

**NATIONAL ADMINISTRATIVE  
DEPARTMENT OF STATISTICS**



**Methodology for the  
Codification of the Political-  
Administrative Division of Colombia  
-DIVIPOLA-**

# NATIONAL ADMINISTRATIVE DEPARTMENT OF STATISTICS

JORGE BUSTAMANTE ROLDÁN  
**Director**

CHRISTIAN JARAMILLO HERRERA  
**Deputy Director**

MARIO CHAMIE MAZZILLO  
**General Secretary**

## **Technical Directors**

NELCY ARAQUE GARCIA  
**Regulation, Planning, Standardization and Normalization**

EDUARDO EFRAÍN FREIRE DELGADO  
**Methodology and Statistical Production**

LILIANA ACEVEDO ARENAS  
**Census and Demography**

MIGUEL ÁNGEL CÁRDENAS CONTRERAS  
**Geostatistics**

ANA VICTORIA VEGA ACEVEDO  
**Synthesis and National Accounts**

CAROLINA GUTIÉRREZ HERNÁNDEZ  
**Diffusion, Marketing and Statistical Culture**

National Administrative Department of Statistics – DANE  
MIGUEL ÁNGEL CÁRDENAS CONTRERAS  
Geostatistics Division

Geostatistical Research and Development Coordination (DIG) DANE  
Cesar Alberto Maldonado Maya  
Olga Marina López Salinas

Proofreading in Spanish: Alba Lucía Núñez Benítez

Translation: Juan Belisario González Sánchez

Proofreading in English: Ximena Díaz Gómez

# CONTENTS

	Page
PRESENTATION	6
INTRODUCTION	7
1. BACKGROUND	8
1.1. Evolution of the Political-Administrative Division of Colombia	8
1.2. Evolution of the Codification of the Political-Administrative Division of Colombia	12
2. DESIGN OF DIVIPOLA	15
2.1. Thematic/methodological design	15
2.1.1. Information needs	15
2.1.2. Objectives	15
2.1.3. Scope	15
2.1.4. Reference framework	16
2.1.5. Nomenclatures and Classifications used	22
2.1.6. Methodology	24
2.2. DIVIPOLA elaboration design	27
2.2.1. Collection or compilation of information	28
2.3. IT Design	28
2.3.1. DIVIPOLA Administration Module	28
2.4. Design of Quality Control Methods and Mechanisms	32
2.4.1. Quality Control Mechanism	32
2.5. Products Delivery and Diffusion	33
2.5.1. Products and diffusion instruments	33
2.6. Related Documentation	33
GLOSSARY	37
BIBLIOGRAPHY	38

## LIST OF GRAPHS

Graph 1. DIVIPOLA Codification Structure .....	16
Graph 2. DIVIPOLA administration module.....	28
Graph 3. Observations to DIVIPOLA.....	29
Graph 4. Completing observations to DIVIPOLA .....	30
Graph 5. Addition of population centers.....	31
Graph 6. Modifications report .....	333
Graph 7. DIVIPOLA consultation module .....	34
Graph 8. Publications of the DIVIPOLA Codification .....	35
Graph 9. MS Excel list Codification of the DIVIPOLA.....	36

## LIST OF TABLES

Table 1. Political-Administrative Division of Colombia. 1938 .....	11
Table 2. Political-Administrative Division of Colombia. 1970 .....	13
Table 3. Codification of the departments. 2011 .....	17
Table 4. Shows an example of the municipalities of the department of Quindío .....	18
Table 5. Population centers of the municipality of Calarcá .....	18
Table 6. Nomenclature of the Territorial Statistical Units of the Andean Community .....	21
Table 7. Codification of the Political Division of the National Civil Registry.....	21
Table 8. Synthesis of the DIVIPOLA. 2011 .....	23

## **PRESENTATION**

The National Administrative Department of Statistics, DANE, as the coordinator entity of the National Statistical System (NSS), within the framework of the “Statistical Planning and Harmonization” project, works to strengthen and consolidate the NSS. This is carried out through several processes such as: the production of strategic statistics; the generation, adaptation, adoption and diffusion of standards; the consolidation and harmonization of statistical information, and the connection of instruments, stakeholders, initiatives, and products. These actions are carried out in order to improve the quality of strategic statistic information, and its availability, and accessibility, to respond to users demand.

In this context DANE, aware of the need and obligation to provide better products for its users, developed a standard presentation guide for methodologies. The aim of this guide is to contribute to the visualization and understanding of the statistical processes, allowing further analysis, control, replicability and evaluation. The documents are presented in a standard and comprehensive manner, thus facilitating the understanding of the main characteristics involved in the processes and sub-processes of each research, making them available for both specialized users and the general public.

These series of guides promote the transparency, and credibility of the technical expertise of DANE for a better understanding and use of statistical information. This information is produced according to the principles of coherence, comparability, integrality, and quality of the statistics.

## INTRODUCTION

The codification of the Political-Administrative Division: DIVIPOLA (for its acronym in Spanish), constitutes a primary source with respect to the political and administrative organization of the country, which has been the result of working together with the departmental assemblies, town halls, and municipal councils; turning it into a tool that facilitates the compliance by the National Administrative Department of Statistics DANE, with the “design and implementation of operations that guarantee the georeferencing of the statistical information required by the country, for planning and decision-making by the National Government and the territorial entities”<sup>1</sup>.

The first time that in Colombia the issue of codification for its political - administrative division arose, was in 1938, when considering the implementation of the General Census of Population. This was due to the need for establishing a unique identifier for the departments, “intendencias”<sup>2</sup>, “comisarías”<sup>2</sup>, municipalities, and population centers; which would become a tool for their characterization, and it would also serve as a basis for comparing the statistical information generated by the territorial entities and population centers.

From that time DIVIPOLA, became a national standard that is consolidated in an inventory; which enables the identification and codification of the departments, municipalities, districts (referred to other cities), as well as the population centers. This turns into essential information for the design of policies, provision of public services, as well as for the definition of criteria for the allocation of resources from the central government.

This document is submitted for consideration to the whole community, in order to describe and update the conceptual guidelines upon which the codification of the Political-Administrative Division of Colombia was structured. In the first part of this methodology, the generalities and basic concepts are presented. Subsequently, the description of each one of the elements and processes that are part of the methodological documentation of these activities is carried out. Finally, the annexes and bibliography used are presented.

---

<sup>1</sup> Decree 262 of 2004. Article 16.

<sup>2</sup> Subnational entities that grouped the so-called National Territories, which were deemed to have a lower political administrative level than the existing departments. They were promoted to the status of departments by the Constitution of 1991.

# 1. BACKGROUND

## 1.1. EVOLUTION OF THE POLITICAL-ADMINISTRATIVE DIVISION OF COLOMBIA

The political-administrative division of the national territory has been organized in different ways, which have responded to the historical evolution of the nation. So, for example, by 1542 the territory was divided into three governorates: Santa Marta, Cartagena, and Popayán; in 1819 the Republic of Colombia was born, and it was comprised of three departments: Venezuela, Cundinamarca, and Ecuador.

A brief summary of the major milestones in the political and administrative organization of the Colombian territory is presented below:

- 1509-1549: The Spaniards gave to the American territory the name of “Tierra firme”<sup>3</sup>.
- 1513: The Crown abolished the New Andalucía Governorate, redefined the Castilla governorate and created the Chocó Governorate.
- 1542: The territory was divided into three governorates related to the foundation of those, which were their respective capitals: Santa Marta (1525), Cartagena (1533), and Popayán (1536). Two institutions were established in this epoch: Encomienda<sup>4</sup> and Municipality.
- 1550-1717: The Royal Audience of the New Granada was established in Santa Fe dependent of the Viceroyalty of Perú; the Royal Audience was comprised of four parts: a central one, the New Kingdom of Granada and three peripheral; the governorates of Santa Marta, Cartagena, and Popayán.
- 1717-1810: Felipe V created the viceroyalties in America (México, Perú, Río de la Plata and the New Granada).

The viceroyalty of the New Granada was formed by the fusion of the Royal Audiences of Santa Fe, Quito, and the Captaincy General of Venezuela, and occupied the territory formed by the New Granada, capital Santa Fe, and 24 provinces.

The province was later divided into cantons corresponding to districts; in turn, these were made up of parishes, territories with parishioners under the authority of a parish priest.

- The period between 1810 and 1816 in the New Kingdom of Granada was marked by such intense conflicts over the nature of the new government or governments that it became known as **la Patria Boba** (the Foolish Fatherland). Constant fighting between federalists and centralists gave rise to a prolonged period of instability. Each province,

---

<sup>3</sup> *Terra firma*

<sup>4</sup> Legal system that was employed mainly by the Spanish crown during the [colonization of the Americas](#) to regulate Native American labor, where the Spanish crown granted a person a specified number of natives for whom they were to take responsibility.



and even some cities, set up its own autonomous *junta*, which declared themselves sovereign from each other.

