel between countries (Tuhuteru & Iriani, 2018).

The website of immigration office describes that passport contains the personal information holder, which includes among other things, photo holder, signature, place and date of birth, nationality information and sometimes also some of the other information about individual identification (Suwarni & Handayani, 2021), (Lestari et al., 2018).

### **Kinds of Passport**

Based on article 29 Law number 9 1992, there are five kinds of passport in Republic of Indonesia; Ordinary Passport or Regular Passport, Diplomatic, Official, Hajj, and Group Passport.

### **Labor**

In article 1 point 2 Law No. 13 of 2003 about labor, state that labor is any person who is capable of doing work in order to produce goods or services to meet the needs of themselves and the community. Based on that Law number, can be inferred that the purpose everyone doing work is to produce good and service to complete their needs. In Indonesia, the permitted age which is able to work or able doing work is person with 15 years old (Mulyah & Aminatun, 2020),(Abudhahir et al., 2015).

Meanwhile, according to (Cholifah et al., 2018), labor is people who have entered the age of work and have a job and do other activities such as school, college and taking care of the house hold (1992). In this case, labor is people who can work is more than 15 years old, and not only people who work in the company but also people who can build their own business or self employed and entrepreneur, include being house wife to taking care of house.

For the meaning of labor above, the writer concluded that the labor is the citizen who have reached the limits of working age or more than 15 years old. The labor who have reached for more than 15 years old should able to perform the activities of productions both goods and services whether there is demand from company or self employed or entrepreneur whether already working or not (Thornton & Houser, 2005).

### **Definition of Immigration Office**

Based on (Alita et al., 2021), Immigration is human mobility to enter a country with its purpose to make a living or for residence. Immigration Office is the office which organizes the immigration process .

### **The function of Immigration Office**

Furthermore, in his book(Cholifah et al., 2018) explain that there are three functions of immigration. First, community service function, is a function of the Government or the State administration. In this case the immigration services by giving the immigration institutions to citizens and foreigners(Megawaty et al., 2021). Second, law enforcement function. In the execution of the duties of immigration, legal immigration rules enforced overall to everyone residing in the territory of Indonesia law, both nationals and foreigners (Maskar, 2020). The third function is safety function. Immigration is the first and the last institution that regulates the process of immigration. Immigration work with State security apparatus doing immigration intelligence operations for the sake of robustness and the interests of the country (Gumantan & Fahrizqi, 2020).

## **METHOD**

There are three affairs that responsible in the Section of Administration. First, Staff Affairs. The duties of staff affairs are Managing work plan at official section, organizing employees formation, and organizing promotion of the staff and official leaves. Second, Financial Affairs. the duties of financial affairs are Managing work plan of financial section, controlling the financial management, controlling the income, and controlling financial affair. Third, Public Affairs. The duties of Public Affairs are managing work plan of public affair, organizing letter, making monthly report, and organizing official meeting.

## RESULTS AND DISCUSSION

### **The Requirements and the Process of Issuing New Passport for Indonesian Labor (24 pages) at Immigration Office Class I Bandar Lampung**

This part will explain about the requirements to issuing new passport for Indonesian Labor at Immigration Office Class I Bandar Lampung. Immigration Office Class I Bandar Lampung has the duties to give the law service in term of travel documents. There are kinds of travel document that Immigration Office issue. There are Travel document in Lieu of a passport (*Surat Perjalanan Laksana Paspor*) and Passport. Travel document in Lieu of a passport is the documents which is intended to the Indonesia Citizen who will go abroad and didn't have enough time to apply for a passport due to emergency, and at a time when they reach the country then they will give a passport issued by the Embassy Republic of Indonesia in the country of the intended recipients. Meanwhile, Passport is an official document issued by the competent authority of a country that contains the identity of the holders and applies to travel between countries. Immigration Office Class I Bandar Lampung issuing the passport of 48 pages and passport of 24 pages. The passport of 48 pages are given to the Indonesia Citizen who wants to go abroad with the purposes such as tourism, pilgrimage and Hajj, education purposes, social and culture, government duties, business and official. The passports of 24 pages are given to the Indonesia Citizen who wants to go abroad with the purpose to work. To make the 24 pages passport, the Indonesian Labor should registered their self to Indonesian Labor Providers Organization or ILPO (*Perusahaan Jasa Tenaga Kerja Indonesia*). In this case, the writer will focus on the issuing new passport for Indonesian Labor or the passport 24 pages.

