

## Registering yourself as a Physician

Pursuant to MA General Law Chapter 112 Section 8, you must register with the City before operating as a Physician 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 “Physician.”
- 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](mailto:cityclerk@somervillema.gov).