- 1819: The Republic of Colombia was born in Angostura. It was formed by three departments: Venezuela, Cundinamarca, and Ecuador.
- 1821: The Spanish influence marked in the Constituent Assembly of 1821 in Villa del Rosario, what would be the territorial organization of the declared Republic of Colombia; which would be divided into departments, provinces, cantons, and parishes. Cundinamarca was divided in four departments: Boyacá, Cauca, Cundinamarca, and Magdalena. The department of Boyacá was integrated in turn by three provinces: Tunja, Socorro, and Pamplona.
- 1824: The Congress of Colombia decreed by Act 25, twelve departments divided into thirty-eight provinces. The Republic then had 2,583,799 inhabitants, including 203,831 indigenous, and 102,902 slaves. The Great Colombia existed between 1819 and 1830; but, after the death of Bolívar, it was divided into three states: New Granada, Ecuador and Venezuela.
- 1831-1858: The new Constitution, sanctioned in 1832 by the General José María Obando, acting president, creates the Republic of the New Granada. In this constitution, the departments are suppressed, and the provinces (19 in total), as well as the cantons are kept; whereas the parishes become parish districts.
- 1858-1863: The Granadina Confederation was created; it was comprised of sovereign States. It was ordered that these states should be confederated in perpetuity. The created States were divided into provinces and parish districts, which despite of what was ordered, were suppressed when the Unitarian Republic returned in 1886 with the Caro and Nuñez Constitution.
- 1863-1886: The constitution of Rionegro, created the United States of Colombia, formed by nine states, with presidents elected for two years. Each state represented an independent, sovereign republic, with their own constitution, government, and armies.
- 1864: The first official map of Colombia was conformed; it was supervised by General Mosquera, developed by engineer Manuel Ponce de León, drawn by Manuel María Paz and based upon previous work of Agustín Codazzi.
- 1904: General Rafael Reyes decreed a new distribution of political-administrative units. Panamá had been lost. The territory was organized by a capital district: Bogotá; one "intendencia": La Guajira; a national territory; El Meta, and 25 departments.
- 1909: The old nine departments formed between 1863 and 1886 were re-established. In 1910 the departments of Huila, Caldas, and Valle del Cauca were created; the former Santander department was divided into the current departments of Santander and Norte de Santander.
- 1936: With the Constitutional Reform of doctor López Pumarejo, the Legislative Act number one was issued by which were created with constitutional rank, the

“intendencias” and “comisarías”<sup>5</sup>, and the division of the Republic in departments, “intendencias”, and “comisarías” was decided. The departments were divided in turn into municipalities or municipal districts.

- 1945: Doctor Alberto Lleras Camargo, divided the “intendencias” and “comisarías” into municipalities or municipal districts.
- 1968: In the government of doctor Carlos Lleras Restrepo, the Legislative Act number one of 1968 was issued, by means of which the municipalities or municipal districts in which the departments, the “intendencias”, and “comisarías” were divided, and were incorporated as territorial entities of the Republic; a situation that remained until 1991, the year in which the constitution was reformed.
- 1991: The Constitution of 1991, in its Article 309 established the existing “intendencias” and “comisarías” in departments, and defined the departments, the districts, the municipalities, and the indigenous territories as territorial entities with autonomy for the management of their interests (as set forth in Articles 286 and 287 of this Constitution). In this regard, it is worth emphasizing the impulse that this Constitution gave to the municipality, determining it as a fundamental entity of the political-administrative division of the State. According to Article 306 of the current Constitution, two or more departments may constitute themselves in administrative and planning regions with legal status, autonomy and their own patrimony, in order to economically and socially develop the territory.

Article 318 of the current Constitution provides that the councils can divide their municipalities in quarters in the case of urban areas; and in “corregimientos”<sup>6</sup>, in the case of rural zones. The legislation to these actions is provided for in Articles 117 to 140 of Act 136 of 1994. Article 319 of the current Constitution enables two or more municipalities to organize themselves in metropolitan areas, which may become districts. Likewise, Article 321 of the current Constitution sets forth the formation of provinces constituted by the surrounding municipalities or indigenous territories belonging to the same department.

- 2011: Today, the country has 32 departments, 1.101 municipalities (excluding San Andrés Island), 5 districts<sup>7</sup> including Bogotá the Capital District, which although is a municipality, it is subject to a special regime; 20 non-municipalized Areas (before Departmental “Corregimientos”), and 8.109 population centers (classified in departmental “corregimientos” (C) (acronym in Spanish), Police Inspection (IP) (acronym in Spanish), and hamlets (CAS) (acronym in Spanish)).

---

<sup>5</sup> Article 2 of Legislative Act 1 of 1936, the national territory is divided into Departments, Intendencias and Comisarias. The Intendencias and Comisarias are left under the immediate administration of the Government and correspond to the legislator to Provide to the organization and to the administrative division of them.

<sup>6</sup> The “*corregimientos*” of Colombia are a smaller unit than the historical one. The word is used for the population centers that do not reach the level of municipality. They are thus under a municipality or department.

<sup>7</sup> According to the Political Constitution of Colombia, the Capital District of Bogotá, the Touristic and Cultural District of Cartagena de Indias, the Touristic, Cultural and Historic District of Santa Marta and the Industrial, Port Special District of Barranquilla were created. Additionally, according to the Legislative Act 2 of 2007, the Industrial, Port, Bio diverse and Eco-touristic Special District of Buenaventura; the Industrial, Port, Bio diverse and Eco-touristic Special District of Tumaco; the Eco-touristic, Historic and University Special District of Popayán, the Historic and Cultural District of Tunja, the Special District of Turbo, and the Frontier and Touristic Special District of Cúcuta were created in the year 2009, by means of the Sentence C-141-01 of February 7, 2001, declared the creation of the Districts of Cúcuta, Popayán, Buenaventura, Tunja and Tumacoto be unenforceable.

As of September 2011, there are five districts corresponding to: the Capital District of Bogotá, the Touristic and Cultural District of Cartagena de Indias, the Touristic, Cultural and Historic District of Santa Marta; the Industrial, Port Special District of Barranquilla, and the Industrial, Port, Bio diverse and Eco-touristic Special District of Buenaventura.

## 1.2. EVOLUTION OF THE CODIFICATION OF THE POLITICAL-ADMINISTRATIVE DIVISION OF COLOMBIA

The codification of the Political-Administrative Division of Colombia begins in the year 1938. This is given by the need for establishing a unique identifier for the territorial divisions used in the preparation and implementation of the General Population Census of that year, and as a basis for the comparison of statistical information that would be generated from the census on the territorial entities.

The territorial division of that time was formed as follows: 14 departments, 807 municipalities, 4 “intendencias”, 6 “comisarías”, 1.242 “corregimientos”, and 18.552 population centers. (Refer to Table 1).

**Table 1. Political-Administrative Division of Colombia 1938**

Departments	“Intendencias”	“Comisarías”
Antioquia	Amazonas	Arauca
Atlántico	Chocó	Caquetá
Bolívar	Meta	La Guajira
Boyacá	San Andrés	Putumayo
Caldas		Vaupés
Cauca		Vichada
Cundinamarca		
Huila		
Magdalena		
Nariño		
Norte de Santander		
Santander		
Tolima		
Valle del Cauca		

Source: Political-Administrative Division of Colombia DANE 1938

In the year **1953**, the National Directorate of Statistics published the first edition of the codification of the Political-Administrative Division of the country, based upon the information registered in the Government Ministry as of to December 31, 1950 and complemented, corrected, and expanded with the information relating to novelties reported by the Census operation of 1951. The classification did not correspond exactly to a normalized codification, but to a sequential numbering according to the alphabetical order of the existing territorial divisions in effect at that time; 16 departments, 3 “intendencias”, 7 “comisarías”, 817 municipalities, 2.096 population centers, and 1 national territory.

By **1954**, DANE presented the second printing of the codification of the Political-Administrative Division of Colombia, in order to update the data and to implement adjustments to the previous edition. In this publication, the following data are reported; 16 departments, 3 “intendencias”, 5 “comisarías”, 823 municipalities, 2.016 population centers, and 3 national territories.

The editions of the years **1960, 1964, 1965, 1967** and **1969**, presented the same characteristics, with respect to the codification structure of the previous publications; that is to say, the alphabetical order and a sequential numbering which had to be changed whenever a new territorial division was created, due to the fact that there were not ranges that would enable the incorporation of new numbers between codes. By the year 1964 the Political-Administrative Division was formed by: 18 departments, 3 “intendencias”, 5

“comisarías”, 877 municipalities, 8 “corregimientos” of “intendencias”, and 28 “corregimientos” of “comisarías”.

The structure of the nomenclature adopted in order to identify the territorial units was formed as follows:

- **Departments:** (two digits). It began from 01 and ended at 19.
- **“Intendencias”:** (two digits). It began from 21 and ended at 23.
- **“Comisarías”:** (two digits). It began from 31 and ended at 35.
- **Municipalities:** (three digits). It began from 001 for each capital of department.

In the year **1970**, the formation of the codification of the Political-Administrative Division was changed in such a way that the codes<sup>8</sup> assigned were maintained over time, thus facilitating, the comparison of the information associated with them. With these changes, the use of the codification of the DIVIPOLA would be extended, not only by DANE, but also by other entities and institutions requiring the organized and codified information of the territorial divisions.