### **The Requirements of Issuing New Passport for Indonesian Labor (24 pages) at Immigration Office Class I Bandar Lampung**

Based on the Law number 39 in 2004 about the Placement and Protection of Indonesian Labor abroad, state that to get the 24 pages passport and work abroad, every Indonesian labor should have kinds of requirements documents. The requirements to make 24 pages passport at Immigration Office Class I Bandar Lampung are identity card (*KTP*) complete with family card (*KK*), birth certificate, marriage certificate, diploma, the certificate of good behavior (*SKKB*). The certificate of good behavior can get from the police quarter. The next requirements are the agreement letter from parents, wife or husband. Indonesian Labor should prepare the old passport for applicant who ever have passport. The candidates of Indonesian Labor also prepare the statement letter<sup>2</sup>. The statement letter can get from Immigration Office. The statement letter describe about the identity data, the country destination, the purpose of going abroad, and the statement that already get the agreement from parents, wife or husband. To make 24 pages passport at Immigration Office Class I Bandar Lampung, the ILPO should attach the recommendation letter from the office which responsible to labor and transmigration (*DINSOSNAKERTRANS*)<sup>3</sup>. The content of the letter described about the recommendation of making passport for the candidate of Indonesian Labor. This recommendation letter can get from the closest office which responsible to the field of labor and transmigration. The ILPO should prepare the application letter<sup>4</sup> to make Indonesian Labor passport. This application letter should be attached together with others document requirements for making 24 pages passport.

### **The Process of Issuing New Passport for Indonesian Labor(24 pages) at**

## Immigration Office Class I Bandar Lampung

This part will describe the process of issuing new passport for Indonesian labor at Immigration Office Class I Bandar Lampung. This part also gives the descriptions of issuing new passport 24 pages from the first until the ends. The chart below is the picture which is describe about the process of issuing new 24 pages passport for Indonesian Labor at Immigration Office Class I Bandar Lampung. The standard time to issue the new 24 pages passport is one week.

## CONCLUSION

The writer has carried out the internship program that has been done around two months at Immigration Office Class I Bandar Lampung. The internship is the field practice program which has design as an obligatory subject for the student of TEKNOKRAT College, especially for the students of D3 English Study Program. Eventually, the purpose of the internship program is to understand about the important of the real work field. Then, the students should write final report related to the internship program to fulfill to achieve a Diploma Degree. The writer admits that the internship program is giving kinds of advantages, both to the company and to the writer herself.

Having internship at Immigration Office Class I Bandar Lampung was going experience to writer of the real work field. Immigration Office which organizes the immigration process, Class I Bandar Lampung is one of the government offices that is under of the Judicial and Human Right Department. There are three functions of Immigration Office, the function of service, the function of law and safety enforcement, and also the function of national economy facilitator. Immigration Office Class I Bandar Lampung is the office that serves the applicants who want to make travel documents, visa and Immigration Permit.

The 24 pages passport is provided for Indonesian workers who want to work in other countries. Immigration Office Bandar Lampung issuance for more than one hundred 24 pages passport in every month. The applicant of Indonesian labor should prepare the document requirements to make a passport, such as identity card, family card, birth certificate/marriage certificate/diploma, the certificate of good behavior, the agreement letter from parents/wife/husband, the statement letter, the recommendation letter from *DINSOSNAKERTRANS*, recommendation letter from the ILPO, and the old passport if the applicant ever have the passport before. All of the activities of making passport, training and skill, and placement abroad will be conduct by Indonesian Labor Providers Organization (ILPO).

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