

INSTRUCTIONS FOR APPLICATION TO BE LICENSED AS A CONSTABLE

The following documentation must be filed with the

Office of Chief Judge
Rhode Island District Court
One Dorrance Plaza
Providence, RI 02903:

1. Application
2. Certified BCI report obtained from the Office of Attorney General.
3. Letters from two (2) attorneys certifying that you are a proper candidate for being licensed as a constable.
4. Letter from a constable who is willing to train you. This constable must be in good standing and have had full powers with the Rhode Island District Court for more than 10 years

An application will not be considered unless all of the above-mentioned documents are submitted as a package.

The entire package will be presented to the Chief Judge for review. If approved, the applicant may be permitted to begin the training period.

Once training is completed, the supervising constable must submit to the Chief Judge a letter certifying completion of training.

A written exam will be scheduled and upon satisfactory results, an appointment will be made to appear before the Constables' Board. The Board will forward either an approval or rejection to the Chief Judge.

The Chief Judge of the District Court will then review the file and either grant or deny licensing. If granted, a date will be scheduled for swearing in. At that time, you will be required to file a bond in the amount of \$5,000.00. Also, a fee of \$200.00 will be required. This is an annual renewal fee. A photo ID will be taken at this time.

Should you have any questions regarding this process, please contact:

Donna DiPalma, Administrative Clerk
458-5215

RHODE ISLAND DISTRICT COURT

APPLICATION FOR APPOINTMENT AS CONSTABLE

This application must be supported by letters from two licensed attorneys for whom the applicant has served or intends to serve process.

I hereby make application for appointment as a Constable with power to serve certain civil process in the District Court as delivered in § 45-16-4.1 and § 45-16-4.3 of the General Laws of the State of Rhode Island.

<u>NAME:</u>	_____		
	(last)	(first)	(middle)
<u>DATE OF BIRTH:</u>	____ / ____ / ____		
<u>HOME ADDRESS:</u>	_____		
	(number)	(street)	
	_____		RI
	(city/town)		(zip)
<u>MAILING ADDRESS:</u>	_____		
(if different)	(number)	(street)	
	_____		RI
	(city/town)		(zip)
<u>EMAIL ADDRESS:</u>	_____		
<u>TELEPHONE:</u>	_____		
	(home)	(cell)	(fax)
<u>OCCUPATION:</u>	_____		

I hereby certify that the above information is accurate. I further agree that, if licensed, I will abide by the rules and regulations as promulgated by the Chief Judge of the District Court as provided for in § 8-8-12(j) of the Rhode Island General Laws.

(date) _____
(signature)

DO NOT WRITE BELOW THIS LINE

DATE FILED _____	LETTERS RECEIVED _____
FEE PAID _____	INVESTIGATION _____
LICENSED ISSUED _____	LICENSE NUMBER _____

