



**U.S. Department of Justice
Office of the United States Trustee
Western District of Washington**

*United States Courthouse (206) 553-2000
700 Stewart Street, Suite 5103 (206) 553-2566 (fax)
Seattle, WA 98101-1271*

CORRECTING IDENTIFYING INFORMATION

Individual Debtor(s)/Debtor's Attorney:

The identifying information (proof of ID as to name or social security number ("SSN")) provided by the individual debtor at the meeting of creditors does not match the name or SSN in the bankruptcy documents. The information provided in the bankruptcy documents appears to be incorrect and must be corrected.

1. If the debtor's name is incorrect, take the following steps within 10 days of the meeting of creditors:

- (a) File an ex parte motion and proposed order for permission to amend the petition and an amended petition with the debtor's correct name;
- (b) After entry of the Court order, obtain the mailing matrix for the case from the Bankruptcy Court and mail a copy of the amended petition to all parties in interest listed on the matrix; and
- (c) File a certificate of service with the Bankruptcy Court certifying that the amended petition was sent to the parties in interest on the mailing matrix and serve a copy of the certificate of service on the Office of the United States Trustee.

2. If the debtor's social security number is incorrect, take the following steps within 10 days of the meeting of creditors:

- (a) Submit an amended Official Form B-21 to the Bankruptcy Court showing the *full and correct SSN*;
- (b) Obtain the mailing matrix for the case from the Bankruptcy Court and mail a copy of amended Official Form B-21 to all parties in interest on the matrix; and
- (c) File a certificate of service with the Bankruptcy Court certifying that the complete amended Official Form B-21 was sent to the parties in interest on the matrix and serve a copy of the certificate of service on the Office of the United States Trustee.

If you have any questions, please contact the Seattle, Washington United States Trustee's Office at (206) 553-2000.