



23. **R.A. 10172 - Petition for Correction of Sex, Day in the date of birth, and/or Month in the date of 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.

Office or Division:	City Civil Registry Department - Petition for Correction Section (Counter 19 and 2nd Floor)	
Classification:	Complex	
Type of Transaction:	G2C - Government to Client	
Who may avail:	For Correction in the Date/Month of Birth: Parents/document owners/ Attorneys-in-Fact who have discrepancies in the Certificate of Birth	
	For Correction in the Entry of Sex: Personal appearance of document owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Certified True Copy /Local Copy of the certificate sought to be corrected/changed (3 original)		City Civil Registry Department - Counter 1 or 2
Authenticated/Latest PSA Copy of the certificate sought to be corrected/changed (1 original, 3 photocopies should be in legal size paper)		PSA
Mandatory requirements to be submitted (3 photocopies - should be in legal size paper): <ul style="list-style-type: none">● Certification of Employment with no pending case (if employed);● Affidavit of Non-Employment (If not employed);● NBI Clearance (current with 6 months validity) purpose: Petition to correct Date of Birth/Sex● Police Clearance (current with 6 months validity) purpose: Petition to correct Date of Birth/Sex● Baptismal Certificate● Elementary School Record● (2) Government-issued / Valid Identification Card or CEDULA● Medical Certification (for petition to correct entry of sex) issued by an accredited government physician that the petitioner did not undergo sex change or sex transplant with the following required information:<ul style="list-style-type: none">- Full name of government physician with valid medical/PRC license- Name of hospital, designation, and contact number● Medical Record <p>*NOTE: A processor will determine applicable documents</p>		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
Other relevant documents the Civil Registrar may require for the approval of the Petition		Depends on the documents required