

Applying for a Constable License

Pursuant to MA General Law Chapter 41 Section 91B, you must obtain a license before operating as a Constable in Somerville. And pursuant to City Ordinance 10-20, you must be a Somerville resident to be licensed as a Constable, and you must remain a resident of Somerville throughout your tenure as a Constable.

TERM:

- The license expires on December 31 and is awarded for no more than one year.

APPLICATION CONDITIONS:

- You must apply online.
- You must reside in Somerville.
- You must be recommended by a practicing attorney who resides in Somerville.
- You must be recommended by four reputable citizens who reside in Somerville.
- You must be deemed a suitable individual by the Police Department and by the Mayor.
- You must obtain a Constable Bond in the amount of \$5,000.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$50.00 nonrefundable application fee.
- \$165.00 annual license fee, paid after the application is approved.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- A recommendation by a practicing attorney who resides in Somerville (download the form when you apply).
- Recommendations by four reputable citizens who reside in Somerville (download the form when you apply).
- A \$5,000 Constable Bond payable to the City of Somerville.
- A CORI Form (download the form when you apply).

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citi~~serve~~serve** logo.
- Click “My Account.”
- Log in, or, if this is your first online application, click “REGISTER NOW” to create an account.
- Scroll down and click “APPLY FOR A LICENSE.”
- At Application Type, select “Business License.”
- At Sub Type, select “Constable.”
- Enter your Business Name.
- At “Is this application for a new or existing business location?”:
 - Select “A new business location” if this is your first application in CitizenServe.
 - Enter the Somerville address of your proposed business, and click “FIND ADDRESS.”
 - If CitizenServe doesn’t identify your address, select “USE THIS ADDRESS.”
 - OR
 - Select “An additional license for an existing business” if your business is licensed in Citizenserve.
 - At “License #” select a license you’ve received before.
- Answer the remaining questions.
- At Contacts, select a contact you’ve already entered, or, if you want the license mailed to a different address, select “Enter a new contact” and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

LICENSE CONDITIONS:

- You must maintain a Constable Bond in the amount of \$5,000.
- 25% of all of the fees you collect under civil service of process must be paid to the Treasurer's office with a check made payable to the City of Somerville. The City requires that you make payments no less than quarterly, and no later than 15 days following the end of each quarter. In addition, you must submit an annual report to the City Treasurer on or before April 15th of each year.

QUESTIONS?

- If you have questions, contact the City Clerk at cityclerk@somervillema.gov.