



## 12. R.A. 10172 Correction in the Entry of Sex, Correction in the Entry of the Day and/or Month in the Date of Birth (in the Certificate of Live Birth)

This is the process of correcting the entry of the sex or day and/or month of date of birth of the document owner in his/her Certificate of Live Birth.

<b>Office or Division:</b>	City Civil Registry Department - Counter 19 and 2 <sup>nd</sup> Floor
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Client
<b>Who may avail:</b>	<i>For Correction in the Date/Month of Birth:</i> Parents/document owners/ Attorneys-in-Fact who have discrepancies in the Certificate of Birth
	<i>For Correction in the Entry of Sex:</i> Personal appearance of document owner
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Certified True Copy /Local Copy of the certificate sought to be corrected/changed (3 original)</b>	City Civil Registry Department - Counter 1, 2, or 3
<b>Authenticated/Latest PSA Copy of the certificate sought to be corrected/changed (1 original, 3 photocopies should be in legal size paper)</b>	PSA
<b>Mandatory requirements to be submitted (3 photocopies - should be in legal size paper):</b> <ul style="list-style-type: none"> <li>• Certification of Employment with no pending case (<i>if employed</i>);</li> <li>• Affidavit of Non-Employment (<i>If not employed</i>);</li> <li>• NBI Clearance (latest) <b>purpose: Petition to correct Date of Birth/Sex</b></li> <li>• Police Clearance (latest with 6 months' validity) <b>purpose: Petition to correct Date of Birth/Sex</b></li> <li>• Baptismal Certificate</li> <li>• Elementary School Record</li> <li>• (2) Government-issued / Valid Identification Card or CEDULA</li> <li>• <b>Medical Certification (for petition to correct entry of sex)</b> issued by an accredited government physician that the petitioner did not undergone sex change or sex transplant with the following required information: <ul style="list-style-type: none"> <li>- Full name of government physician with valid medical/PRC license</li> <li>- Name of hospital, designation, and contact number</li> </ul> </li> </ul>	Employer of Client; Public Attorney's Office, Law Offices, Hall of Justice; NBI; Police District Office; Hospital / Clinic  Place of baptismal; School of Client; Hospital; Company; BIR, SSS, GSIS, PAG-IBIG, LTO, PRC, DFA, Company ID, Post Office



*NOTE: A processor will determine applicable documents				
<b>Other relevant documents the Civil Registrar may require for the approval of the Petition</b>		Depends on the documents required		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents the document sought for correction/ change	1. Receiving clerk compares PSA and local copy for consistency of discrepancy.	Filing fee - PHP 3,000.00	*10 Minutes/ petition  10 Days mandatory posting period	<i>Interviewer / Processor</i> City Civil Registry Department
	1.2. Dockets petition to determine schedule of interview, issues list of applicable requirements.			
2. On the scheduled interview, submits requirement to processor.	2. If requirements are in order, issues order of payment	Publication - PHP 2,300.00  Additional fee for Migrant Petition, Date of Birth - PHP 1,000.00	2 Weeks, consecutive, publication	<i>Interviewer / Processor</i> City Civil Registry Department
3. Pays at the City Treasurer's Office, Trust Fund Section, the corresponding fees	3. Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in-fact, and gives contact numbers for follow-up after 2 months.		4 Weeks (in PSA Legal Division) depending on the volume of transaction  Time of interview(15 Minutes)	<i>Collector</i> City Treasurer's Office
				<i>Interviewer / Processor</i> City Civil Registry Department



	3.1. Upon receipt from PSA, annotate document, issue certificate of Finality with annotated copy. Release.			<i>Receiving Clerk / Processor PSA</i>
				<i>Processor / Releasing City Civil Registry Department</i>
<b>TOTAL:</b>		PHP 5,300.00  For Migrant Petition - PHP 6,300.00	5 Months	

Correction in the Entry of Sex, Correction in the Entry of the Day and/or Month in the Date of Birth in the Certificate of Live Birth is covered under R.A. 10172. Only the Civil Registrar has the quasi-judicial power or function to implement the law, which he/she cannot delegate. All incomplete date/requirements will not be accepted. Only documents with official receipt will be processed.