

MARRIAGE REGISTRATION ADMINISTRATION SYSTEM IN THE WEST CIKARANG RELIGIOUS AFFAIRS OFFICE

Neneng Fauziah, Sonia Simatupang, Mita Widyastuti

*Administrative Management,
Administrative Management,
Public Administration.*

Faculty of Social and Political Sciences, Islamic University 45 Bekasi, Indonesia

Author's email :

Tsalasa.nisa@gmail.com, soniasimatupang9@gmail.com,
Mitawidyastuti2905@gmail.com

Abstract. State officials do marriage registration regarding marriage events. This study wants to discover how the Marriage Registration Administration System at the West Cikarang Religious Affairs Office and describe the obstacles encountered in the Marriage Registration Administration System at the West Cikarang Religious Affairs Office. The research methodology that the author uses namely using the descriptive qualitative method. By examining documents and interviews. The marriage registration administration system includes filing, data input, payment of PNBP (non-tax state revenue), inspection, printing, filing, and office management. Obstacles: Lack of accuracy, the Administrative System needs to run better, and it is challenging to find archives when searching for libraries with long years and are often difficult to find. Each activity follows the SOP the Head of KUA has designed at the West Cikarang Religious Affairs Office. Implementing the Marriage Registration Administration System that is taking place no longer uses the Online System-based Marriage Registration Administration System or SIMKAH (Marriage Management Information System) because the system used needs to be fixed, and data leaks often occur online.

Keywords: System, Administration, and Marriage Registration

1. INTRODUCTION

Activities in the administrative system of marriage registration will not be separated from organizational implementation. In general, the administration is very much needed in the activities of assigned tasks, both in government organizations and companies (private organizations).

Therefore, the administration continued to grow and develop in the kingdom's center and cultural centers as an early form of Administrative Management and took place thousands of years BC. In Babylonia, records written on clay dating from the 30th century BC have been found, and in Egypt, various forms using papyrus materials dating back centuries have been found.

Knowledge of administrative history can be known thanks to implement administrative activities. When it was realized that this activity was not effective and efficient, writing machines began to be developed in the form of manual typewriters designed by Trio USA, Christopher L, Carlos Glidden, and Samuel W. Soule at the Remington rifle factory and sold to the public in 1874. Office equipment's findings integrated information systems worldwide via the Internet.

According to Law No. 22 of 1946 concerning Disability of Marriage, Divorce, and Reconciliation, Law No. 32 of 1954 concerning Registration of Marriages, Law of the Republic of Indonesia Number 1 of 1974 concerning Marriage, Law of the Republic of Indonesia Number 1 of 1974 and Complications Islamic Law, Law

Number 23 of 2006 Concerning Population Administration, Government Regulation Article 6 paragraph (1) No. 9 of 1974 concerning UUP Regulation of the Minister of Religion Number 11 of 2007 concerning Registration of Marriages, Regulation of the Minister of Home Affairs of the Republic of Indonesia Number 19 of 2012 concerning Guidelines for Documenting the Results of Population Registration and Civil Registration in the Regions. Based on this, registration of marriages at the Office of Religious Affairs in West Cikarang This is the registration of marriage as evidenced by a marriage certificate conducted by a marriage registrar, which is an authentic proof of the existence of a marriage, with the signatures of the parties involved in the marriage contract: namely husband, wife, marriage guardian, witnesses, and marriage registrar employee (PPN). Or VAT Assistant that has been stored in a database on the website of the Marriage Management Information System (SIMKAH). and is easily accessible when there is a problem of dispute or dispute between them or one is not responsible. The other can take legal action to defend or obtain their respective rights by bringing a marriage certificate as proof of marriage to the Religious Courts.

Registration of marriage is something that state officials do at marriage events. The event of marriage is when a husband and wife enter into a marriage contract. The Marriage Registrar immediately carries out the recording after the contract is completed with the conditions and pillars of marriage fulfilled.

The other activities in this marriage registration consist of Filing, Making Marriage Registration, Checking, Making Billing, and Archiving documents in writing and online on the SIMKAH website, apart from talking about the administrative system of registering marriages.

