

The Commonwealth Of Massachusetts
County Of Hampden



NICHOLAS COCCHI
SHERIFF

OFFICE OF THE
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 out of state equivalent: _____

Name of Law Firm/Law Office (if applicable): _____

Telephone Number: _____

Email Address: _____

*******Hampden County Sheriff's Office Use Only*******

Date Request Received: _____

Date Request Returned: _____

Assigned ACN: _____