

## Identification and Social Security Verification

### ❖ Verification of Debtors' Identification and Social Security Number

**Requirement:** At the 341 meeting of creditors each individual debtor must present original government-issued photo identification and confirmation of the debtor(s) social security number.

**New Procedure:** Video or telephonic 341 meetings have required a change in procedures.

### ❖ Telephonic or Video 341(a) Meetings are conducted as follows:

1. Before the initial debtor interview, Counsel should obtain from Debtor(s):
  - Acceptable photo ID
  - Acceptable document reflecting the Social Security number/ITIN.

[A list of the acceptable forms of identification are attached](#)

### 2. Counsel should make an imaged copy of:

- ❖ The photo ID, and
- ❖ Document reflecting the Social Security number/ITIN

Debtor(s) counsel can submit the documents to the Chapter 13 Trustee through the [Bankruptcy Documents](#) site where other documents are provided.

Unrepresented debtor(s) may submit the same through any practical means that protects the PII (personal identifying information).

3. Submit to the Trustee's office a declaration under penalty of perjury (see Attorney Affidavit) with imaged copies of the documents used to verify the Debtor(s) identification.

4. At the 341 meeting, on the record, the Trustee will make a statement to the following:

- ❖ Counsel personally verified the debtor(s) identity
- ❖ Counsel personally verified identification documents
- ❖ The description on the documents match the
  - ◆ Name of debtor on the 341 notice
  - ◆ Social Security number/ITIN on the 341 notice

## Acceptable forms of Identification

### ❖ Identification (Acceptable Documents)

Original Government Issued:

- Driver's License
- U.S. Government ID
- State ID
- Student ID
- Passport
- Current Visa, if not a U.S. citizen
- Military ID
- Resident Alien Card
- Identity Card Issued by a National Government Authority

### ❖ Social Security Number

Social Security Examples:

- Social Security Card
- Medical Insurance Card
- Pay Stub
- W-2 Form
- IRS Form 1099
- SSA Statement
- Individual Tax Identification Number (only if debtor is not eligible for an SSN – ITIN)

*Please note that tax returns are **NOT** acceptable proof of an SSN.*

**If the debtor fails to provide an acceptable identification document, Social Security number document, or both to the Trustee prior to the 341 meeting, the Trustee will likely adjourn and continue the 341 meeting.**