The codification was changed starting with ranges that would enable the new territorial divisions to be codified without having to renumber the existing ones. In addition, it was decided that in the future the codes already assigned would not be used again. Likewise, the names of the territorial entities of departments, municipalities, and class categories were alphabetically organized in order to assign their corresponding codification.

The code was defined in 7 positions under the following structure:

- **Departments, “Intendencias” and “Comisarías”:** Consisting of 2 digits, from 05 for the Department of Antioquia.
- **Municipalities:** Consisting of three digits, from 001 for the capital of the Department.
- **Class:** the code was made up of two digits and the assignation of the codification was carried out by ordering alphabetically the names of the population nucleus that depend of the municipal township.

---

<sup>8</sup> Usually they are composed of one or more alphabetic, numeric or alphanumeric characters assigned to one title in one classification. Each code is unique with respect to one characteristic within a classification. If the characteristic changes, the associated code must also change.

**Table 2. Political-Administrative Division of Colombia  
1970**

Departments					
Code	Name	No. of Municipalities	Code	Name	No. of Municipalities
05	Antioquia	109	44	La Guajira	7
08	Atlántico	23	47	Magdalena	20
11	Bogotá D.E.	7	50	Meta	16
13	Bolívar	29	52	Nariño	51
15	Boyacá	133	54	Norte de Santander	35
17	Caldas	24	63	Quindío	12
19	Cauca	36	66	Risaralda	13
20	Cesar	13	68	Santander	77
23	Córdoba	22	70	Sucre	23
25	Cundinamarca	111	73	Tolima	44
27	Chocó	18	76	Valle del Cauca	42
41	Huila	36			

"Intendencias"					
Code	Name	No. of Municipalities	Code	Name	No. of Municipalities
81	Arauca	2	86	Putumayo	2
83	Caquetá	7	88	San Andrés y Providencia	2

"Comisarías"					
Code	Name	No. of Municipalities	Code	Name	No. of Municipalities
91	Amazonas	1	94	Guainía	-
97	Vaupés	-	99	Vichada	-

Source: Publication of the Political-Administrative Division DANE – 1970

In 1970, a total of 23 departments, 4 "intendencias", 4 "comisarías", 915 municipalities, and 3.789 population centers appear to be recorded, among which were municipal "corregimientos", as shown in Table 2.

From 1970 onwards, the defined structure for Departments and Municipalities and the corresponding assignation of codification for these two territorial entities is applied.

With the constitutional reform of 1991, a territorial re-organization was performed; the existing "intendencias" and "comisarías" were raised to the category of departments and the departments, districts, the municipalities, and the indigenous territories (protected indigenous areas that are structured as indigenous territorial entities) were defined as territorial entities. The municipality was instituted as the fundamental entity in the Political-Administrative Division of the State. (See Articles 286 and 329 of the Political Constitution of Colombia)

For the codification of the edition of DIVIPOLA of **1992**, the territorial entities defined by the Political Constitution of Colombia of 1991 were incorporated, with the exception of the indigenous territories; this information was useful in the preparation and dissemination of the population and housing census in 1993. The code continues in 7 positions under the following structure:

- **Departments:** Consisting of 2 digits, from 05 for the Department of Antioquia.

- **Municipalities:** Consisting of three digits, from 001 for the capital of the Department.
- **Sequential number**<sup>9</sup>: It identifies the categories within the municipalities such as: “corregimientos”, police inspections and hamlets.

In the publication of the year 1992, 32 departments, 1.041 municipalities, and 7.618 population centers appear to be recorded.

A new change in the codification was made in **1997**; all that was called class in the seventies was then called population center. The code for a population center was structured in 3 digits and within this code; the category of District was included, in addition to the already existing categories (“corregimientos”, Police Inspection, and hamlets). It is important to emphasize that the structure defined in 1970 for Department and Municipality was kept.

The code was defined to 8 positions<sup>10</sup> under the following structure:

- **Departments, “Intendencias” and “Comisarías”:** Consisting of 2 digits, from 05 for the Antioquia Department.
- **Municipalities:** Consisting of 3 digits, from 001 for the capital of the Department.
- **Population centers:** It identifies the categories within the municipalities corresponding to: “corregimientos” (C), Police Inspection (IP) and hamlets (CAS).

The code was structured of 3 digits, from the code “000” assigned to the Municipal Township.

The edition of the Political-Administrative Division for the year 1997 had in its register: 32 departments, 1.073 municipalities, 19 departmental “corregimientos”, and 8.406 population centers.

The DIVIPOLA codification up to September **2011** had 32 departments, 1.011 municipalities, 5 Districts, 20 non-municipalized Areas (formerly called departmental “corregimientos”) (Decree 2274 of 1991 and Court Order C-141-01 February 7, 2001), the San Andrés Island (not counted as a municipality), and 8.109 population centers, whose structure is detailed in Section 3.1.6 (Nomenclatures and Classifications used).

---

<sup>9</sup> Consecutive numeration consisting of two digits, used for the identification of entities within the municipalities such as: “corregimientos”, Police Inspection, and hamlets.

<sup>10</sup> The code structure defined in 1997 has been kept until now.

## 2. DESIGN OF DIVIPOLA

### 2.1. THEMATIC/METHODOLOGICAL DESIGN

Aware of the need and relevance of providing users with the best products, DANE submits the Methodology for the Codification of the Political-Administrative Division of Colombia: DIVIPOLA, through which the goal is to present the guidelines and necessary considerations for its use, as well as the procedures for its updating and maintenance.

**2.1.1. Information needs.** The Political-Administrative Division of Colombia (DIVIPOLA) is a codification standard of continuous use, not only by DANE, but also by other entities that wish to have an organized and updated list of the total units in which the national territory is divided. Through this codification, each department, municipality, non-municipalized area, and population centers are provided with the maximum of stability in their identification.

The main objective is to have all of these units within an inventory and identified by means of a unique code, in order to be able to associate thematic information to them according to users' needs; thus facilitating the processing and exchange of information in relation to a specific territorial issue. Therefore, it is quite important to keep the DIVIPOLA updated, according to the dynamics that is being generated within each one of the territorial entities.

Similarly, the information collected through the codification process, becomes a national reference in order to understand the changes and the dynamics inherent to the territorial entities. That is to say, beyond the political, administrative, and spatial changes, social and economic processes that generate the new changes in the territorial ordering can also be understood.

#### 2.1.2. Objectives

- **General objective:** to make an inventory and codify the territorial entities of the country, classified as departments, municipalities, non-municipalized areas, and districts, as well as the population centers, in order to accurately identify each one of these divisions of the national territory for statistical purposes.
- **Specific objectives**
  - To build a unique identifier for the departments, municipalities, districts, and population centers.
  - To keep the inventory of the territorial entities and the population centers of the country updated,
  - To establish a code that enables associating the statistical and thematic information with its corresponding geographical location.

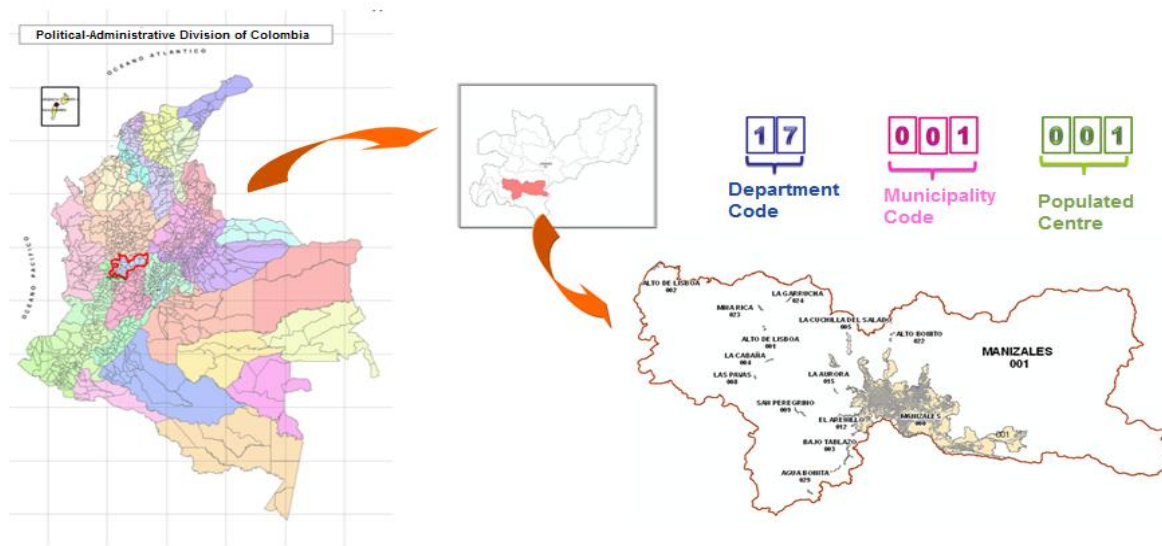
**2.1.3. Scope:** to make an inventory and to codify the territorial entities defined by the constitution and the law, as well as the population centers in the terms defined by DANE.

