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LEGAL DESIGN
INFOGRAM

LEGAL USAGE OF FOREIGN MADE DOCUMENTS

What is a document?

A document is a written letter or a printed letter signed by the competent authority as evidence.

Article 1 Paragraph 1 Minister of Foreign Affairs Regulation Number 13 of 2019 on Procedures for Legalization of Documents at the Ministry of Foreign Affairs



Documents can be in the form of data, recordings, or information that can be seen, read, and/or heard that can be issued with or without the help of a means, whether written on paper or any physical object other than paper or recorded electronically, including but not limited to:



text, sound, or image;

maps, designs, photographs, or the like; and



letters, signs, numbers, symbols, or perforations that have meaning or can be understood by people who are able to read or understand them..

Article 1 Paragraph 14 of Law Number 9 of 2013 on the Prevention and Eradication of the Financing of Terrorism



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“Foreign documents or documents made abroad that want to be used in Indonesian territory need to go through a legalization process at the Embassy of the Republic of Indonesia (**KBRI**).”

Supreme Court Decision Number 3038 K/Pdt/1981 dated 18 September 1986



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Document Legalization

A series of processes to certify the authorized official's signature, sticker, and/or official stamp in the requested document based on the verification of signature, sticker, and/or stamp with specimen.



Minister of Foreign Affairs Regulation Number 13 of 2019
on Procedures for Legalization of Documents at the Ministry of Foreign Affairs



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Types of Documents that can be Legalized

Birth
Certificate

Statement
Letter

Letter of
Good
Conduct

Death
Certificate

Driver's
License

Certificate
of
Origin

Marriage
Certificate

Power of
Attorney

*Other
Documents*

KBRI, Legalisasi Dokumen,

https://kemlu.go.id/portal/id/read/186/halaman_list_lainnya/legalisasi-dokumen

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Legalization Procedure

1

THE APPLICATION FOR LEGALIZATION IS SUBMITTED BY THE APPLICANT THROUGH ELECTRONIC REGISTRATION IN THE MINISTRY'S LEGALIZATION APPLICATION.

THE REGISTRATION CAN BE DONE THROUGH:

- a. FILLING OUT THE APPLICANT IDENTITY DATA ON THE REGISTRATION FORM;
- b. CREATE KEYWORDS; and
- c. UPLOADING IDENTITY CARD PHOTO.

REQUIRED APPLICANT IDENTITY

- a. NAME
- b. IDENTITY CARD NUMBER; and
- c. PHONE NUMBER; and
- c. ELECTRONIC MAIL ADDRESS

2

AFTER GETTING THE ACCOUNT, THE APPLICANT SUBMITS A LEGALIZATION APPLICATION BY:

- a. FILL OUT THE APPLICATION FORM;
- b. UPLOADING DOCUMENTS TO BE LEGALIZED;
- c. UPLOADING PART OF DOCUMENTS THAT CONTAINS LEGALIZATION;
- d. SIGNING THE STATEMENT OF RESPONSIBILITY FOR THE ACCURACY OF APPLICATION FOR LEGALIZATION AND USE OF DOCUMENTS RESULTING FROM LEGALIZATION.



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Legalization Procedure

3

VERIFICATION BY DIRECTORATE CONSULAR.

IF APPROVED:

SYSTEM SENDS NOTIFICATIONS FOR PAYMENTS.

IF REJECTED:

APPLICANTS MAY SUBMIT A NEW APPLICATIONS AND A REPAIRED AND COMPLETED DOCUMENT.

4

UPLOAD PROOF OF PAYMENT

5

**NOTICE FOR SUBMISSION OF DOCUMENTS
AT THE COUNTER**

6

**DOCUMENT COMPILING AND COLLECTION AT THE
LOCKET**

KBRI, Legalisasi Dokumen,

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