

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE**

**INFORMATION FOR
DEBTOR APPLICATIONS FOR UNCLAIMED FUNDS**

1. The application must be completed in full. *This includes* completing the caption of the case (the area at the top of the application where it says In Re:) by listing the name(s) of the debtor(s), case number, and chapter of bankruptcy filing.
 2. The application must have attached to it:
 - (A) a copy of the applicant's driver's license or other government ID. *Both the front and the back* of each ID must be copied; and
 - (B) a completed AO-213 form which may be obtained by visiting the unclaimed funds page of our website at: <http://www.nhb.uscourts.gov/unclaimed-funds>.
 3. The current address, telephone number, and social security number of both the debtor and the joint debtor, if applicable, must be listed on the application.
 4. The application must be notarized.
 5. The *original* application must be filed with the Clerk of the U.S. Bankruptcy Court at the following address:

Clerk, U.S. Bankruptcy Court
55 Pleasant Street, Room 200
Concord, NH 03301
- The *original* application is the one containing the *original signatures* of the debtor and joint debtor, if applicable, along with copies of the required documents from number 2 above.
6. A *copy* of the application must be sent to the U.S. Attorney at the address listed on the Certificate of Service portion of the application. The Certificate of Service portion of the application must be ***completed*** in full. Any application in which there is no date or signature on the Certificate of Service will not be approved.
 7. Additional copies of the application may be sent to any other party-in-interest as determined by the applicant(s). The name and address of those parties must be listed on the Certificate of Service.
 8. If an application for unclaimed funds is approved, either an Electronic Fund Transfer (EFT) payment will be made to the bank account listed on the AO-213 form (see number 2(B) above) or a check will be mailed to the *current address* listed on the application. The time-frame for approval and mailing of the check is usually within four to eight weeks of the application being received and filed at the Court.