#### 2.1.4. Reference framework

- **Theoretical framework:** the codification of the Political-Administrative Division of Colombia, DIVIPOLA, is a national standard that lists and codifies the territorial entities which constitute the Republic of Colombia, specifically those corresponding to: departments, municipalities, non-municipalized areas, (the former departmental “corregimientos”). Similarly, within the municipalities are included in the area rest of municipality the population centers, which are classified into: Police Inspection, hamlets, and municipal “corregimientos”. The purposes for maintaining these units in an inventory are:

- To identify the territorial entities by means of a unique code, in order to differentiate them and associate thematic information to them, facilitating the processing and exchange of information in specific subjects, contained in the information systems of different entities and municipalities of the country.
- To provide a unique codification system of the territorial units, which enables linking the statistical information with the geographic information of the territorial units.
- To carry out the associations, comparison, aggregation, and exchanges of strategic statistical information between public and private entities.
- To ensure the coherence and comparability of the statistics in order to facilitate the monitoring and assessment of the departments, municipalities, and/or population centers of the country.
- To facilitate the spatial analysis of the results of the various statistical investigations that are carried out in DANE.

**Graph 1. DIVIPOLA Codification Structure**



Source: Data of MGN (acronym in Spanish) – DANE

The codification of the Political-Administrative Division of the country is currently comprised of 8 digits as follows:



- The first two digits identify the **department**, unique within the country. This code is generated in alphabetical order, leaving spaces - between the codes - for future incorporations, as shown in Table 3.

**Table 3. Codification of the departments 2011**

Code	Department	Code	Department
05	Antioquia	54	Norte de Santander
08	Atlántico	63	Quindío
13	Bolívar	66	Risaralda
15	Boyacá	68	Santander
17	Caldas	70	Sucre
18	Caquetá	73	Tolima
19	Cauca	76	Valle del Cauca
20	Cesar	81	Arauca
23	Córdoba	85	Casanare
25	Cundinamarca	86	Putumayo
27	Chocó	88	Archipiélago de San Andrés, Providencia y Santa Catalina
41	Huila	91	Amazonas
44	La Guajira	94	Guainía
47	Magdalena	95	Guaviare
50	Meta	97	Vaupés
52	Nariño	99	Vichada

Source: Codification of the Political-Administrative Division of Colombia - 2011

- The following three digits identify the **municipality**; it begins with 001 for the capital of the department. As in the departments, codification spaces are left between the codes assigned for the incorporation of future municipalities.

In the case of the municipality of Bogotá, D. C., with special regime of capital district and being the capital of the department of Cundinamarca (according to Article 322 of the Constitution of 1991), for statistical purposes it has the code 11001 and the municipality of Agua de Dios the code 25001, despite of the fact that it is not the capital of Cundinamarca.

**Table 4. Shows an example of the municipalities of the department of Quindío**

Divipola Code	Name of the municipality
63001	Armenia
63111	Buenavista
63130	Calarcá
63190	Circasia
63212	Córdoba
63272	Filandia
63302	Génova
63401	La Tebaida
63470	Montenegro
63548	Pijao
63594	Quimbaya
63690	Salento

Source: DIVIPOLA codification – 2011

- The last three digits correspond to the identification of the **population centers** (hamlet (CAS)), Police Inspection (IP), municipal “corregimiento” (C), within the municipality. The numbering starts from 000 in order to identify the Municipal Township.

**Table 5. Population centers of the municipality of Calarcá**

Divipola code	Name of the population center	Class
63130000	Calarcá	CM (Municipal township)
63130001	Barcelona	C
63130003	La Bella	CP (Population Center)
63130004	La Virginia	C
63130005	Quebradanegra	C
63130010	La María	CP (Population Center)

Source: DIVIPOLA codification – 2011

The DIVIPOLA codification (see Table 5), also includes the following fields:

- **Class:** Municipal Township, hamlet, Police Inspection, municipal “corregimiento”, population center, and non-municipalized areas.

#### • Conceptual framework

- **Non-Municipalized area:** it refers to a division of the department that is not part of a determined municipality. The constitutional court by means of the Court Decision C-141-01 of February 7 of 2001 declared unenforceable the departmental divisions to which Article 21 of Decree 2274 of 1991 refers to and whose effect was deferred for a maximum period of two legislatorial terms. The divisions (formerly departmental “corregimientos”) of the departments of Amazonas, Guainía and Vaupés were left as Non-Municipalized Areas (ANM) (acronym in Spanish). In order to establish a unique identifier for them and for census purposes, DANE has assigned them a code with the same structure of the municipalities.
- **Municipal Township:** it refers to a geographic boundary defined by DANE for statistical purposes, allusive to the geographical area bounded by the census perimeter. The administrative headquarters are located within, i.e. the town hall.
- **Population Center:** it is a concept created by DANE for statistical purposes, whose scope is the geographic location of population nuclei or population settlements. It is

defined as a concentration of at least twenty (20) contiguous dwellings, neighbors or semi-detached houses; located in the rest of the municipality area or in a non-municipalized area. This concentration presents characteristics such as the delimitation of vehicular and pedestrian ways. This concept includes: hamlets (CAS), Police Inspection (IP), and municipal “corregimiento” (C).

- **Hamlet (CAS):** a concept created by DANE for statistical purposes, which corresponds to a population center, generally located next to a main road and which does not have civil authority. The same dwellings that make up the conglomerate define the census boundary.
- **Department:** it is a territorial entity (Political Constitution of Colombia, Article 286), which has autonomy for the administration of sectional affairs, and for the planning and promotion of the economic and social development within its territory, under the terms established by the constitution and the law. The departments exercise administrative functions of coordination, complementarity to the municipal action, mediation between the Nation and the municipalities, and the provision of services as established by the Constitution and the law (Political Constitution of Colombia, Article 298).
- **District:** it is a territorial entity, which has some characteristics that makes it stand out or be distinguished, it may be for its political, commercial, historic, touristic, cultural, industrial, environmental, port, university, or frontier importance. (Political Constitution of Colombia, Article 286).
- **Municipal Corregimiento:** it is a division of the rural area of the municipality, which includes a nucleus of population considered in the territorial ordaining plans, POT (acronym in Spanish). The article 117 law 136 of 1994 enables the municipal council to establish this division by mean of agreements, aimed to improve the delivery of services and to ensure the participation of the citizens in the public local affairs.
- **Municipality:** It is the fundamental territorial entity of the political-administrative division of the state, with political, fiscal, and administrative autonomy within the limits as established by the Constitution and the laws of the Republic. (Political Constitution of Colombia, Article 311).
- **Police Inspection:** it is a judicial instance in an area that may or may not be threatened and which exercises jurisdiction over a given urban or rural municipal territory and that depends on the department (IPD) (acronym in Spanish) or a municipality (IPM) (acronym in Spanish). In most of the cases it is used for electoral purposes.

#### • Legal framework

As it is set forth by Article 1 of Decree 262 of January 28, 2004, the objective of the National Administrative Department of Statistics (DANE) is established, which aims to “guarantee the production, availability, and quality of the strategic statistical information, and to direct, plan, implement, coordinate, regulate, and assess the production and dissemination of basic official information”. In this regard, the Political-Administrative Division (DIVIPOLA) codification has become a tool for the planning of the development, the public administration, the research, and the exchange of strategic statistical information generated by different entities at the national, regional or local levels.

In compliance with the above-mentioned legislation, other regulations have been issued in which the functions of the Geostatistics Division were established (through Article 16 of Decree 262 of January 2004), among which are:

Section 1. "To design and implement the operations that guarantee the georeferencing of the statistical information that the country requires for planning and decision-making by the National Government and the territorial entities".

Section 9. "To adopt and adapt the standards of production of geographical and spatial information that guarantees the georeferencing of the basic official information".

With respect to the formation of the territorial entities, which are part of the codification in the Political-Administrative Division and are legally based upon Articles 286 and 311 of the **National Constitution of 1991**, Article 2 of the Legislative Act 01 of 2001 (by means of which Article 356 of the Political Constitution is amended), as well as in Article 117 of **Act 136 of 1994**, in which the following provisions are made:

- Article 286 "The departments, districts, municipalities, and indigenous territories are territorial entities".
- Article 311. "The municipality as a fundamental entity in the Political-Administrative Division of the State is responsible for providing the public services as established by law, building the works that the local progress demands, ordering the territorial development, promoting the community participation, improving the social and cultural conditions of the inhabitants, and fulfilling the other functions assigned by the Constitution and the law "
- Article 2. Legislative Act 01 of 2001 "The districts will have the same competences as those of the municipalities and departments for the purposes of the distribution of the General System of Contributions as established by law".
- Article 117 of Act 136 of 1994. "In order to improve the provision of public services and the participation of the citizenry in the management of the public affairs of local character, the councils may divide their municipalities in quarters in the case of urban areas and in "corregimientos" in the case of rural areas".

#### • **International benchmarks**

A series of data infrastructures at the world-level are being developed in order to achieve the standardization of the information systems. As far as the Codification of the Territorial Statistical Units is concerned, we have:

#### - **Nomenclature of the Territorial Statistical Units of the Andean Community**

The Nomenclature of Territorial Statistical Units of the Andean Community (NUTE Andina) (acronym in Spanish), is a hierarchical numeric nomenclature built and which is based upon the existing political-administrative units in each one of the Member Countries, where each unit of a higher level is the result of grouping an integer number of units of the level immediately below.

