

Limited/Permanent Stay Permit

Subject of Limited/Permanent Stay Permit :

- Foreigner entering Indonesian territory with Limited Permit Visa
- A newborn child in the territory of Indonesia and at the time of birth father and or mother holding a Limited Visit Permit

Type of Limited/Permanent Stay Permit :

Investor

Requirements :

- Nationality Passport
- Identity Card or temporary Resident Identity Card & Application Letter from guarantor
- Notarial or foundation company document & company Registration from Ministry of law and human right
- NPWP or TAX Registration Number
- SIUP (Trade Business License)
- NIB (NomorIndukBerusaha) or legal permit from Foreign Capital Investment (BKPM)

Worker, Research, and Clergy

Requirements :

- Nationality Passport
- Identity card or temporary resident identity card & Application letter from guarantor
- Notarial or foundation company document & Company Registration from ministry of law and human right
- NPWP or TAX Registration Number
- SIUP (Trade Business License)
- RPTKA, IMTA (Working Permit from Labour Ministry)
- Recommendation Letter from related ministry for clergy

Non Tax State

Limited Stay Permit

Cost :	a. 6 month	Rp.1.000.000,-
	b. 1 years	Rp.1.500.000,-
	c. 2 years	Rp.2.000.000,-

Re - entry Permit

Cost :	a. 6 month	Rp. 600.000,-
	b. 1 years	Rp.1.000.000,-
	c. 2 years	Rp.1.750.000,-

Visit Permit

Subject of Visit Permit:

- Foreigner entering Indonesian territory with a Visit Visa
- A newborn child in the territory of Indonesia and at the time of birth father and mother holding a Visit Permit

Type of Visa :

- Requirements** :
- a. Nationality Passport
 - b. Personal Application Letters
 - c. Return Ticket

Cost :	a. Extend visit stay permit	Rp.500.000,-
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This visa can be extend once for 30 days only

Visit Visa (Index B211)

- Requirements** :
- a. Nationality Passport
 - b. Application Letter from Guarantor
 - c. Identity Card from Guarantor

Cost	a. Every time extend visit Stay permit	Rp. 500.000,-
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This visa can be extend up to 4 (four) times, each extension Can get 30 days only



PONOROGO IMMIGRATION OFFICE

FOREIGNER SERVICE



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Exit Permit Only

Requirements :

- Nationality passport, KITAS or KITAP
- Identity Card or temporary resident identity card & Application letter from guarantor
- IMTA & DPKK (for Working KITAS or KITAP holder)
- Study permit from Ministry of education (for Education KITAS holder)
- Ticket out from Indonesia

Exit Re- Entry Permit

Requirements :

- KITAS or KITAP
- Identity card or temporary resident identity card & Application Letter from guarantor
- IMTA & DPKK (for working KITAS or KITAP holder)

Passport Mutation

Requirements :

- Old & New Passport, KITAS or KITAP
- Identity Card or temporary resident identity card & Application letter from guarantor

Address Mutation

Requirements :

- Nationality passport, KITAS or KITAP
- Identity Card or temporary resident identity card & Application Letter from guarantor
- Domicile Letter

Family

For Indonesia member of family :

- Nationalty passport
- Identity card or temporary resident identity card & application letter from guarantor
- Married certificate & birth certificate
- Parent married certificate and birth certificate that has Been translated into Indonesian by a sworn translator In the case of marriage being held abroad;

Marriage with Indonesian

Requirements :

- Nationality passport
- Identity card or temporary resident identity card & application letter from guarantor
- Notarial or foundation company document & company Registration from ministry of law and human right
- Married certificate from indonesia civil registration office
- Married letter report from the civil registration office, In the case of marriage being held abroad
- Married letter report from indonesia embassy or Representative, in the case of marriage being held abroad
- Married certificate that has been translated into Indonesian by a sworn translator in the case of marriage Being held abroad
- Domicile letter or indonesia ID for foreigner from civil Registration officer for permanent stay permit

Education

Requirements :

- Nationality Passport
- Identity Card of temporary Resident identity card & Application Letter from guarantor
- Notarial or foundation educational institute
- Study permit from Ministry of Education

Retirement

Requirements :

- Nationalty Passport
- Identity card or temporary resident identity card & application letter from guarantor
- Notarial or foundation from retirement travel or Company and company registration from ministry Of law and human right
- Leasing house
- Insurance & guarantee life or bank account
- Statement of using Indonesia maid or informal worker

Family

For foreign member of family who has limited stay permit:

- Nationality passport
- Identity card or temporary resident identity card & application letter from guarantor
- Notarial of foundation company document and company Registration from ministry of law and human right
- Member of family passport & limited stay permit