

## GUIDE TO CONSTABLE LICENSES

Pursuant to MGL Chapter 41 Section 91B, a license must be obtained before serving as a Constable in the City. Licensure is valid from the date of the license through December 31 of the same year only, and includes the obligation to make quarterly payments to the City of Somerville for your service of civil process. The application fee for a Constable License is \$150.00.

To complete the application:

1. Fill in all information requested, and sign the Application for a Constable License. If you own property in Somerville, fill in and sign the top half of the Certificate of Good Standing. Fill in the Criminal History Systems Board Public Records Request Information.
2. For new Constables only, in the section marked “Attorney Recommendation,” obtain a recommendation and signature from an Attorney who lives in your city of residence.
3. For new Constables only, in the section marked “Reputable Citizens Recommendation,” obtain recommendations and signatures from four reputable citizens who live in your city of residence.
4. If you own property in Somerville, proceed to the Treasury to confirm that all taxes and fees have been paid and obtain a sign-off on the Certificate of Good Standing, as follows:

|                                |                                     |
|--------------------------------|-------------------------------------|
| Treasury                       | Monday–Wednesday, 8:30 AM – 4:00 PM |
| 93 Highland Avenue (City Hall) | Thursday, 8:30 AM – 7:00 PM         |
| 617 625-6600 x3500             | Friday, 8:30 AM – 12:00 PM          |
5. Deliver all materials to the Mayor’s Office (93 Highland Avenue, Somerville, 02143, 617 625-6600 x2100). The Mayor will obtain a recommendation from the Police Chief, and will make a determination on recommending approval to the Board of Aldermen. The Board usually meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month.
6. If the Mayor recommends approval to the Board of Aldermen, and if the Board of Aldermen votes to approve your appointment, the City Clerk’s Office will send you a letter informing you of your approval, and instructing you on how to be sworn in.
7. Before you can be sworn in, you will be required to pay the Application Fee, and provide the City Clerk with an original Constable Bond in the amount of \$5,000.00.
8. After being sworn in, you should proceed to the Police Department’s Traffic Bureau, 220 Washington Street, to obtain a Constable’s Identification Card. Cards are usually issued on Thursday mornings or by appointment (617 625-6600 x7245).

Note that under Massachusetts General Laws, you are obligated to make certain payments to the City of Somerville for your service of civil process. The last two pages of this Application are provided for your information to explain the details of these quarterly payments. Your ongoing appointment as Constable is subject to the timely receipt of these quarterly payments.

**APPLICATION FOR A CONSTABLE LICENSE  
CITY OF SOMERVILLE, COMMONWEALTH OF MASSACHUSETTS**

**To the Honorable Mayor and the Board of Aldermen of the City of Somerville:**

I respectfully request to be granted a license to operate as a Constable in the City of Somerville.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address, City, Zip \_\_\_\_\_

How long at this address? \_\_\_\_\_ Telephone \_\_\_\_\_

Present Employer \_\_\_\_\_ Present Occupation \_\_\_\_\_

Do you currently hold a License to Carry a firearm in Massachusetts?    \_\_\_ Yes    \_\_\_ No

Have you ever had a License to Carry a firearm revoked or suspended,  
or had an application for such denied, here or in any other jurisdiction?    \_\_\_ Yes    \_\_\_ No

Where do you currently serve as an appointed Constable?

|                     |                             |                     |                             |
|---------------------|-----------------------------|---------------------|-----------------------------|
| <u>City or Town</u> | <u>Year first Appointed</u> | <u>City or Town</u> | <u>Year first Appointed</u> |
|---------------------|-----------------------------|---------------------|-----------------------------|

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For new Constables only**, Why do you seek appointment? \_\_\_\_\_

\_\_\_\_\_

**For new Constables only**, What are your qualifications? \_\_\_\_\_

\_\_\_\_\_

**For new Constables only**, Who do you expect to serve? \_\_\_\_\_

\_\_\_\_\_

I understand that this license will be subject to all of the terms, conditions, and limitations set forth in the Somerville Code of Ordinances, any applicable State and Federal laws, and any conditions prescribed by the Mayor or Board of Aldermen, and that it will be revocable at any time at the pleasure of the Board of Aldermen. I certify under the penalties of perjury that I am a citizen of the United States, that all statements in this application are true and accurate, and that to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FOR A CONSTABLE LICENSE  
CITY OF SOMERVILLE, COMMONWEALTH OF MASSACHUSETTS**

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Applicant Name \_\_\_\_\_

**ATTORNEY RECOMMENDATION (For new Constables only):**

I, being a member of the Massachusetts Bar in good standing for the last \_\_\_\_\_ years, and being a resident of the applicant's home community of \_\_\_\_\_, do state upon honor that the applicant is personally known to me, that I have reviewed this application, and believe each of the statements on it to be true, and that the applicant is a person of good moral character and reputation, and competent to perform the duties of a Constable.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Business Address \_\_\_\_\_