The NUTE Andina and its corresponding codes will be used by the National Services of Statistics of the Member Countries and by the General Secretariat of the Andean Community, in order to prepare the communitarian statistics composed of 11 characters. The first corresponds to the country, the next two to the region, the two following to the first political-administrative division (DPA) (acronym in Spanish) of the country (in Colombia to the Department), the following three numbers correspond to the second DPA of the country (in Colombia to groups of municipalities), and the last three numbers correspond to the third DPA of the country (in Colombia to the municipality). All of the above-mentioned is shown in Table 6, which corresponds to the codification of six municipalities of the department of Cundinamarca (code 25).

**Table 6. Nomenclature of the Territorial Statistical Units of the Andean Community**

Nute 0	Nute 1	Nute 2	Nute 3	Nute 4	Name of the nute 4
2	06	25	12	151	Caqueza
2	06	25	12	178	Chipaque
2	06	25	12	281	Fosca
2	06	25	12	339	Gutiérrez
2	06	25	12	841	Ubaque
2	06	25	12	845	Une

Source: Decision 534 of October 2002, updated by Resolutions 837 and 1214 of February 2009.

#### • National benchmarks

##### - Political Division of the National Civil Registry - DIVIPOL- (acronym in Spanish)

It corresponds to the Codification of the Political Division handled by the National Civil Registry.

The Departmental Government in order to make the information easily available to the citizens, so that they can exercise their right to vote in a more agile and comfortable manner, follows the guidelines established by the Departmental Commission for the Coordination and Monitoring of the Electoral Processes.

Table 7 shows the information provided by the National Civil Registry, corresponding to the municipality of Acacias, department of Meta.

**Table 7. Codification of the Political Division of the National Civil Registry**

Code	Department	Municipality	Name of the post	Women	Men	Potential	Tables
52 005 01 01	Meta	Acacias	Con. Escolar Gabriela Mistral	2067	5008	7075	25
52 005 01 02	Meta	Acacias	Enrique Daniels School Institution	3487	2272	5759	20
52 005 01 03	Meta	Acacias	Luis Carlos Galán S. Municipal School	4286	1482	5768	20
52 005 02 01	Meta	Acacias	Juan Humberto B. School Institution	2117	3388	5505	19
52 005 02 02	Meta	Acacias	20 De Julio School Institution	4583	2584	7167	25
52 005 90 01	Meta	Acacias	Pablo Neruda School Institution	4195	4318	8513	11
52 005 98 01	Meta	Acacias	Prison	17	171	188	1
52 005 99 04	Meta	Acacias	Dinamarca	439	570	1009	4
52 005 99 06	Meta	Acacias	La Loma De San Juan	34	50	84	1
52 005 99 08	Meta	Acacias	Manzanares	48	92	140	1
52 005 99 50	Meta	Acacias	San Cristobal	16	25	41	1
52 005 99 60	Meta	Acacias	San Isidro de Chichimene	317	375	692	3
52 005 99 65	Meta	Acacias	San José de las Palomas	101	154	255	1

Source: National Civil Registry - 2011

The code considered by the National Civil Registry, is comprised of 9 digits of which the seventh and eighth positions indicate the category used by that entity. The Police Inspection and the “corregimientos” are identified by means of the code 99. These data are corroborated with the DIVIPOLA data.

**2.1.5. Nomenclatures and Classifications used.** As of 1997, a change in the codification was presented, in which the class was structured in three digits. From that date on, the code was defined in 8 positions under the following structure:

- **Departments:** (two digits). It begins from 05 and ends at 99.
- **Municipalities:** (three digits). It begins from 001 for each capital of department.
- **Class**<sup>11</sup>:(three digits). It begins from 001

Table 8 shows a more detailed accounting of the codified territorial divisions (territorial entities and population centers) by Department. Subsequently, the composition of the current code of the DIVIPOLA is illustrated.

---

<sup>11</sup> It identifies the categories within the municipality, including the population centers, “corregimientos”, hamlets, municipal townships, and Police Inspections.

**Table 8. Synthesis of the DIVIPOLA 2011**

Code	Territorial entities (Article 286 of the National Constitution)			Population Centers <sup>3</sup>	Area in km <sup>2</sup> (continental area) <sup>4</sup>	
	Departments (Alphabetical order)	Municipalities <sup>1</sup>	Non-municipalized areas (ANM) <sup>2</sup>			
91	Amazonas	2	9	37	109.665	
05	Antioquia	125		677	63.612	
81	Arauca	7		60	23.818	
88	Archipiélago de San Andrés, Providencia y Santa Catalina	1		8	44	
08	Atlántico	23		67	3.388	
11	Bogotá, D.C.	1		6	1.605	
13	Bolívar	46		468	25.978	
15	Boyacá	123		224	23.189	
17	Caldas	27		194	7.888	
18	Caquetá	16		104	88.965	
85	Casanare	19		77	44.640	
19	Cauca	42		608	29.308	
20	Cesar	25		213	22.905	
27	Chocó	30		440	46.530	
23	Córdoba	30		614	25.020	
25	Cundinamarca	116		437	22.605	
94	Guainía	1	8	16	72.238	
95	Guaviare	4		28	53.460	
41	Huila	37		210	19.890	
44	La Guajira	15		142	20.848	
47	Magdalena	30		262	23.188	
50	Meta	29		160	85.635	
52	Nariño	64		833	33.268	
54	Norte de Santander	40		261	21.658	
86	Putumayo	13		99	24.885	
63	Quindío	12		50	1.845	
66	Risaralda	14		160	4.140	
68	Santander	87		272	30.537	
70	Sucre	26		368	10.917	
73	Tolima	47		329	23.562	
76	Valle del Cauca	42		651	22.140	
97	Vaupés	3	3	9	54.135	
99	Vichada	4		25	100.242	
Total country <sup>5</sup>		32	1.101	20	8.109	1.141.748
Total municipalities + non-municipalized areas			1.121			
Counting the San Andres Islands <sup>6</sup>			1.122			

**Districts: 5**

Capital District of BOGOTÁ

Touristic and cultural district of CARTAGENA DE INDIAS

Touristic, cultural, and historic district of SANTA MARTA

Special District, Industrial and Port of BARRANQUILLA

Special District, Industrial, Port, Bio diverse and Eco-touristic of BUENAVENTURA<sup>7</sup>

**Footnotes:**

<sup>1</sup> It includes all of the five districts.

<sup>2</sup> Court Decision C-141-01 February 7, 2001 (formerly Departmental "Corregimientos" – CD (acronym in Spanish)).

<sup>3</sup>

This concept for statistical purpose groups the hamlets, municipal "corregimientos", and Police Inspection which have 20 or more semidetached dwellings, contiguous, or neighbors.

<sup>4</sup> Information - Agustín Codazzi Geographic Institute, IGAC (acronym in Spanish).

<sup>5</sup> For the departmental total, Bogotá.D.C., shall not be taken into account as department.

<sup>6</sup> San Andrés Island was suppressed as municipality, according to Act 1<sup>a</sup>/72, for this reason it is not reported in this table. However, for census purposes it has been assigned a code with the same structure of the municipalities

<sup>7</sup> Legislative Act 2 of 2007. Official Journal No. 46.681 of July 6 of 2007, By means of which Articles 328 and 356 of the Political Constitution of Colombia and Sentence C-033 of January 28 of 2009 of the Full Chamber of Constitutional Court are amended.

Source: Political-Administrative Division of Colombia, DIVIPOLA – 2011

**2.1.6. Methodology.** A process of reception of information coming from different sources is being developed in order to keep the inventory of the territorial units and the population centers of the country updated.

Within the received information, for the updating of the Political-Administrative Division DIVIPOLA (which are detailed in Section 3.2.1 Collection or compilation of information), an analysis and assessment about such information is carried out, which is detailed below.

- **Analysis and assessment of the information provided**

Once the information received is verified with the information registered in the codification of the Political-Administrative Division DIVIPOLA, the following cases may occur:

- The information corresponds to a new municipality
- The information corresponds to a new population center
- The population center already exists
- Elimination of a population center
- Change of name of the territorial entity
- Change of class

For each of these cases the procedure is as follows:

- **The information corresponds to a new municipality:** in order for part of a territory within a department to be established at the category of municipality it must comply with the requirements established in Article 8 of Act 136 of June 2 of 1994, amended by Article 15 of Act 617/2000.

The activities required by law for the creation of a new municipality are listed below:

1. Presentation of the initiative, by the Governor, the members of the Departmental Assembly, or the community.
2. According to the *“Methodology for developing the study about the economic and social desirability and feasibility of creating a new municipality”*<sup>12</sup> prepared by the National Planning Department - DNP- (acronym in Spanish), it is established that in order to follow the procedures of ordinance about the proposal of the creation of a new municipality, a preliminary map of the territorial entity to be created, should be elaborated; this map must be linked with the National Geodetics Network or drawn up on the georeferenced cartography. Likewise, it shall have territorial continuity, it shall be at 1:25,000 scale or 1 100,000 scale, depending on the area; it shall also show the location of the separated area, as well as the area from which it has been separated, it shall present commonality between the general description of the limit

---

<sup>12</sup> <http://www.slideshare.net/lufetas/metodologia-creacion-municipios>



and its lay out on the map, and it shall have a technical review and the endorsement of a professional, with experience in cartography.

