

Applying for a Sworn Weigher License

Pursuant to City Ordinance 2-173, you must obtain a license before operating as a Sworn Weigher in Somerville. Generally, a license is required for anyone who certifies the weight of various materials in Somerville.

TERM:

- The license expires on December 31 and is awarded for no more than one year.

APPLICATION CONDITIONS:

- You must apply online.
- You must be deemed a suitable entity by the Police Department.
- You must be deemed a suitable entity by the Sealer of Weights and Measures.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$50.00 nonrefundable application fee.
- \$165.00 annual license fee, paid after the application is approved.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- A CORI Form (download the form when you apply).
- Two professional letters of reference.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citizenserve** 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 “Sworn Weigher.”
- Enter your Business Name.
- At “Is this application for a new or existing business location?”:
 - o Select “A new business location” if this is your first application in CitizenServe.
 - o Enter the Somerville address of your business, and click “FIND ADDRESS.
 - o If CitizenServe doesn’t identify your address, select “USE THIS ADDRESS.”
 - OR
 - o Select “An additional license for an existing business” if your business is licensed in Citizenserve.
 - o 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.