

## **Guidance on Authenticating Debtor Identification for Chapter 13 Meetings of Creditors**

The Chapter 13 Trustee's Office for the Southern and Winchester Divisions will be utilizing Zoom web conferencing for all meetings of creditors. To conduct each meeting, the Trustee must be able to identify the debtor through authentication of a government issued picture identification and verification of the debtor's social security number. To do so, **prior to the meeting all debtors must submit to the trustee in the secure manner described below: (1) a copy of their original government-issued photo identification and (2) confirmation of their Social Security number. Acceptable forms of photo ID and proof of SSN are listed below.**

**Debtors represented by counsel** should consult with their attorney prior to the meeting to arrange the submission of such documents at least 48 hours prior to the meeting. **Counsel for the debtor MUST submit this information through the secure Attorney Portal. DO NOT EMAIL OR TEXT THESE DOCUMENTS TO THE TRUSTEE OR HER STAFF.**

**Pro Se debtors (those not represented by an attorney)** will be required to present valid identification to Trustee staff prior to their meetings of creditors. Pro Se debtors will also have to coordinate their means of participation for the meeting of creditors prior to the date of the meeting.

If the debtor fails to provide an acceptable identification document, Social Security number document, or both to the trustee prior to the meeting of creditors, the trustee will likely adjourn and continue the meeting of creditors or lodge an objection to confirmation.

The UST's list of acceptable identification documents is below and available here:

- <https://www.justice.gov/media/1260521/dl?inline> (English)
- <https://www.justice.gov/ust/media/1356586/dl?inline> (Spanish)

### **Examples of Government Issued Photo Identification**

1. Driver's license
2. U.S. government ID
3. State ID
4. Student ID
5. Passport or current visa, if not a U.S. citizen
6. Military ID
7. Resident alien card
8. Identity card issued by a national government authority

### **Examples of Social Security Number Identification**

1. Social Security card
2. Medical insurance card
3. Pay stub
4. W-2 form
5. IRS Form 1099
6. Social Security Administration statement
7. ITIN (only if debtor is not eligible for an SSN)

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