3. Based upon the area of the new municipality and the area of the municipality from which it has been segregated<sup>13</sup>, **DANE**, shall make the calculation of **preliminary** estimates of population (projections) to June 30 of the year in which the application is submitted. As mentioned in Act 617 of 2000, DANE must certify that the new municipality “shall have at least fourteen thousand (14,000) inhabitants and that the municipality or municipalities from which it is intended to separate do not decrease its or their population below this stated limit”.
4. Preparation of the technical concept.
5. Elaboration of the Ordinance Project whereby the new municipality is created, when it is viable, and its creation is convenient.
6. Approval and sanction of the Project by the Departmental Assembly.
7. In the case when the popular consultation has preceded to the ordinance, a referendum should be carried out involving citizens of the respective territory.

When the ordinance of creation for the new municipality is submitted to DANE, the respective DANE code is assigned and the relevant authorities are notified. DANE certifies before the National Department of Planning –DNP- and the Electoral Council of the National Civil Registry, the Ministry of Internal Affairs and the Agustín Codazzi Geographic Institute –IGAC- (acronym in Spanish), the population estimates and the indicator with respect to the degree of poverty of the new municipality, which is measured by the index of unmet basic needs (NBI) (acronym in Spanish) or the indicator that replaces it.

In order to assign the DANE code, a verification is made to assure that the area forming the new municipality corresponds to the fusion of two or more population centers and if they are registered in the DIVIPOLA codification. In this case, they will be registered as not current in the codification of the separating municipality.

In addition, if population centers registered in the separating municipality are added to the new municipality, they are also considered not current in the separating municipality and a new code is assigned to them in the new or separated<sup>14</sup> municipality, in which they will be considered in force.

**- The information corresponds to a new population center:**

- The municipal authorities report the existence of new population centers, in order to incorporate them in the DIVIPOLA codification.
- The information provided by the municipal authorities, is verified with information coming from other sources (cartography and satellite images among others).

---

<sup>13</sup> They refer to the municipalities that by previous agreements have ceded part of their territorial areas for the creation or modification of other municipalities.

<sup>14</sup> They refer to the municipalities that by previous agreements are conformed from the territory of a current municipality; generally such territory corresponds to a part of the rural area of the separating municipality.

- Once the information has been verified, DANE proceeds to assign a code using the administration module of the DIVIPOLA (this code can be assigned either automatically or manually).

**- The information corresponds to an existing population center.**

The municipal authorities report the population centers that exist in the municipality, in order to do the validation in the DIVIPOLA codification.

The existing information is validated when:

- The municipality authority reports that they are located in the same department and municipality, that they are registered in the DIVIPOLA and the reported name of the population center is the same as the one registered in the DIVIPOLA codification.
- Verification is made that there are not two populated centers with the same name in the same municipality.
- The class reported by the municipal authority, corresponds to the one registered in the DIVIPOLA codification. If the population center's class is not defined by the municipal authority, it is identified in a generic way as "CP" (Population Center) (acronym in Spanish)
- If a population center is listed as current in the DIVIPOLA codification, but is not mentioned by the municipal authority at the time of reporting it to DANE, then its status of current will be removed, indicating that "the municipality does not exist"; unless it is registered in the cartographic database.

**- Elimination of a population center**

- The population centers registered in the DIVIPOLA that do not comply with the definition are eliminated; in other words, they lose their status as current because they do not have twenty or more neighboring, semi-detached dwellings, and do not have urban characteristics, but correspond to scattered dwellings.
- The population centers that are absorbed by the Municipal Township or by other population centers are eliminated (in order to carry out this process the municipal government shall enclose the legal support and the corresponding cartography).
- When the same population center is reported in two municipalities, it is eliminated from one of them. In order to implement this process, the municipal authority of the place where the population center is located, shall enclose the legal support and the corresponding cartography.

In the previously described cases, the codification is updated by means of the administration module of the DIVIPOLA. The populated centers that do not exist are marked as non-current and the new ones are coded and incorporated.

### **- Change of name of the territorial entity**

In order to confirm that the name is spelled correctly, the verification of every one of the names of the municipalities and population centers shall be carried out. This verification is performed with the support of the territorial entities.

Any name that is changed shall have the respective legal support issued by the office that provides the information.

### **➤ Change of class**

The classification (“corregimiento”, Police Inspection, hamlet or population center) that is currently registered in the DIVIPOLA codification must be verified. This verification is carried out taking into account the information provided by the competent authority and the changes are registered.

## **2.2. DIVIPOLA ELABORATION DESIGN**

The codification of the Political-Administrative Division is updated on a continuous basis, for which the development of the following activities is taken into account:

- Annually, the information contained in the Political Division – DIVIPOL- which is handled by the National Civil Registry is required in order to have a comparative framework of information.
- Written and telephone contact that is performed with the municipal authorities (municipal mayors and planning secretaries).
- Carrying out of statistical operations such as: census or samples, which facilitate the collection of the thematic information, the verification and updating of the territorial entities, including the population centers in a simultaneous manner.
- Consultation of the Territorial Zoning Plans and their modifications.
- Intermediation of the Colombian Federation of Municipalities<sup>15</sup> as facilitators within the training process provided to the municipalities, in order to show the advantages of having an updated DIVIPOLA codification.
- Consulting the Website of each municipality, in order to analyze the information of the territorial zoning which may serve for the updating and maintenance of the Political-Administrative Division and its codification.
- Creation of a consultation system of the Political-Administrative Division (DIVIPOLA)<sup>16</sup>, which is a tool that enables the consultation in the national territory via Web.

---

<sup>15</sup> The Colombian Federation of Municipalities is a legal entity, not for profit, of an associative nature and of guild character, it is ruled by the private law, organized based upon the freedom of association set forth in Article 38 of the Political Constitution. All the municipalities, districts, and municipality associations of the country belong by their own right to this body and its purpose is to defend their interests.

<sup>16</sup> Refer to <http://190.25.231.237/dvpbuscar/dvpbuscar.html>

- Carrying out of discussion groups with entities, which handle codifications of the territorial entities in their databases; this is done with the purpose of showing the advantages of the system to promote the use of the DIVIPOLA codification.

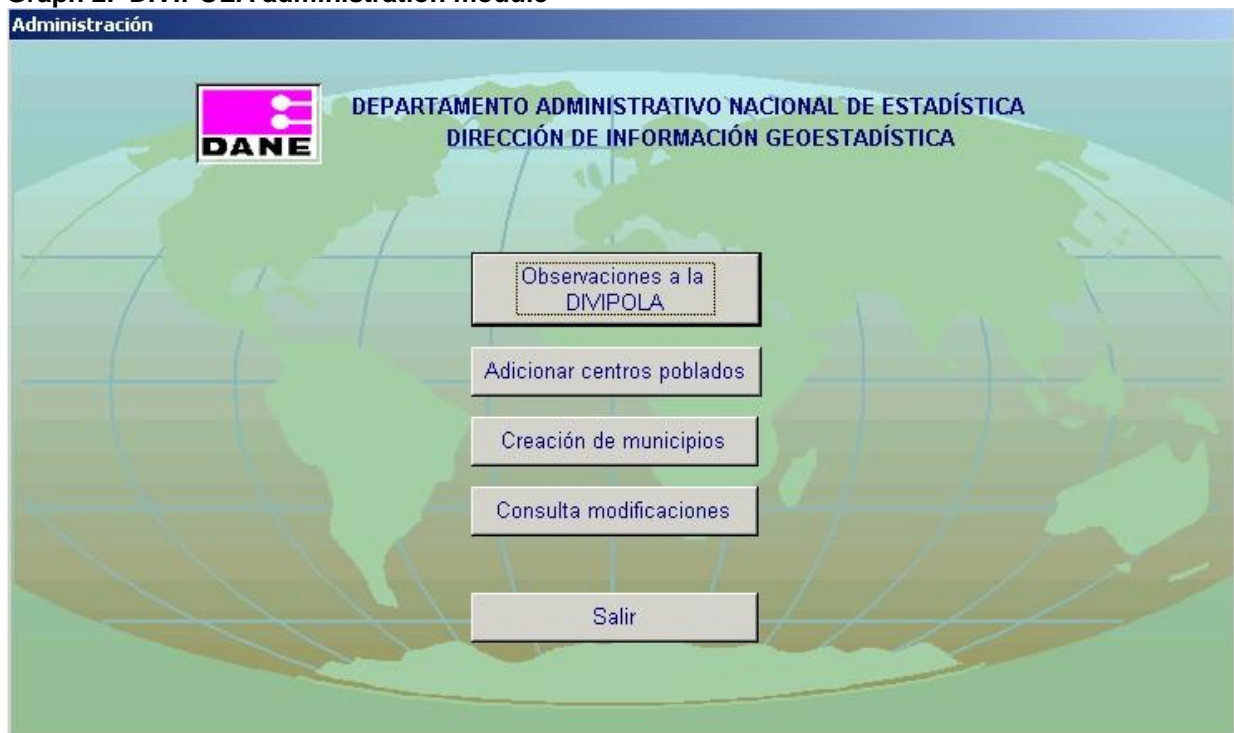
**2.2.1. Collection or compilation of information.** Among the information received from different sources for updating the Political-Administrative Division DIVIPOLA, are:

- **Laws** that support the creation of departments
- **Ordinances** for the creation of the municipalities
- **Notifications in writing** if the creation and/or modification of a population center is involved.
- List of Police Inspections; “corregimiento”, and places where voting tables are located, called Political-Division –DIVIPOL–, provided by the National Civil Register.
- Cartographic information, where the municipal townships and population center verified in field are reported and included.