**REPUTABLE CITIZENS RECOMMENDATION (For new Constables only):**

We, the undersigned citizens of \_\_\_\_\_, hereby certify that the applicant is personally known to us, that we have reviewed this application, and believe each of the statements on it to be true, and that the applicant is a person of good moral character and reputation, competent to perform the duties of a Constable.

| <u>Signature</u> | <u>Name (Print)</u> | <u>Street Address</u> | <u>Occupation</u> |
|------------------|---------------------|-----------------------|-------------------|
| _____            | _____               | _____                 | _____             |
| _____            | _____               | _____                 | _____             |
| _____            | _____               | _____                 | _____             |
| _____            | _____               | _____                 | _____             |

**POLICE CHIEF RECOMMENDATION (For all Constables):**

I, the Chief of Police, having reviewed this application for appointment or reappointment as a Constable and having, at the request of the Mayor, investigated the reputation and character of the applicant and his or her fitness for the office, all as provided by MGL c. 41 s. 91B, recommend that this application be:

\_\_\_Approved \_\_\_Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CRIMINAL HISTORY SYSTEMS BOARD**  
**PUBLIC RECORD REQUEST INFORMATION**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Maiden Name

\_\_\_\_\_  
Date Of Birth

\_\_\_\_\_  
Social Security Number  
(Requested But Not Required)

List any aliases used:



City of Somerville, Massachusetts  
Finance Department, Treasury Division

**CERTIFICATE OF GOOD STANDING**

1. Exact name of taxpayer/applicant's business: \_\_\_\_\_
2. Address of taxpayer/applicant's business in Somerville: \_\_\_\_\_
3. Address of taxpayer/applicant's home in Somerville: \_\_\_\_\_
4. Taxpayer/applicant's phone: day: \_\_\_\_\_ evening: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned Taxpayer, do hereby certify that all the information contained herein is true and correct and all taxes and fees due the City have been paid or that the Taxpayer has entered into an agreement to pay all taxes and fees and is current on said agreement.

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
(Taxpayer's signature)

**CITY'S ACKNOWLEDGEMENT**

**DATE OF ISSUANCE:** \_\_\_\_\_ **INCLUDES RELEVANT POSTINGS THROUGH:** \_\_\_\_\_

**TAXES AND ACCOUNT NUMBER(S) INCLUDED IN CERTIFICATE:**

|                                      |                                      |  |                                       |
|--------------------------------------|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Water/Sewer | <input type="checkbox"/> Personal Property | <input type="checkbox"/> Other: _____ |
| # _____                              | # _____                              | # _____                                    | # _____                               |

**NOTES:**

**CLERK'S INITIALS:** \_\_\_\_\_

**ORIGINAL STAMP:**



## City of Somerville, Massachusetts Finance Department, Treasury Division

Dear City of Somerville Constable:

Changes in the state law regarding service of civil process by constables were made by the State Legislature as a result of Chapter 140 of the Acts of 2003, Sections 20 and 21. These changes amended sections 95A and B and require you to deposit with the City Treasurer 25% of the fees collected during the preceding month for the service of civil process under the fee structure established in section 8 of chapter 262.

These changes also require you to submit an annual report to the City Treasurer on or before April 15<sup>th</sup> of each year, signed under the penalties of perjury, of all fees and money received by you under section 8 of chapter 262 for the service of civil process. This report must include an itemization of all civil process fees charged by the constable's civil process office, all revenue received from said fees and all amounts paid by the constable to any city or town treasurer on account of such civil process fees under section 95A.

You are hereby notified that 25% of all of the fees you collect under civil service of process must be turned over via a check made payable to the City of Somerville, c/o the Treasurer's office. The City requires that you make payments no less than quarterly, and no later than 15 days following the end of each quarter, using the enclosed remittance form. In addition, you must submit an annual report to the City Treasurer on or before April 15<sup>th</sup> of each year.

Should you have any questions regarding this matter, please do not hesitate to contact the Treasury Department at (617) 625-6600 x-3500. Thank you.



City of Somerville, Massachusetts  
Finance Department, Treasury Division

QUARTERLY CONSTABLE REMITTANCE FORM

This form must be submitted with your quarterly payment to the City of Somerville's Treasury Department on or before January, April, July and October 15<sup>th</sup> of each year.

This Report includes processes served from (month/year)\_\_\_\_\_ through (month/year)\_\_\_\_\_

PRINT NAME: \_\_\_\_\_

COMPANY (if applicable): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Please list. Attach additional sheets as necessary.

| Section 8 Fee Type | No. of Transactions | \$Collected | \$Remitted Herewith |
|--------------------|---------------------|-------------|---------------------|
|--------------------|---------------------|-------------|---------------------|

Total Remitted: \$ \_\_\_\_\_

I hereby certify that the information contained herein is true and accurate to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please make your check payable to the **City of Somerville** and forward it to the Treasury Department, address below.