



**Massachusetts Department of Correction  
Privileged Mail  
in accordance with 103 CMR 481, *Inmate Mail***



**CONTROL NUMBER REQUEST FORM**

To request a Control Number, transmit this completed form to the Massachusetts Department of Correction at [DOC.AVS@doc.state.ma.us](mailto:DOC.AVS@doc.state.ma.us), or via USPS, at:

**Massachusetts Department of Correction  
Office of Communications and Administrative Resolution  
C/O Attorney Verification System  
50 Maple Street  
Milford, MA 01757**

Any questions regarding the completion of this form can also be communicated by any of those means or by calling 508-422-3439 or 508-422-3396.

The request will be processed, and a 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:

**MASSACHUSETTS DEPARTMENT OF  
CORRECTION USE ONLY**

Date Request Received:

Assigned ACN:

Date Request Returned: