

INSTRUCTIONS FOR CONSTABLE APPLICATION

Persons interested in serving as a Constable of the City of Marlborough must obtain a license pursuant to M.G.L. c. 41, section 91B. The Mayor, who is vested with the authority to appoint Constables, determines the duration of the license.

If you are applying to renew a Constable license, you are advised to file your application in a timely manner to avoid a lapse in appointment.

A. To complete the Application For Appointment To Constable if you are applying for appointment for service at polling places only:

1. There is no fee for the Application.
2. Please read the Application carefully, and type or print legibly all of the information requested. Incomplete and/or illegible applications will not be accepted.
3. On the Application, complete pages 1 and 2 only, and sign page 15.
4. Deliver all materials to the Marlborough Police Department at 355 Bolton Street. The Chief of Police will make a recommendation to the Mayor.
5. If the Mayor recommends approval, the City Clerk's Office will send you a letter informing you of your appointment and instructing you on how to be sworn in.
6. If you are appointed, call the Personnel Department of the City of Marlborough, 140 Main Street, at 500-460-3705 to schedule a time to obtain a Constable's Identification Card. Your visit to the Personnel Department should be scheduled to take place after you are sworn in.
7. Constables who serve at polling places not obligated to make quarterly payments to the City of Marlborough. They must, however, submit a statement to the Treasurer of the City of Marlborough, 140 Main Street, by January 31st of each year. A copy of a blank statement form is included on page 14 of this Application. You are encouraged to make copies for your files.

B. To complete the Application For Appointment To Constable if you are applying for appointment for service of process:

1. Applicants are required to present a fee, which is non-refundable, to the City Clerk's Office before they can receive an Application. The fee for the Application is \$100.00, by treasurer's or cashier's check only, made payable to the City of Marlborough.
2. Please read the Application carefully, and type or print legibly all of the information requested. Incomplete and/or illegible applications will not be accepted.
3. All applicants: Fill-in all of the information requested on the entire Application, including the Consent to Release Information Concerning Employment, Military or

Educational Records, the Criminal History Systems Board Public Records Request Information, and the REAP Attestation. Make sure that you attach copies of all documents that are required. If there is insufficient space to fill out the information requested, attach additional sheets as necessary. Make sure that you provide your signature where it is required.

4. Additional requirement for Marlborough residents: If you reside in Marlborough, complete the top portion of the Certificate of Good Standing (page 12.), then proceed to the Collector's Office at Marlborough City Hall, 140 Main Street, to confirm that you have paid all of your taxes and fees and to obtain certification from the Collector.

5. Additional requirement for applicants who are already Constables in the City and are reapplying: If you are reapplying for appointment to the position of Constable in the City of Marlborough, you must also obtain certification from the Treasurer's Office at Marlborough City Hall, 140 Main Street, on the Treasurer's Certification Of Payment Of Fees Under M.G.L. c. 41, Sections 95A & 95B (page 13.).

6. Deliver all materials to the Marlborough Police Department at 355 Bolton Street. The Chief of Police will make a recommendation to the Mayor.

7. If the Mayor recommends approval, the City Clerk's Office will send you a letter informing you of your appointment and instructing you on how to be sworn in.

8. Before you can be sworn in, you will be required to provide the City Clerk with an original Constable Bond in the amount of \$5,000.00 valid for the term of your appointment.

9. If you are appointed, call the Personnel Department of the City of Marlborough, 140 Main Street, at 500-460-3705 to schedule a time to obtain a Constable's Identification Card. Your visit to the Personnel Department should be scheduled to take place after you are sworn in.

10. Note that under Massachusetts law, Constables who are appointed for the purpose of serving process are obligated to make quarterly payments to the Treasurer of the City of Marlborough at 140 Main Street. A copy of a blank statement form is included on page 14 of this Application. **Your ongoing appointment as Constable is subject to the timely receipt to these quarterly payments.**