Regarding administrative needs regarding marriage, it has been regulated religiously and in the positive law of the Indonesian State. This is because the human condition to marry and have a household is the beginning of the emergence of other coincidences. The Al-Qur'an and Hadith do not provide details regarding the registration of marriages—demands for development with various considerations of benefit for the benefit of legal certainty in society.

Based on the implementation of Minister of Home Affairs Regulation No. 102 of 2019 concerning the Granting of Access Rights and Utilization of Population Data on June 14th, 2021, for all ministries and agencies using population data.

The Web-Based Marriage Management Information System (SIMKAH WEB) adjusts to these regulations by moving to the new Dukcapil Web Service, which impacts manually inputting data for marriage registration.

SIMKAH stands for "Marriage Management Information System," a Windows-based computer application program that is useful for storing marriage databases in all KUA (Office of Religious Affairs) in the territory of the Republic of Indonesia.

The purpose of SIMKAH is to make it easier for operators of the Office of Religious Affairs) to process data, register marriages and speed up KUA services, then inputting data on marriage registration and recommendations will be carried out independently by the prospective bride and groom concerned with data according to the Electronic Identity Card (E- KTP) through SIMKAH WEB, both online registration and marriage registration at the KUA directly by inputting via cellphone and computer at the sub-district KUA.

And the following are the advantages of SIMKAH: the data is integrated with the Population Administration Information System, can be accessed online anywhere and anytime, and can present marriage data in real-time. The system needs to be fixed, and weaknesses, namely inadequate Internet and no servers in each regional office/region. It is an obstacle for a SIMKAH operator to record and store documents to print marriage books.

In this case, the Ministry of Religion has launched digital marriage cards, which have been found at 6 KUA in Banjarnegara. Besides that, several regions have yet to throw out digital marriage cards because physical marriage cards remain in some areas.

In addition, this Digital Marriage Card has advantages and disadvantages. One of the advantages is that it makes it easier for the Catin (Prospective Bride) in the marriage administration process and avoids falsification of documents. And has the disadvantage of no NIK validity on every digital marriage card.

2. LITERATURE REVIEW

2.1 Administration System

According to Sutarman, the system is a collection of elements that are interconnected and interact with each other in one unit to carry out a process of achieving a primary goal¹.

According to Liang Gie (1993), the administration is a whole series of structured activities for the main work carried out by a group of people in cooperation to achieve specific goals².

According to Law 23 of 2006, Population Administration is a series of structuring and controlling activities in issuing documents and Population Data through Population Registration, Civil Registration, Management of Population Administration information, and utilization of service results³.

2.2 Marriage Registration

According to Government Regulation, Article 6 paragraph (1) No. 9 of 1974 concerning UUP confirms, "Registrar employees who receive notification of the intention to enter into a marriage⁴."

According to Regulation of the Minister of Religion (PMA), Number 11 of 2007, concerning the Registration of Marriages, Marriage registrars are officials who inspect requirements, supervise, and record marriage events/reconciliation and divorce registration⁵.

According to law No. 22 of 1946 concerning registration of marriages, registration of marriages is an attempt to maintain the sanctity of aspects arising from the marriage bond⁶.

According to Djubaidah (2010: 153), unrecorded marriage is a marriage that fulfills the pillars and conditions according to Islamic law but still needs to be registered or has yet to be registered at the Office of Religious Affairs⁷.

As the Service Technical Implementation Unit (UPTD) and Implementing Agencies in the local District area. As specified in Law Number 23 of 2006 concerning Population Administration⁸.

Regulated through legislation, both RI Law No. 1 of 1974 and the Compilation of Islamic Law.⁹ Existence of Law Number 1 of 1974 Article 6 paragraph (1) concerning Marriage and Compilation of Islamic Law.¹⁰

2.3 Marriage Registration Administration System

1. Marriage Registration Administration

One of the provisions of carrying out administrative activities in recording, storing, checking, archiving activities includes:

a. Entering marriage data

Entering marriage data is entering marriage data, which is the first stage for the initial marriage. In the activity of inputting marriage data, you need a catin's KTP file, witnesses, guardians, KK Catin, photo cards, diplomas, birth certificates, divorce certificates if needed and letters N2, N1, N3, N4 and N5, N6 at SIMKAH.

b. Billing

Billing is an assistance code issued through the DGT billing system for a type of tax payment or deposit.

