



**U.S. Department of Justice**

Office of the United States Trustee

District of Oregon

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620 SW Main St., Rm 213  
Portland, Oregon 97205

Voice (503) 326-4000  
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## **MEMO RE: CORRECTING IDENTIFYING INFORMATION**

### **Individual Debtor(s) /Debtor's Attorney:**

The identifying information (proof of ID as to name or social security ("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 should be corrected, within 10 day s, as follows:

1. **If the debtor's name is incorrect do the following:**
  - a. File an amended petition with the Bankruptcy Court which contains the debtor's legal name;
  - b. 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 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, do the following:**
  - a. Submit an amended Official Form 21 to the Bankruptcy Court showing the *full* correct SSN;
  - b. Obtain the mailing matrix for the case from the Bankruptcy Court and mail a copy of the amended Official Form 21 to all parties in interest on the matrix;
  - c. File a certificate of service with the Bankruptcy Court certifying that the complete amended Official Form 21 was sent to the parties 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 Office of the United States Trustee:

Portland Office (503) 326-4000

**Or**

Eugene Office (541) 465-6330