

REQUIREMENTS FOR THE CORRECTION OF SEX OR GENDER UNDER RA 10172

1. Document owner shall file the petition themselves except in cases when the document owner is a minor or physically or mentally incapacitated, the petition may be filed on his/her behalf by his/her spouse, or any of his children, parents, brothers, sisters, grandparents, guardians, or persons authorized by law. However, APPEARANCE OF THE DOCUMENT OWNER SHALL BE REQUIRED.
2. One (1) latest certified machine copy and one (1) photo copy of the birth certificate to be corrected issued by the Manila Civil Registrar.
3. One (1) latest PSA Copy and one (1) photo copy of the birth certificate to be corrected.
4. One (1) original and one (1) photo copy of the following Mandatory Requirements:
 - Elementary school record or school documents. In case the petitioner/document owner never entered school, an Affidavit attesting to the facts shall be submitted
 - Medical Records issued by the hospital or by a clinic where the document owner was born. In case where the petitioner/document owner has no medical records due to the fact that the hospital or the clinic is already closed, an Affidavit attesting to the facts shall be submitted
 - Baptismal certificate and other documents issued by religious authorities. In case where the petitioner/document owner has no baptismal certificate or similar documents, an Affidavit attesting to the facts shall be submitted
5. Medical Certification issued by the Manila City Health Officer as to the true gender of the document owner and same has not undergone sex change or sex transplant. *Please get your referral slip at the Administrative Division* and look for Ms. DEL NAVATA and proceed to the Office of the Manila City Health Officer, Manila Health Department located at Room 132, Ground Floor, City Hall Manila. Payment for the medical is Php 200.00 only.
6. Ultra Sound and one (1) colored whole body picture.
7. Certificate of Employment indicating that the document owner has no pending administrative case, if employed
 - *Affidavit of Non-Employment indicating that the document owner has no pending civil or criminal case or no criminal record, if not employed at the time the filing of the petition
 - *Affidavit of Self-Employment indicating that the document owner has no pending civil or criminal case or no criminal record, if self employed at the time the filing of the petition
 - *Certification of good moral character issued by the school, if the document owner is 18 years old below
8. NBI and POLICE CLEARANCE – Purpose for the Correction of sex and gender. For document owner ages 0 to 7 years old, not required
9. FOR MARRIED DOCUMENT OWNER – Latest PSA Copy and Certified Machine Copy of marriage contract and birth certificate of children, at least two (2) issued by the local civil registrar.
10. Documents that will show proof of the correction being sought like Employment Record, Income Tax Return, Personal Data Sheet duly certified by the HRD and Voter's Record
11. 2 photo copies of valid ID of the petitioner and the document owner
12. NO SPA IS ALLOWED

REMINDERS:

1. After the compliance of the requirements, please proceed to the information counter and get a number for the pre-interview. Only with complete requirements are allowed for pre-interview
2. Publication of the petition for two (2) consecutive weeks in a newspaper of general and national circulation (List of newspapers will be provided during the final interview)
3. Steps to follow will also be provided during the Final Interview
4. Follow-up of the Petition is after four (4) months. Will commence on the date the petition was received by this Office
5. Payments are as follows: Registration Fee (P3,000.00)/Certified Xerox Copy (320.00- Single Petition and P540.00- Double Petition) and Transmittal Fee (P280.00-Single Petition and P400.00-Double Petition). Payment for the Publication and Notary of the Petition Form not included.

NO INTERVIEW EVERY FRIDAY