¹Sutarman,2012. Pengantar Teknologi Informasi. Jakarta: Bumi Aksara

² The Liang Gie (1993). Pengertian, Kedudukan dan Perincian Ilmu Administrasi. Yogyakarta:Penerbit Liberty

³ Undang-undang Nomor 23 tentang Administrasi Kependudukan tahun 2006

⁴ Peraturan Pemerintah Pasal 6 ayat (1) No. 9 Tahun 1974 tentang UUP

⁵ Peraturan Menteri Agama (PMA) Nomor 11 Tahun 2007 tentang Pencatatan Nikah

⁶ undang-undang Nomor 22 tahun 1946 tentang pencatatan pernikahan

⁷ Neng Djubaidah,2010, Pencatatan Perkawinan dan Perkawinan Tidak Dicatat Menurut Hukum Tertulis di Indonesia dan Hukum Islam Cet, I:Jakarta:Sinar Grafika

⁸ ibid

c. File Check

File inspection is to record the completeness of the files that have been collected by the administrator.

2. Record management

Sedarmayanti (2015: 41) suggests that in terms of time, the effectiveness of the performance of the organization concerned.¹¹

According to Law number 43 of 2009, regarding archives.¹²

1) Arrangement of Civil Registration Deed Archives

Archives in every organization must be organized, and archive management must be done correctly, affecting the orderliness of administration in an agency. Regulation of the Minister of Home Affairs of the Republic of Indonesia Number 19 of 2012 (2012:2).¹³

2) Civil Registration Deed Archives

Storage Classification Code

An archive's classification code is a guideline for storing civil registration certificate archives. Azmi (2016: 16) explains that archive classification is the basic framework for coding in archives' creation, use, storage, and depreciation.¹⁴

3) Storage System

An archive storage system is a system that is used for document storage so that it is easy to create storage work, and the discovery of documents that have been stored can be made quickly whenever these documents are needed at any time. Storage systems are arranged in a specific order:

- a. Alphabetic System
- b. Geographic System
- c. Subject System
- d. Number System
- e. Chronology System
- f. Color System

⁹ Undang-undang No 1 Tahun 1974 dan Kompilasi Hukum Islam

¹⁰ Undang-undang Republik Indonesia Nomor 1 Tahun 1974 Tentang Perkawinan

¹¹ Sedarmayanti. (2015). *Tata Kearsipan*. Bandung; CV. Mandar Maju

¹² Undang-undang No. 43 tahun 2009 tentang Kearsipan

¹³ Peraturan Menteri Dalam Negeri Republik Indonesia Nomor 19 tahun 2012 tentang Pedoman Pendokumentasian Hasil Pendaftaran Penduduk dan Pencatatan Sipil di Daerah.

¹⁴ Azmi. (2016). Signifikansi Empat Instrumen Pokok Pengelolaan Arsip Dinamis, kearsipan. 11,15-38

4) Eligible Archival Equipment And Supplies

To be able to organize archives properly, equipment and supplies are needed that can best suit each system and method, as stated by Zulkifli (1996:179),¹⁵namely:

- a. Upright storage device (vertical file)
 - b. Sideways storage device (Lateral file)
 - c. Heavy storage device (power file)
- among others, namely:
- a) Folders
 - b) Filling Cabinet
 - c) Computer Media

3. RESEARCH METHODS

The research was conducted using a descriptive qualitative approach. Descriptive research is a form of research aimed at describing existing phenomena, both natural phenomena and manufactured phenomena. Writing takes the object of the marriage registration system that is applied to the West Cikarang Religious Affairs Office.

1. Data collection techniques

To obtain the necessary data, the author uses several data collection techniques, namely:

a. Observation

It is a data collection technique by directly observing the marriage registration system handled by the West Cikarang Religious Affairs Office

b. Interview

It is a data collection technique by holding a question and answers directly with the West Cikarang Office of Religious Affairs

c. Library Studies

It is a data collection technique by studying books or references related to research variables.