## 2.3. IT DESIGN

**2.3.1. DIVIPOLA Administration Module.** The DIVIPOLA administration module has been developed in order to keep the codification of the territorial entities updated. (See Graph 2).

**Graph 2. DIVIPOLA administration module**



The management of this module is for exclusive use of the Geostatistics Division of DANE. Through this module, the reported modifications are carried out in such a way that they reflect the updated dynamics of the territorial entities. This tool presents the following structure.

- **Observations to DIVIPOLA**

In this module it is possible to update the reference information of the municipalities and population centers. In this module are also registered the date, and time in which the updating is made, as well as the date of the official document whereby the modification is regulated.

By clicking on **Observations to DIVIPOLA** the following window will be displayed as shown in Graph 3.

**Graph 3. Observations to DIVIPOLA**



Once the territorial entity to be updated is selected, the following fields are displayed in the window:

**Change:** this table shows the data of municipalities and the municipality townships that can be updated.

In order to change any of the data that are shown in the table, the circle that appears on the left side of each option shall be clicked on.

**Name MPIO (acronym in Spanish) (Name of municipality):** by clicking on this option, a text box is displayed in which the new name of the municipality is typed.

**Name C.P. (Name of population center):** by clicking on this option, a text box is displayed in which the new name of the municipal township is typed.

**Class:** by clicking on this option, the current class and the name are displayed, and under the column "new value" a text box is displayed in which the new class for the territorial entity, which is being updated can be typed.

**Validity:** by clicking on this option, the current status of the municipal township is displayed under the column “current values”, and under the column “new values” the new state that the municipal township would take is selected (current or not current). In addition, there is a field that will show some options that are related to the loss of validity; from these options, the one that corresponds to the reason of the modification will be selected.

**Blocks:** by clicking on this option, the number of blocks that the municipal township currently has is displayed under the column “current values”; and under the column “new values” a text box is displayed in which the new number of blocks of the municipality can be typed.

**Area MPIO (Municipality area):** by clicking on this field, the current area of the municipality is displayed under the column “current values”, and under the column “new value” a text box is displayed in which the new value of the area of the municipality it can be typed, as shown in the following example:

**Graph 4. Completing observations to DIVIPOLA**

**OBSERVACIONES**

**DEPARTAMENTO ADMINISTRATIVO NACIONAL DE ESTADÍSTICA**  
**DIRECCIÓN DE INFORMACIÓN GEOESTADÍSTICA**

**DANE**

Departamento: 17 Caldas  
Municipio: 17174 CHINCHINA  
Centro poblado: 17174000 CHINCHINÁ

	Valores actuales	Nuevos valores
Nombre MPIO		
Nombre C.P.		
Clase	CM	
Vigencia	<input checked="" type="checkbox"/>	No vigente
Manzanas	434	450
Superficie MPIO	114	118

Causa de la pérdida de vigencia:

Descripción de la observación: Cambios realizados: estado de vigente a no vigente; número de manzanas 434 a 450; superficie de 114 a 118

Complemento de la observación: Actualización por incremento del número de manzanas

Fecha del documento (formato dd/mm/aaaa): 13/12/2001

Ir a adicionar C.P.    Adicionar observación    Cancelar    Salir

- **Add population centers**

When this option is selected, the application includes information on how to include new population centers to the municipalities. (See Graph 5)

When the territorial entity in which the new population center will be included, the following fields become active:

**Name of the new population center:** the name of the new population center is written in this text box.



**Category:** in this field, the category that the new population center will have is selected. In order to select the category (Police Inspection, hamlet, and municipal “corregimiento”), the button on the right side of the category field is clicked on, and this will display a list. Then the desired category is clicked on and this category will be selected.

**Blocks:** the number of blocks that the new population center has is typed in this field.

**Date of Creation:** the date in which the new population center was created is typed in this field.

**Administrative act:** the supplementary information pertaining to the creation of a new municipality is typed in this field.

**Graph 5. Addition of population centers**

DEPARTAMENTO ADMINISTRATIVO NACIONAL DE ESTADÍSTICA  
DIRECCIÓN DE INFORMACIÓN GEOESTADÍSTICA

**Nombre del nuevo centro poblado:**  
CAFETAL

**Completar la siguiente información del nuevo centro poblado**

**Categoría:** IP    **Manzanas:** 10    **Fecha creación dd/mm/aa:** 01/06/2001

**Acto administrativo:** CREADO MEDIANTE ACTO ADMINISTRATIVO N. 3215 DEL 01 DE JUNIO DE 2001

Agregar    Salir

The application alphabetically sorts the population centers and assigns them a number according to this order.

- **Creation of municipalities**

It enables including new municipalities in the departments. When this option is selected, the following fields are displayed:

**Municipality**

**The municipality is registered as a population center:** this option is selected if the new municipality is registered in DIVIPOLA as a population center.

**The municipality is NOT registered as a population center:** this option is selected if the new municipality is NOT registered in DIVIPOLA as a population center.

## Codification

**Automatic codification:** when this option is selected, the application assigns a code to the new municipality, placing it alphabetically within the existing municipalities.

**Manual codification:** this option is used when the application administrator manually assigns the code to the new municipality.

### • **Modifications Report**

This option is accessed by clicking on the button **Modification consult** of the main administration window of DIVIPOLA, which enables obtaining a report with respect to the observations and modifications made in the reference information of the municipalities and population centers, as it is shown in Graph 6.

The modifications made to the municipalities and population centers are stored in a table that may be consulted in order to verify the changes made.

**Graph 6. Modifications report**

CONSULTA MODIFICACIONES

**DANE** DEPARTAMENTO ADMINISTRATIVO NACIONAL DE ESTADÍSTICA  
DIRECCIÓN DE INFORMACIÓN GEOESTADÍSTICA

Departamento

Municipio

Centro poblado

Fecha registro modificación	Hora registro modificación	Fecha documento modificación	Descripción de la modificación
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Imprimir Salir

## **2.4. DESIGN OF QUALITY CONTROL METHODS AND MECHANISMS**

**2.4.1. Quality Control Mechanisms.** In order to guarantee refined, relevant, and official information of the codification, some quality control mechanisms have been generated which enable regulating the updating processes of DIVIPOLA. This information is received from the municipal administrations and from the National Civil Registry.

The procedure consists of:



- Review of information: If the information from the three sources coincides, it is validated in DIVIPOLA.
- If there are differences, the respective information is requested in writing to the municipal administration.
- If there are differences, the information is validated with the one reported in the Territorial Zoning Plan.

Once the information has been updated (by means of the application), an official written notice is sent to the municipal administration, with the updated report of the population centers. In addition, the information is published in DANE's Website and it is submitted for the consideration of all users, so that if there is any novelty, the same territorial authorities will report the differences to DANE.

## **2.5. PRODUCTS DELIVERY AND DISSEMINATION**

**2.5.1. Products and dissemination instruments.** In order to publish and disseminate the results pertaining to the codification update of the Political-Administrative Division of the country, mechanisms have been generated which broaden the spectrum of access, analysis and dissemination of the information produced by the Entity, among which are:

- **Consultation system of the DIVIPOLA Codification**

The consultation module of the Political-Administrative Division (DIVIPOLA) is a geographic information system via web that enables the consultation in the national territory of the codification of territorial entities associated with the spatial component. Likewise, the consultation module includes different functions, which enable visualizing geographically and dynamically the information at different levels.<sup>17</sup>

---

<sup>17</sup> The consultation system can be accessed by means of the following link: <http://190.25.231.237/dvpbuscar/dvpbuscar.html>

Graph 7. DIVIPOLA consultation module



Source: DANE Website

## Political-Administrative Division of Colombia – Divipola

### Consultation System

The consultation module of the Political-Administrative Division of Colombia is a system of geographical information via Web that enables the consultation in the national territory of the Political-Administrative Division, which constitutes fundamental information for the design of policies, the provision of public utilities, as well as the definition of criteria for the allocation of resources by the central government.

### Mobile Application

The Divipola 2012 Mobile is an application for mobile phones and other devices on Android Version 2.1 or higher, which enables the consultation of the codification of the Political-Administrative Division: departments, municipalities, non-municipalized areas (formerly departmental “corregimientos”), as well as the population centers (Police Inspection, hamlets and “corregimientos”).

