Registering yourself as an Osteopath

Pursuant to MA General Law Chapter 112 Section 10, you must register with the City before operating as an Osteopath in Somerville. If you amend, relocate, or terminate your practice, you must update the registration. <u>You must apply online</u>.

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 the citizenserve 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 "Osteopath."
- 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.

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