2. Types and sources of data

The sources and types of data are as follows:

a. Primary data

Primary data was obtained from observations and interviews with employees and the Head. The results obtained from the interviews were information on how the marriage registration system works and the obstacles encountered in the marriage registration system at the West Cikarang Religious Affairs Office.

¹⁵ Amsyah, Zulkifli. 1996. Manajemen Kearsipan. Jakarta, Gramedia Pustaka Utama

b. Secondary data

This secondary data is obtained indirectly from the source or object being researched. Data was obtained from books and the Internet.

4. RESULTS AND DISCUSSION

4.1 Marriage Registration Administration System

The West Cikarang Religious Affairs Office (KUA) has used the latest administrative system called SIMKAH (Marriage Management Information System), whose implementation is based on Minister of Home Affairs Regulation No.102 of 2019 concerning Granting Rights of Access and Utilization of Population Data for all ministries and institutions of population data. Based on these regulations, this web-based SIMKAH uses the Dukcapil web service, which is used as data input in marriage registration.

The following are the technical steps for the prospective bride and groom (Catin) submitting marriage registration at the KUA of West Cikarang District, namely:

1) Process of Submitting Files of the Prospective Bride and Groom

The prospective bride and groom bring documents required for marriage such as KK (Family Card), KTP (Resident Identity Card), model N1 (Catin's marriage certificate), N2 model (certificate of marriage application), N4 model (Latin letter), N5 model (Category letter). Parental Permission) is then submitted to the KUA Officer.

2) Online Registration Process

The next stage is for the prospective bride and groom or KUA officers as SIMKAH operators to input N1-N7 data into the SIMKAH web by opening SIMKAH WEB at simkah.kemenag.go.id and then registering marriage online.

3) Data Verification and Examination Process

After the bride and groom register online, the KUA officer verifies the data to ensure that the data created on models N1-N7 matches the prospective bride and groom data. If the data is correct, the KUA officer makes the DPN archive (Marriage Checklist) the basis for printing the marriage book. The data that is input is valid after being verified, it can be continued for inspection, and if there is data that does not match after validation, it can be continued with a note that the data must be the same as the original physical E-KTP (can be shown by the prospective bride and groom when submitting the file to the KUA Cikarang Barat. In this process, the accuracy of the KUA Officer is required because data input errors can result in the status of Catin's data that has yet to be verified, even though the KUA Officer can still print the unverified status.

4) Recording Process

The headmaster guides the two prospective brides during D-10 of the predetermined marriage ceremony. In addition, the SIMKAH operator reviews the correctness of the data provided by the future bride and groom. And the SIMKAH operator keeps records on the Marriage Certificate and Excerpts from the Marriage Certificate based on the DPN archives. Then the marriage certificate is held at the KUA, and a copy of the marriage certificate is given to the bride and groom, and the marriage ceremony is carried out on D-day,

5) Preparation of Marriage Data Reports

After the marriage contract is complex, the recording process on the marriage certificate and quotation of the marriage certificate is complete. The penghulu makes a marriage data report for the Head of KUA.

6) Archiving Marriage Registration Documents

Based on research conducted by the author, the steps taken to archive marriage certificate documents include:

- a. After the marriage registration documents are processed, they are placed in the Filling Cabinet.
- b. The marriage certificate document placed in the Filling Cabinet is then given a sequence based on the year number on the marriage certificate. This number is a reference for finding archives.

- c. After that, the Archives were placed in a medium-sized cupboard in a West Cikarang Religious Affairs Office room.
- d. After the archive is complete, the document library is moved to a particular archive room.
- e. Employees also keep online archives of each marriage registration process on the SIMKAH web then each marriage registration process is inputted on the Simkah web. Web simkah is an online application to store all marriage registration databases based on an information system or online.

7) Organization of Marriage Registration Archives

Based on research conducted by the West Cikarang Religious Affairs Office, the archive of marriage certificate documents kept at the West Cikarang Religious Affairs Office is dynamic. This also applies to the Ministry of Religion, which is in charge of managing records. Documents related to marriage registration activities will initially be stored in the available Filing Cabinet. Each department or unit in the West Cikarang Office of Religious Affairs is in the central archive of agencies. Still responsible for managing the library.

