

**HOW TO APPLY FOR THE
2009 POLICE OFFICER, CITIES AND TOWNS & MBTA TRANSIT POLICE
&
TROOPER, DEPT OF STATE POLICE EXAM**

BEFORE APPLYING FOR THE EXAM READ THE FULL EXAM ANNOUNCEMENT ON OUR WEBSITE AT WWW.MASS.GOV/CIVILSERVICE

If you are requesting that the fee for this examination be waived you must file a paper application along with a completed Fee Waiver form.

ON-LINE APPLICATION

Apply On-line with a Visa or MasterCard at <https://www.csexam.hrd.state.ma.us/hrd/>

Applications will be accepted from November 1, 2008 through March 18, 2009 only. You may apply for this examination on-line, using a Visa or MasterCard, at the Human Resources Division website: <https://www.csexam.hrd.state.ma.us/hrd/> until midnight on March 18, 2009. A confirmation number for each successful transaction will be issued to the applicant at the end of the on-line application process.

Applicants will have the option to have their exam results apply to one or both of the resulting eligible lists, police officer and trooper, respectively.

Applicants will have to select one of the following options when applying on-line. Applicants are reminded to carefully select their choice **BECAUSE YOU CAN NOT CHANGE YOUR CHOICE AFTER THE EXAMINATION IS HELD ON APRIL 25, 2009:**

- I want my exam results to apply for **BOTH** the Police Officer, Cities and Towns & MBTA Transit Police **AND** the Trooper, Massachusetts Department of State Police test.
- I want my exam results to apply for the Police Officer, Cities and Towns & MBTA Transit Police test **ONLY**.
- I want my exam results to apply for the Trooper, Massachusetts State Police test **ONLY**.

PAPER APPLICATION

Paper applications may be obtained at any State Police Barracks, city and town clerks' offices and civil service police stations across the state or at the Human Resources Division (HRD), Civil Service Unit, One Ashburton Place, Room 301, Boston, MA 02108, between 8:45 a.m. and 5:00 p.m. on weekdays. If you wish to have an application mailed to you, please call the Examination Hotline at the Human Resources Division at 617-878-9895 and leave a detailed voice-mail message that includes your address.

All completed paper applications must be returned by mail with the examination fee in the form of a bank check or money order **OR** with a completed fee waiver form and supporting documentation, or in person to: Human Resources Division, Civil Service Unit, One Ashburton Place, Room 301, Boston, MA 02108. Applications received or postmarked after March 18, 2009 will not be accepted. If you mail your application, send all correspondence by certified mail with "return receipt requested," if possible.

Paper applications must be accompanied by a bank check or money order **made payable to The Commonwealth of Massachusetts** in the amount of **\$100 dollars** to cover the examination-processing fee authorized by the State Legislature. Personal checks or cash will not be accepted. Please print your name, address, social security number, and the examination announcement number on the front of the money order or certified bank check. There will be **NO REFUNDS**.

ANNOUNCEMENT NUMBER

When filing a paper application applicants **MUST** enter the correct announcement number (**YOU WILL NOT BE ALLOWED TO CHANGE ANNOUNCEMENT NUMBERS AFTER THE TEST IS GIVEN ON APRIL 25, 2009**):

- If you want your exam results to apply for **BOTH** the Police Officer, Cities and Towns & MBTA Transit Police **AND** the Trooper, Massachusetts Department of State Police test, use announcement number **8434**. (Exam Title for item #11: **Police Officer/Trooper**)
- If you want your exam results to apply for the Police Officer, Cities and Towns & MBTA Transit Police test **ONLY**, use announcement number **8265**. (Exam Title for item #11: **Police Officer**)
- If you want your exam results to apply for the Trooper, Massachusetts State Police test **ONLY**, use announcement number **8373**. (Exam Title for item #11: **Trooper**)

FEE WAIVER

A waiver of the processing fee may be granted to applicants receiving state or federal public assistance, unemployment insurance or workers' compensation. If you intend to request a fee waiver, you must file a paper application; you may not file on-line. [Fee waiver forms](#) are available from and must be filed with the Massachusetts Human Resources Division, Examination Administration, One Ashburton Place, Room 301, Boston, MA 02108. [Fee waiver forms](#) **MUST** be submitted with the paper examination application, and must be accompanied by proof of eligibility, for the subject time period (12 months prior to the examination date), in the form of signed and dated receipts, check stubs and/or other documentation from the agency providing the assistance. If you are claiming a fee waiver, please make sure to fill in item #16 on your application.

EXAMINATION FEE

All applications must be accompanied by a money order, certified bank check, credit card payment, or by a completed fee waiver form. The examination-processing fee is **\$100** for applications received or postmarked by midnight **March 18, 2009**. The fee for applications filed after that date is **\$150**. Applications will not be accepted after **April 1, 2009**. Payment by money order or bank check should be **made payable to the Commonwealth of Massachusetts**. Please print your name, address, social security number, and the examination announcement number on the front of the money order or certified bank check. Payments by Master Card and VISA are also accepted when applying via the web site or in person.

NO CASH OR PERSONAL CHECKS.

SPANISH-SPEAKING APPLICANTS

You may take the examination in the Spanish language. If you do, you must, on the same day, take another written examination that tests your ability to read and understand English. If you wish to take the examination in the Spanish language, you must submit a separate letter requesting this along with your application and examination-processing fee or fee waiver form.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability and you are filing an on-line application, please check the box indicating that you are requesting such accommodation. If you are filing a paper application, fill in the circle in item 15 of your application. In both cases, forward a letter detailing what type of accommodation you require at the exam site. **You must also include a letter of support from a qualified professional.** Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

MAKE-UP EXAMINATION

With the exception of current military personnel who cannot be in Massachusetts on April 25, 2009, no applicant has a right to a make-up examination due to personal or professional conflicts on the testing date and applicants are advised to consider this **BEFORE** applying for the examination.

If you file an exam application by April 1, 2009, but are unable to appear for the exam on April 25, 2009 due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original testing date. HRD reserves the right to approve or deny your request. HRD may require an additional examination-processing fee of \$150.00 upon approval of your request.

REFUNDS

There will be **NO REFUND** of the examination-processing fee unless the examination is cancelled by HRD.

CHANGE OF ADDRESS

Applicants are responsible for notifying HRD in writing of any change of address after applying for the examination. Applicants may submit changes of address on-line at: <https://www.csexam.hrd.state.ma.us/standings/>, or by sending a written request, including former address, new address, effective date of new address, and social security number to HRD. Failure to keep your records up-to-date may jeopardize opportunities for employment.

FOR MORE INFORMATION

Information about this examination can be obtained on the Internet at <http://www.mass.gov/hrd> or by contacting the Human Resources Division Monday through Friday, One Ashburton Place, Room 301, Boston, MA, 02108, 8:45 a.m. - 5:00 p.m., except holidays, at the following numbers:

In the Boston area: (617) 727-3777

Outside the Boston area (within Mass.): (toll free) 1-800-392-6178

TTY Number: (617) 878-9762

FAX Number: (617) 727-0399

Exam Info Hotline: (617) 878-9895

Recorded information regarding this examination and other upcoming open competitive examinations is available at any time by calling (617) 878-9895.