

ABSTRACT

Professional work is a subject to give students a real picture of how the world of work is. This course is also one of the graduation requirements at Pembangunan Jaya University. Practitioners carry out this Professional Work at Dukcapil, Grogol Selatan Village as Operators or Administrators. While carrying out this professional work, the practitioner works on several matters related to Population and Civil Registration administration services (KTP-EL, KIA, Birth Certificates, Death Certificates, Residence Transfer Certificates, and Resident Registration Certificates.)

Keywords: Dukcapil, Population, Administration, Birth Certificates, Death Certificates, Residence Transfer Letters, Resident Identification Letters, KTP-EL, KIA

