**ABSTRACT**

The final report entitled ARRANGEMENT OF ADMINISTRATIVE PEOPLE MOVING TO THE DEPARTMENT OF POPULATION AND CIVIL REGISTRATION CITY JAMBI JAMBI PROVINCE have made the author to find out how the process of implementation of the arrangement of the population administration moved to come, factors that become obstacles in the implementation process of structuring the administration moved to come, and what efforts can be done to overcome the problems that occur in structuring the administration move comes in Jambi.

Data collection methods that I use in analyzing the title of this final report is the methoddescriptive qualitative research with an inductive approach. The data used are primary and secondary data were obtained with data collection techniques are observation, interviews, and documentation. Data analysis techniques used by the author is by way of data reduction, data presentation, and draw conclusions.

The results of the study based on the analysis and observations made by the author while doing an internship in the field can be seen that the implementation of the arrangement of the population administration move comes in the Department of Population and Civil Registration Jambi City are in accordance with the existing procedures, a lot of people who are satisfied with the services that have been given, although the implementation of the arrangement of the population administration move comes there are some obstacles such as the lack of employees in the ministry move comes as to slow down the process of administration, the room facilities were not sufficient for file storage of all files stacked irregularly, lack of public awareness the importance of the letter moved to come.

Based on observations of the study authors suggested that the Department of Population and Civil Registration did add employees in the service sector Coming Move, add facilities and infrastructure so that the passage of the process in an orderly and organized, and to disseminate to the public about the importance and procedure for moving letter came.