



The Commonwealth of Massachusetts
Middlesex Sheriff's Office



ATTORNEY CONTROL NUMBER REQUEST FORM

To request an Attorney Control Number, send this completed form to the Middlesex Sheriff's Office at MSOLegalMail@sdm.state.ma.us, or via USPS, at:

Middlesex Sheriff's Office
C/O Attorney Verification System
269 Treble Cove Rd.
Billerica, MA 01862

Any questions regarding the completion of this form can also be communicated by any of those means or by calling (978) 932-3526.

Once the completed Control Number Request Form is received by the Middlesex Sheriff's Office, the request will be processed, and a number will be provided via electronic mail within a reasonable time frame. AVS 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

<u>Middlesex Sheriff's Office Use Only</u>		
Date Request Received	Assigned ACN	Date Request Returned