8) Marriage Registration Storage System

The written marriage certificate document storage system at the West Cikarang Religious Affairs Office uses a numeric system to search for the marriage registration document. The marriage certificate document will be made into a monthly bundle, archived, put in a folder, and stored in a filing cabinet that is orderly, neat, and arranged according to numbers/numerics. Unlike the storage of marriage registration based on an online system where the administrator only needs to input the printed marriage certificate number and enter it into the SIMKAH web (Marriage Management Information System) using this online system, the marriage certificate will be stored centrally. It will not be easily destroyed and easily stored. Deed search when experiencing problems searching for the act with the oldest number/numeric.

4.2 Obstacles that occur in the Marriage Registration Administration System

The main problems in the marriage registration administration system are related to the quality of service, administration, and filing. The administrative procedure for registering marriages is highly dependent on various aspects, namely how it is implemented, the support of human resources, and the organization. Judging from its implementation, the marriage registration administration system still has weaknesses, namely:

- a. Lack of rigor
 - In registering marriages, KUA officers often experience data input errors, resulting in Catin's data that has yet to be verified even though the KUA officer can still print out the unverified status.
- b. Administration system is not running well
 - KUA officers often experience obstacles registering marriages when the server is experiencing problems and the Internet needs to be improved. So the registration of marriage takes a long time.
- c. Difficult to find archives when searching for libraries with long years and often hard to find. This is when the marriage registration is not recorded in the bookkeeping and filing cabinet, which stores marriage certificates manually.

4.3 Solutions for Overcoming Obstacles in the Marriage Registration Administration System

Based on research conducted by the author, the solutions carried out by the West Cikarang Religious Affairs Office to overcome obstacles in the marriage registration administration system are:

1. KUA officers / SIMKAH operators must thoroughly input data on prospective brides and grooms through the Marriage Management Information System (SIMKAH).
2. Every sub-district KUA needs a server for each regional office/region to overcome obstacles in registering marriages.
3. At the West Cikarang Religious Affairs Office, an archivist should be needed to manage marriage registration documents so that archives can be organized, neat, and easy to find when searching for documents/data.

CONCLUSION

Based on research conducted at the West Cikarang Religious Affairs Office, it can be concluded that:

1. Procedures for the Marriage Registration Administration System used by the Office of Religious Affairs follow the agreement between the Ministry of Religion and Permendagri No. 102 of 2019 concerning Granting Access Rights and Utilization of Population Data in accordance.
2. The documents archived by the Office of Religious Affairs include the following:
 - 1) A marriage certificate is authentic evidence the implementing government/agency issued to a man and a woman in marriage registration.
 - 2) Non-Tax State Revenue (PNBP) is Non-Tax State Revenue (PNBP) for Marriage or Referrals, which is all Central Government revenue originating from the Office of Religious Affairs.
 - 3) Marriage registration is a condition for marriage that must be prepared in advance by prospective brides and grooms, starting from administration to the flow of registration at the KUA.
3. The archive storage system used by the West Cikarang Religious Affairs Office is a numeric/numeric system for West Cikarang Religion that does not meet service standards regarding facilities and where in archiving documents, an archivist is required for archive management, maintenance to presenting archives as information.
4. The obstacles faced in the administrative system for registering marriages at the West Cikarang Religious Affairs Office were due to the system needing to be more optimal, resulting in delays in registering marriages and a need for more accuracy in recording Catin data. And an archivist is required at the West Cikarang Office of Religious Affairs.

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Regulations

Law Number 23 of 2006 Concerning Population Administration

Government Regulation Article 6 paragraph (1) No. 9 of 1974 concerning UUP

Regulation of the Minister of Religion Number 11 of 2007 Concerning Marriage Registration

Regulation of the Minister of Home Affairs of the Republic of Indonesia Number 19 of 2012 concerning Guidelines for Documenting the Results of Population Registration and Civil Registration in the Regions.

Law Number 22 of 1946 Concerning Marriage Registration

Law of the Republic of Indonesia Number 1 of 1974 Concerning Marriage

Regulation of the Republic of Indonesia Number 1 of 1974 and Complications of Islamic Law

Law No. 43 of 2009 concerning Archives