

## **ABSTRACT**

In making the village records still manual, the villagers had to spend considerable time making the introductory letters. Because the residents had to request a letter form to the head of the neighborhood association then the residents had to come to the village office to submit the form, then the residents had to queue up long enough, due to the long process and the number of citizens making the introductory letters. With the manual system residents need a long time in making the letter.

With the problems of the village above, the village office needs a system that can facilitate the citizens in the process of making the introductory letters. Village administration system is a system that facilitates the citizens in the making of letters such as letters of inadequacy, death certificate, letter of resettlement, letter of arrival of the population and so forth. And to achieve the concept of Smart Village is a concept of development, implementation, and implementation of technology applied to a region as a complex interaction between the various systems in it.

The mailing administration system is built on mobile applications. Built using mobile applications because at this time the use of mobile applications is very widely used among the citizens, so it will be easier for citizens in accessing the system of the letter.

**Keywords:** Smart Village, Mobile Application, Administration System.