Download application

Installation Manual

### • Publication of the Codification of the Political-Administrative Division of the Country, DIVIPOLA.

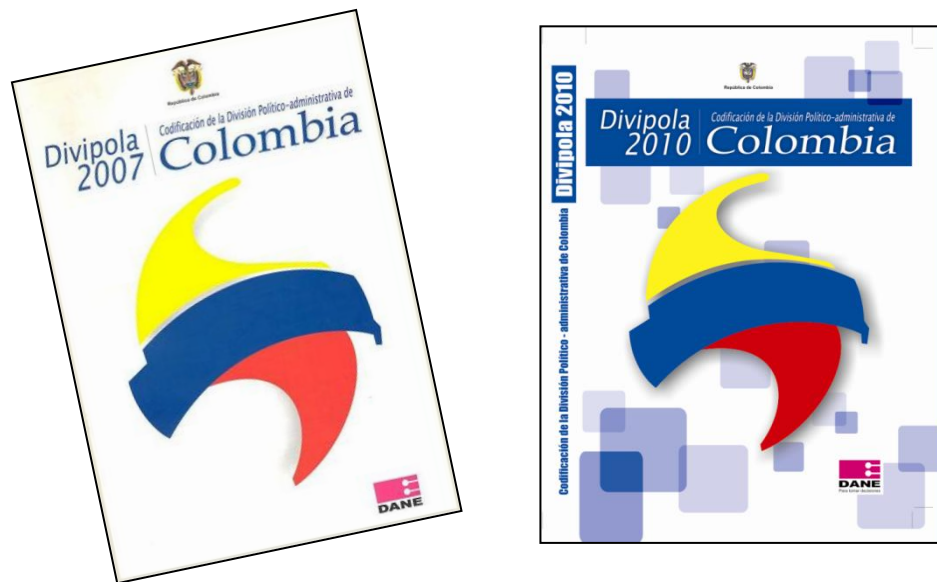
DANE disseminates the information generated from the update of the Codification of the Political-Administrative Division of the country through printed and digital publications.

The last published version in print corresponds to the year 2010, which is composed by:

- A map with the Political-Administrative Division of the country by department;

- A monograph of the departments (general aspects, physical, environmental, population, economic, communication channels, culture, and tourism);
- A list of names and codes of the Political-Administrative Division of the departments, municipalities, and non-municipalized areas, municipal townships and population centers;
- Supplementary information of the municipalities such as: area, distance to the department capital, and year of creation.

#### Graph 8. Publications of the DIVIPOLA codification



Source: DANE- DIVIPOLA Publications 2007 and 2010

DANE also makes available to the general public, the scanned publications corresponding to the years: 1953, 1954, 1960, 1964, 1965, 1967, 1969, 1970, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1983, 1985, 1988, 1990, 1992, 1997, 2000 by means of DANE's virtual library<sup>18</sup>, .

- **List in MS Excel**

The list of the DIVIPOLA is available by accessing the link:

<http://sige.dane.gov.co/Geoportal/principal/documentos/Municipios%20y%20Centros%20Pobladados.XLS>.

The list is composed of the following fields:

- **Department Code:** it corresponds to the code that identifies the department within the country;

<sup>18</sup> It can be accessed through the following link:

[http://www.colombiastad.gov.co/index.php?option=com\\_jbook&catid=207&Itemid=155&limit=15&limitstart=15](http://www.colombiastad.gov.co/index.php?option=com_jbook&catid=207&Itemid=155&limit=15&limitstart=15)

- **Municipality code:** it corresponds to the code that identifies the municipality within the department;
- **Population Center code:** it corresponds to the code that identifies the population center within the municipality.
- **Name of department;**
- **Name of municipality;**
- **Name of population center;**
- **Class:** classification of the population center according to the Territorial Zoning of the municipality.

**Graph 9. MS Excel list Codification of the DIVIPOLA**

		<b>INFORMACIÓN ESTADÍSTICA</b> DIVISIÓN POLÍTICO ADMINISTRATIVA - DIVIPOLA Códificación Municipios y Centros Poblados 2011				
Código Departamento	Código Municipio	Código Centro Poblado	Nombre Departamento	Nombre Municipio	Nombre Centro Poblado	Clase
05	05001	5001000	Antioquia	MEDELLIN	MEDELLIN	CM
05	05001	05001001	Antioquia	MEDELLIN	PALMITAS	C
05	05001	05001004	Antioquia	MEDELLIN	SANTA ELENA	C
05	05001	05001005	Antioquia	MEDELLIN	PEDREGAL ALTO	IPM
05	05001	05001009	Antioquia	MEDELLIN	ALTAVISTA	C
05	05001	05001010	Antioquia	MEDELLIN	AGUAS FRIAS	CP
05	05001	05001012	Antioquia	MEDELLIN	LA LOMA	CP
05	05001	05001013	Antioquia	MEDELLIN	SAN JOSÉ DEL MANZANILLO	CP
05	05001	05001014	Antioquia	MEDELLIN	BARRO BLANCO	CP
05	05001	05001015	Antioquia	MEDELLIN	EL CERRO	CP
05	05001	05001017	Antioquia	MEDELLIN	EL PATIO	CP
05	05001	05001018	Antioquia	MEDELLIN	EL PLACER	CP

Source: Political-Administrative Division of Colombia, DIVIPOLA, DANE 2011

## 2.6. RELATED DOCUMENTATION

For the administration and maintenance of the codification of the Political-Administrative Division – DIVIPOLA, the Geostatistics Division has developed a methodological document, which is a guide for the administration module of the DIVIPOLA, which describes the steps to follow for the incorporation of the modifications reported by the municipal authorities, (\\dg\_pc06\DIVIPOLA\Históricos DIVIPOLA - temporary path-)

## GLOSSARY

**Census perimeter:** it is a concept created by DANE for statistical purposes, which delimits the area of the municipal township.

**Municipal remaining areas:** geographical boundary defined by DANE for statistical purposes, related to the geographic area comprised between the Census Perimeter and the Municipal Boundary defined by Ordinance of the Departmental Assembly. It is characterized by dispersed layout of dwellings and farming existing within it. It does not have a road nomenclature in terms of streets and avenues, and in general it does not have public services, or other type of facilities inherent to the urban areas. It can be constituted by population centers and disperse population.

**Territorial entity:** this name is given to the departments, districts, municipalities, and the indigenous territories; they have autonomy for the management of their interests within the limits of the Constitution and the law.

**Territorial Zoning Plan:** “The Zoning of the Territory as a whole is a public function, which corresponds to the municipal authorities for the fulfillment of certain goals. It is exercised through the urban action of the municipal entities, referred to the administrative decisions and city-planning actions which are inherent to it, related to the Territorial Zoning and the intervention in the uses of soil and space occupation”. (First paragraph of Article 8 of Agreement 015 of 2000).

## **ACRONYMS (in Spanish)**

**ANM:** Non-Municipalized Area.

**C:** "Corregimiento".

**CAS:** Hamlet.

**CM:** Municipal Township.

**CP:** Population Center.

**DIVIPOLA:** Codification of the Political-Administrative Division of Colombia.

**IP:** Police Inspection.

**IPD:** Departamental Police Inspection.

**IPM:** Municipal Police Inspection.

**POT:** Territorial Zoning Plan.

**NUTE:** Nomenclature of Statistical Territorial Units.

## BIBLIOGRAPHY<sup>19</sup>

CONSTITUCIÓN POLÍTICA DE COLOMBIA (*Political Constitution of Colombia*), 1991

CÓDIGO DE REGIMEN MUNICIPAL (*Municipal Regime Code*), Decree 1333 of 1986

DANE- Codificación de la División Político-administrativa de Colombia (*Codification of the Political-Administrative Division of Colombia*) - DIVIPOLA 2010

NATIONAL ADMINISTRATIVE DEPARTMENT OF STATISTICS -DANE. División Político administrativa de Colombia, años (*Political-Administrative Division of Colombia, years*) 1970, 1983, 1988, 1992, 1997, 2000 and 2007

AGUSTÍN CODAZZÍ GEOGRAPHIC INSTITUTE– IGAC. Diccionario Geográfico de Colombia (*Geographic Dictionary of Colombia*). Version 1996

Nomenclature of the Statistical Territorial Units Used by the European Union.  
<http://aberriberri.com/2009/11/25/la-nuts-la-organizacion-territorial-que-viene-de-arriba/>

NUTE ANDINA 2009. Nomenclature of Statistical Territorial Units of the Andean Community.  
<http://aberriberri.com/2009/11/25/la-nuts-la-organizacion-territorial-que-viene-de-arriba/>

NATIONAL CIVIL REGISTRY. División Político-administrativa Electoral de Colombia (*Electoral Political-Administrative Division of Colombia*) - 2010  
MANUAL DEL MÓDULO DE ADMINISTRACIÓN DE LA DIVIPOLA (*Manual of the DIVIPOLA Administration Module*)  
Geostatistics Division

---

<sup>19</sup> The translation of the Bibliography is for reference purposes only.