

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 the [citi~~se~~ns~~er~~ve](#) 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 “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 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.