

Applying for a Taxi Medallion License

Pursuant to City Ordinances 13-38 and 13-39, you must obtain a Taxi Medallion License before operating a Taxi in Somerville. These instructions are for NEW OWNERS who are purchasing an existing medallion. Current owners seeking to renew their license should contact the City Clerk.

TERM:

- The license expires on April 30 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 have completed an executed Purchase and Sale Agreement.
- If you are a corporation, your Articles of Organization must have been approved by the MA Secretary of State.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is transferrable, but the owner must be approved by the Board of Aldermen before he or she can operate their taxi medallion.

FEE:

- \$50.00 nonrefundable application fee.
- \$305.00 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:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- An executed Purchase and Sale Agreement.
- An approved copy of the Articles of Organization.
- A completed CORI Form for each new owner (download the form when you apply).

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 "Taxi Medallion."
- 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 address of your 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.