

12. SECURING GENDER EXAM CERTIFICATES

Certain people may require to undergo gender examination due to their application of change in sex in their Birth Certificates caused by typographical errors at the time of registration. This gender examination is being required by the Local Civil Registry before the issuance of the annotated document. The gender exam certificate will be issued after the assessment of their submitted requirements and payment at the cashier.

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| Office or Division: | City Health Department |
| Classification: | Simple |

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| Type of Transaction: | G2C- Government to Citizen | | | |
| Who may avail: | General Public | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Pelvic Ultrasound Result (for single men/ women) | | Any Diagnostic Center | | |
| Copy of Birth Certificate of child (for women who has given birth) | | PSA (NSO)/ Local Civil Registry | | |
| Official Receipt of Payment | | Cashier (Treasury Office) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | Registration/Submission of Medical Records (Transvaginal Ultrasound, or Rectal Ultrasound for female; Prostate Ultrasound for male. | None | 5 mins | Clerk |
| | Review/Evaluation of requested ultrasound results | None | 5 mins | MD |
| | Payment of fees. Proceed to the Cashier Window to pay the required amount and ask for Official Receipt | None | 5 mins | Treasury Department |
| Exit | Discharge of client | None | 1 min | RN/ AA |
| End of Transaction | | | | |