



State of Rhode Island  
Department of Business Regulation  
Division of Commercial Licensing  
Certified Constables Section  
1511 Pontiac Ave, Bldg. 69-1  
Cranston, RI 02920

## **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. Only complete applications will be considered:**

1. A completed Certified Constable Application.
2. Resume.
3. A Criminal History Record (CHR)<sup>1</sup>.
4. Two (2) letters of recommendation from attorneys licensed to practice law in Rhode Island each including at a minimum a statement that the licensed attorney intends to engage the applicant in the service of process in Rhode Island.
5. A letter from a Training Constable.<sup>2</sup>
6. Proof of completion of **one** of the following:
  - a. Sixty (60) hours of earned credit from an accredited college, university, or institution; **or**
  - b. Four (4) years of honorable military service; **or**
  - c. Twenty (20) years of honorable service with a local, state, or federal law enforcement agency.
7. Proof of United States citizenship, proof of which may include:  
Birth certificate showing birth in the United States; Form N-550, Certificate of Naturalization; Form N-560, Certificate of Citizenship; Form FS-240, Report of Birth Abroad of United States Citizen; Valid unexpired U.S. passport.
8. Proof of a Valid Motor Vehicle Operator's License.
9. Proof of successful completion of unlawful drug use screening.
10. Proof of successful completion of psychological testing performed by a professional licensed to administer psychological testing.
11. Two (2) passport style photographs. (Photos may be emailed to: [kimberly.precious@dbr.ri.gov](mailto:kimberly.precious@dbr.ri.gov).)

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<sup>1</sup> For further questions about this process, you may contact the Department of the Attorney General at (401) 274-4400.

<sup>2</sup> A Training Constable is a Certified Constable that has been approved for training by the Certified Constables' Board, who has a minimum of ten (10) years of licensure and is in good standing.



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12. If you are requesting a waiver from training pursuant to R.I. Gen. Laws § 9-5-10.1(b)(3)(ii), submit a waiver letter requesting exemption and include:
- a. Proof of graduation from a certified police or law enforcement academy; **and**
  - b. Proof of a minimum of twenty (20) years of honorable service as a police or law enforcement officer.

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

1. The Department will refer your application and other required materials to the Certified Constables' Board ("Board") for review at the next regularly scheduled Board meeting. At that meeting, the Board will determine whether the applicant should be recommended for training, or if additional information is needed.
2. If your application is **approved** for training, you will receive a letter containing your Trainee Identification badge. If your application is **not approved**, you will also receive a letter explaining why it was not approved.
3. If your application is approved, you may proceed to training. **Training** must consist of a minimum of ninety (90) hours that must be completed no sooner than ninety (90) days from the date of Board approval, and a **training log** must be maintained.

-The training log must show:

- a) The dates and times the applicant trained;
- b) The Court from which the particular summons, body attachment or other order originated;
- c) The time the particular summons, body attachment or other order was served or acted upon; and
- d) A detailed description of the training session.<sup>3</sup>

-Within **thirty (30) days** of the conclusion of training, the Training Constable must submit to the Department (for Board review) the completed Training Log and a letter containing comments on the aptitude of the trainee from the trainer.

4. The Board will review the training log and aptitude letter and verify the payment for training at the next regularly scheduled Board meeting. If no further information is needed, you will be recommended to immediately take the oral examination.<sup>4</sup>

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<sup>3</sup> A template training log can be found on the DBR website at:

[https://dbr.ri.gov/documents/divisions/commlicensing/Constables/RI\\_Constables\\_Training%20Log.pdf](https://dbr.ri.gov/documents/divisions/commlicensing/Constables/RI_Constables_Training%20Log.pdf)

<sup>4</sup> If you cannot make it on that day, the Board will review and vote on the materials submitted, and if approved you can schedule to have your oral exam taken at the next regularly scheduled Board meeting.



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-The **oral examination** will consist of the Board asking you questions regarding the legal and practical aspects of Certified Constable duties. The oral examination must be completed within ninety (90) days of approval of the training materials by the Board.

5. If you pass your oral examination, you will be recommended to sit for the **written examination**. The written examination must be completed within sixty (60) days of the completion of the oral examination.

-Written examinations are scheduled for a day and time best suited between the applicant and the Department. The written exam will consist of twenty multiple choice and/or true or false questions based on the laws and Certified Constable duties. You must receive a passing grade of at least 70 on the written exam to be licensed. If you fail your written exam you may call to schedule a date and time to take the exam again once again. If you fail the exam again, you will be referred to the Board to be re-evaluated.

-If you pass the written examination, the Board will forward their approval or denial recommendation to the Department. Once the Department has made its final review and approval, you will be required to provide the following:

- a) A Bond issued to the State of Rhode Island, in the amount of \$10,000, signed and witnessed prior to submission to the Department; and
- b) A check or money order in the amount of \$400.00, made payable to the "RI General Treasurer".

6. The final step is to schedule a time to pick up your license and take the oath.

Please visit the Department's Commercial Licensing website to find materials such as: the application, the Rhode Island General Laws governing Certified Constables, the Certified Constables' Regulations, the Certified Constables' Training Manual, and the Certified Constables' Training Log.

<http://www.dbr.ri.gov/divisions/commlicensing/constables.php>.

Should you have any questions regarding this process, you may contact:  
Kimberly Precious at [kimberly.precious@dbr.ri.gov](mailto:kimberly.precious@dbr.ri.gov) or at (401) 462-9650.



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**CERTIFIED CONSTABLE APPLICATION**

<b>APPLICANT INFORMATION</b>		
Name:	Date of Birth:	
SSN:	Current Occupation:	
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>	
Do you intend to perform civil arrests/body attachments? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
Is it acceptable for the DBR to make available to the public the phone number and email listed above? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
Have you ever had an occupational or professional license, permit or registration denied or disciplined, including but not limited to revocation, suspension, or probation? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
If you marked <b>YES</b> to the previous question, please provide details of the disciplinary action or denial in this space:		
<input type="checkbox"/> <b>Discipline</b> <input type="checkbox"/> <b>Denial</b> Agency/State: _____		
License/Permit/Registration: _____ Date of Agency Action: _____		
Reason for Discipline/Denial: _____		
<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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
<b>Affidavit of Application</b>		
I swear, under penalty of perjury that the information provided in connection with this application is true to the best of my knowledge, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny licensure by the Rhode Island Department of Business Regulation.		
_____ Signature of Applicant		_____ Date of Signature (MM/DD/YY)



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<b>OFFICE USE ONLY</b>		
Resume:	CHR:	Training Constable Letter:
Letters from Licensed Attorneys:	Drug Screening:	Psychological Testing:
Education:	U.S. Citizenship:	Valid MV Driver's License:
Training Waiver Letter:	Graduation from police/law academy:	20 Yrs of honorable service:
Photos:	Bond:	License FEE:

Rev. 5/12/22

Tel: 401-462-9650

TTY: 711

Web Site: [www.dbr.ri.gov](http://www.dbr.ri.gov)