

INSTRUCTIONS

On December 1, 2003, a new subdivision (f) was added to F.R.Bank.P. 1007 which requires an individual debtor to "submit" to the Court a statement under penalty of perjury setting out the debtor's full Social Security number, or stating that the debtor does not have a Social Security number. A new Official Bankruptcy Form, Statement of Social Security Number(s), has been prepared to accommodate implementation of this rule. The rule requires that in a voluntary case, the debtor submit the statement with the petition. In an involuntary case, the debtor shall submit the statement within 14 days after the entry of the order for relief.

The addition is necessary because of the corresponding amendment to F.R.Bank.P. 1005 which now provides that the caption of the petition includes only the final four digits of the debtor's social security number, affording greater privacy to the debtor. The debtor submits the statement, but it is not filed, nor is it included in the case file available to the parties, bar, and public. Submission of the statement will enable the Clerk to include the full social security number on the notice of the section 341 meeting of creditors

Effective December 1, 2003, this Court's local procedures require Official Form 21, Statement of Social Security Number(s), be submitted at the time of filing the petition. Failure to submit this form with a new bankruptcy petition will result in the Court issuing a deficiency notice. Failure to comply with the notice may result in your case being dismissed without further notice or hearing.

Procedures for submitting statement for Electronically Filed Cases:

All electronic filers are required to submit this statement to the court immediately after filing a new bankruptcy petition as follows:

1. Prepare Official Form 21, Statement of Social Security Number(s), available from the "Forms" section of the Court's website
2. Save file in PDF format
3. Send in an e-mail to the Court as follows:
 - Address e-mail to: **DEB_SSNVerify@deb.uscourts.gov**
 - Subject line: Case# only
 - Body: PDF of form only

Note: Since the case number is needed to prepare the e-mail, the case must first be opened in CM/ECF before submitting this form to the Court.

Procedures for submitting statement for Pro Se Debtors ONLY:

If you are a debtor not represented by an attorney, complete Official Form 21, Statement of Social Security Number(s) and submit to the court with the petition to the address below:

United States Bankruptcy Court
District of Delaware
824 Market Street, 3rd Floor
Wilmington, DE 19801