



**State of Rhode Island  
DEPARTMENT OF BUSINESS REGULATION  
1511 Pontiac Avenue, Bldg. 69-1  
Cranston, Rhode Island 02920**

**Division of Commercial Licensing**

**INSTRUCTIONS FOR CERTIFIED CONSTABLE APPLICANTS**

All applicants must be at least twenty-one (21) years of age, per RI Gen. Laws § 9-5-10.1

**The following documents must be submitted for consideration:**

- A completed Certified Constable Application
- Resume
- A Criminal History Record (CHR) from the Rhode Island Department of the Attorney General located at 4 Howard Avenue, Cranston, RI 02920. Hours of operation are 8:30 am to 4:30 pm. For further questions about this process, you may contact the DAG at (401) 274-4400.
- Letters from two (2) licensed attorneys certifying that you are a proper candidate for certification as a constable; **AND** they intend to utilize you to serve process in the state.
- A Letter from a Training Constable, who is in good standing for a minimum of ten (10) years and is approved by the Chief Judge of the District Court to train perspective constables.

**Once the above documentation has been received, the following will occur:**

1. The Department will refer the application to the Certified Constables' Board for approval or denial;
2. The Board will determine whether the applicant should be recommended for training by a board approved constable. Training consists of a minimum of ninety (90) hours that must be completed within ninety (90) days from the date of the board referral;
3. The Training Constable must submit a training log, found on the Department's website, to the board that reflects the dates and times of training and comments on the aptitude of the trainee, within thirty (30) days from the conclusion of training.
4. An appointment will then be scheduled for you to appear before the Board to complete an oral and written examination. Based on the exam results, the Board will forward their approval or denial recommendation to the Department.
5. Once the Department has made its final review and approval, a swearing in date will be scheduled. At such time, you will be required to provide the following:
  - Two (2) front view, full face color photos (Passport style).
  - A Bond issued to the State of Rhode Island, in the amount of \$10,000, signed and witnessed prior to submission to the Department.
  - A check or money order in the amount of \$400.00, made payable to the "RI General Treasurer".

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

Lee-Ann Desilets by email at [leeann.desilets@dbr.ri.gov](mailto:leeann.desilets@dbr.ri.gov) or at (401) 462-9544.

Kimberly Precious by email at [kimberly.precious@dbr.ri.gov](mailto:kimberly.precious@dbr.ri.gov) or at (401) 462-9650.



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**CERTIFIED CONSTABLE RENEWAL APPLICATION**

<b>REQUIREMENTS <i>(Incomplete submissions will be returned)</i></b>		
<ul style="list-style-type: none"><li>• Current Rhode Island Criminal History Record (CHR)</li><li>• Proof of ten (10) hours of approved continuing education within prior 24 months</li><li>• Proof of bond continuation OR a new bond in the amount of \$10,000.</li><li>• \$ 400.00 check or money order made payable to the "RI General Treasurer"</li></ul>		
<b>CONSTABLE CONTACT INFORMATION</b>		
Name:		License No.:
Residential Address:		
City:	State:	Zip Code:
Mailing Address: <i>(if different from residence)</i>		
City:	State:	Zip Code:
Phone Number:	Email Address: <i>(Mandatory)</i>	
Is it acceptable for the DBR to make available to the public the phone number and email listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been arrested or convicted of any crime since your first appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>AFFIDAVIT &amp; SIGNATURE</b>		
<b>Tax Payer Status Affidavit</b> Pursuant to R.I. Gen. Laws, Chapter 5-79, as amended, any person applying for or renewing any license, permit, or other authority to conduct a business or occupation within Rhode Island must have filed all required state tax returns and paid all taxes due to the state, or must have entered into a written agreement to pay delinquent state taxes that is satisfactory to the Tax Administrator. Have you filed all required Rhode Island State tax returns, and have you paid all taxes owed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Renewal Affirmation</b> I solemnly swear that I will continue to support the constitution of the United States and the constitution and laws of this state and will faithfully and impartially discharge and perform all the duties incumbent on me as a Certified Constable of the State of Rhode Island according to the best of my abilities. I certify under penalty of perjury, that all information provided in this application is true and accurate.  _____ Signature of Constable  _____ Date of Signature (MM/DD/YY)		
<b>OFFICE USE ONLY</b>		
Date application received:		
Bond:		
CHR:		
CE Certificates (10) hours:		