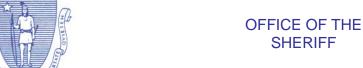
## The Commonwealth Of Massachusetts County Of Hampden

NICHOLAS COCCHI

SHERIFF





627 Randall Road Ludlow, Massachusetts 01056-1085 413-547-8000

## **Attorney Control Number (ACN) Request Form**

To request an Attorney Control Number (ACN), transmit this completed form to the Hampden County Sheriff's Office at HCSO.ACN@SDH.State.Ma.US or via USPS, at:

**Hampden County Sheriff's Office** C/O Attorney Verification System Admin 627 Randall Road **Ludlow, MA 01056** 

Any questions regarding the completion of this form can also be communicated by any of those means or by calling (413) 858-0007.

The request will be processed, a control number will be provided via electronic mail within a reasonable time frame, and barcodes will be mailed via USPS to the address listed on the Board of Bar Overseers website or out of state equivalent. If barcodes are stolen or lost, notification must be made to the email address above as soon as possible.

At no time will the ACN or AVS Barcode be shared with an incarcerated individual or any other individual. Attorneys may authorize persons (e.g., paralegals, law students, administrative support persons) working for the attorney to send privileged mail utilizing the attorney's AVS Barcode. The supervising attorney whose AVS Barcode is being utilized assumes all responsibility for the contents of the privileged mail sent.

Requestor's Name:	
Board of Bar Overseers Number or o	out of state equivalent:
Name of Law Firm/Law Office (if appli	icable):
Telephone Number:	
Email Address:	
***** <u>Hampden</u>	County Sheriff's Office Use Only*****
Date Request Received:	Date Request Returned:
Assigned ACN:	