

# **SKTT**

## **Surat Keterangan Tempat Tinggal WHY AND HOW TO APPLY IN DENPASAR BALI**

### **What is an SKTT?**

**SKTT is a temporary civil registration document for KITAS/KITAP holders. Consider it as a national identification card for expats in Indonesia. It contains a NIK number. NIK is a national registration number.**

### **What is it needed for?**

**Well, according to the laws and regulations in Indonesia every KITAS/KITAP holder is required to obtain it, mandatory.**

**You should apply for it straight after your KITAS/KITAP has officially been approved by immigration.**

**A few visa agents are on the current about this but most are not.**

**Basically you need it for nothing.**

#### **THOUGH**

**Since the Covid-vaccination-program has been launched you will need your SKTT/NIK to get your jobs.**

**Only expats with a verified (!) 16 digits NIK number will be acknowledged to download the final internationally recognised vaccination certificate.**

# **HOW TO GET IT?**

**There are a few steps. Don't worry. It's easier than you think.**

**Main issues: make sure that you have an account at the site of Civil Affairs Denpasar and prepare your required docs for upload.**

## **STEP 1 CREATING AN ACCOUNT**

**SURF TO**      **taringdukcapil.denpasarkota.go.id**

**CLICK**        **selanjutnya**

**ADD**            **your details (you will need to add a picture of your passport photo page)**

**CLICK**

**Be sure you do this before 11am on working days.**

**You will receive a verification/confirmation email ... after some time.**

## **STEP 2 ENTER THE APPLICATION**

**SURF TO**      **taringdukcapil.denpasarkota.go.id**

**SELECT**        **WNA**

## **LOGIN**

**SELECT AKTA/SURAT LAINNYA**

**SELECT Penerbitan Surat Keterangan  
Tempat Tinggal (apply for SKTT)**

### **FOLLOW THE INSTRUCTIONS (PREPARE)**

- 1/ Formulir Biodata Keluarga (F1.01)  
download and fill manually**
- 2/ Formulir Biodata Penduduk (F1.08)  
download and fill manually**
- 3/ Izin Tinggal Sementara (E-KITAS/KITAP)**
- 4/ NOT NEEDED**
- 5/ Documen Perjalanan ( passport photo  
page)**
- 6/ NOT NEEDED**
- 7/ NOT NEEDED**
- 8/ Surat Pengantar RT/RW**
  - 8.1 Surat Keterangan (domicile letter  
from your kepala desa)**

**Your kepala desa will only issue a Surat  
Keterangan by presenting him SURAT TANDA  
MELAPORKAN. That is a document you apply for at**

**your closest police station. In theory this police document is supposed to be gratis, free of charge. In reality most police offices will charge you, illegally. You might avoid their charge by stating that you want a bon in return. In most cases they will drop the charge.**

## **8.2 KTP sponsor**

**Your sponsor doesn't need to be your KITAS/KITAP sponsor. The only requirement: he/she needs to be registered in the same area as you are. So, even your landlord or other local friend can be your sponsor for SKTT.**

## **8.3 KK sponsor**

**Make 8.1 8.2 and 8.3 ONE document. Cause you won't be able to upload more than 1 doc in this section later on.**

## **9/ Pass photo colour size 3x4**

### **FOLLOW THE INSTRUCTIONS (EXECUTE)**

#### **1/ Formulir Biodata Keluarga (F1.01)**

**MPEG or PDF max 2MB**

#### **2/ Formulir Biodata Penduduk (F1.08)**

**MPEG or PDF max 2MB**

#### **3/ Izin Tinggal Sementara (E-KITAS/KITAP)**

**MPEG or PDF max 2MB**

**4/ NOT NEEDED**

**5/ Documen Perjalanan ( passport photo page)**

**MPEG or PDF max 2MB**

**6/ NOT NEEDED**

**7/ NOT NEEDED**

**8/ Surat Pengantar RT/RW**

**8.1 Surat Keterangan (domicile letter from your kepala desa)**

**8.2 KTP sponsor**

**8.3 KK sponsor**

**Make 8.1 8.2 and 8.3 ONE document. Cause you won't be able to upload more than 1 doc in this section.**

**MPEG or PDF max 2MB**

**9/ Pass photo colour size 3x4**

**MPEG or PDF max 2MB**

**CLICK selanjutnya**

**SUCCESS**

