

Registering yourself as an Optometrist

- Pursuant to MA General Law Chapter 112 Section 70, you must register with the City before operating as an Optometrist in Somerville. If you amend, relocate, or terminate your practice, you must update the registration. You must apply online.

TERM:

- The registration requires no renewal but requires updating if you amend, relocate, or terminate your practice.

FEE:

- \$60.00 nonrefundable fee to register.
- No fee to amend or terminate the registration: Contact the City Clerk to implement the amendment or termination.

ADDITIONAL DOCUMENTS REQUIRED:

- The City requires that you upload your State Medical Registration form as part of your registration. The City will not process your registration until it is included.

HOW TO REGISTER:

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

- Click on “APPLY FOR A LICENSE.”
- Log in, or, if this is your first online application, click on “REGISTER NOW” to create an account.
- At License Type, select “Business License.”
- At Sub Type, select “Optometrist.”
- 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.
 - Then enter your business address, and click on “FIND ADDRESS. Make sure you enter a valid address.
 - OR
 - Select “An additional license for an existing business” if you’ve already been licensed before.
 - 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.

QUESTIONS?

- If you have questions, contact the City Clerk at 617-625-6600 x4110 or cityclerk@somervillema.gov.