

Appointed Representative Guide to Requesting Appeals Council Review

Never use a hearing office barcode for submissions to the AC

Complete a **paper** Request for Review of Hearing Decision/Order ([HA-520](#)) or other written request for review. The request cannot be submitted via the Internet. To submit the request, chose **one** of the following methods:

Mail to:

Appeals Council, ODAR
5107 Leesburg Pike
Falls Church, VA
22041-3255

Fax the request directly to the Appeals Council at:
703-605-7101

(Note: Do not fax requests for review to disability branches!)

Submit directly to the **local Social Security office**, which will forward the request to the Appeals Council.

Caution: Avoid submitting a request for review by any other means, including electronic submission via ERE or FECS FAX, or to the National Scanning Contractor. These methods can cause significant delays because the Appeals Council (AC) staff does not receive an electronic alert that the request has been filed.

Submitting Additional Evidence to the Appeals Council

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Submit additional evidence or legal argument with the request for review form (HA-520) or request letter. To obtain more time to submit evidence or legal argument, include a request for an **extension of time** (EOT) with the request for review. During the EOT, submit additional evidence or legal argument in any one of the following ways:

Along with the EOT, AC staff will provide an AC-level barcode:

Mail additional material – with the AC barcode as the **front page** (no cover sheet!) – to: National Scanning Contractor at these addresses:

- PO Box 9060, London, KY 40742-9060, for Falls Church and Crystal City Branches (1-10, RSI, and 38-46)
- P.O. Box 9056, London, KY 40742-9056, for Baltimore Branches 23-27
- P.O. Box 8800, London, KY 40742-8800, for Baltimore Branches 28-36

Or,

Fax directly into the electronic folder using the Front End Capture (FECS) FAX numbers:
877-310-0025 for Falls Church and Crystal City Branches (1-10, RSI, and 38-46)
877-490-7119 for Baltimore Branches 23-27
877-730-3366 for Baltimore Branches 28-36

Note: The appropriate address and/or FECS fax number will be provided with the barcode.

Online via the [Electronic Records Express \(ERE\) website](#).

After logging into ERE, enter the claimant's **SSN** and the **Request ID** (RQID) displayed on the AC-provided barcode. Be sure to enter the RQID beginning with the first non-zero number. For example, if the barcode shows the RQID as 00000001102400, enter 1102400.

Note: Entering the SSN and RQID makes it **unnecessary** to submit the AC barcode when transmitting additional evidence or legal argument to the AC via the ERE website.

If no barcode is available, fax material to either the Branch FAX (see [HALLEX I-4-3-104](#)) or to 703-605-7101.

Note: Submission of material via paper fax requires additional AC staff actions, extending the time needed to prepare the case for processing.

Note: To inquire about the status of a pending request for review, contact the Congressional and Public Affairs Branch at its toll-free number (1-877-670-2722) or via fax at 703-605-8021. To contact AC Ombudsman Terry Jensen, fax her at 703-605-8691.

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