

## **IDENTIFICATION VERIFICATION In Connection With Meetings of Creditors**

For cases where the debtor does not have an attorney, or the attorney does not have visual contact with the debtor:

- The debtor shall copy, scan, or take a picture of his/her valid identification (ID) and proof of Social Security number (SSN) and mail/email/send the documents to the assigned trustee in advance of the section 341 meeting. If the debtor has counsel, counsel may deliver these documents to the trustee.
  
- During the meeting, the debtor should confirm on the record that he/she sent the trustee a copy of his/her valid ID and proof of SSN. The trustee shall then confirm on the record his/her review of (1) the debtor's ID (stating what the ID is—e.g. valid Driver's License) and that the ID sent matches the name on the petition; and (2) the verification of the debtor's SSN (stating what was used to verify the SSN— e.g. original Social Security card or W2 form) and that it matches what was reported on the debtor's statement of SSN.
  
- If counsel and the debtor are in visual contact, at the trustee's discretion, counsel may, as an officer of the court, represent to the trustee on the record and confirm his/her review of (1) the debtor's ID (stating what the ID is—e.g. valid Driver's License) and that the ID sent matches the name on the petition; and (2) the verification of the debtor's SSN (stating what was used to verify the SSN— e.g. original Social Security card or W2 form) and that it matches what was reported on the debtor's statement of SSN.

If the trustee is not able to confirm both the debtor's ID and SSN, the meeting will be continued. The trustee may verify the ID and/or SSN prior to the continued meeting and excuse the debtor's appearance but make a record of such at the continued meeting.

The trustee may request additional forms of verification or statements from the debtors.