

INFORMATION FOR APPOINTMENT TO CONSTABLE SERVICE AT POLLING LOCATIONS ONLY

Persons interested in serving as a Constable of the City of Marlborough must obtain a license pursuant to MGL Chapter 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.

1. There is no fee for the Application.
2. Please read the Application carefully, and type or print legibly all 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 2.
4. Deliver all materials to the City Clerk's office by which the Clerk will send the materials to the Marlborough Police Department. The Chief of Police will make a recommendation to the Mayor.
5. If the Mayor approves your appointment, the City Clerk's Office will contact you informing you of your appointment and instructing you on how to be sworn in.
6. If you are appointed, call the Human Resources Department of the City of Marlborough, 140 Main Street, at 508-460-3705 to schedule a time to obtain a Constable's Identification Card. Your visit to the Human Resources Department should be scheduled to take place after you are sworn in.
7. Constables who serve at polling places are 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 with the application. You are encouraged to make copies for your files.