



City of Chicago

Business Affairs and Consumer Protection

PUBLIC VEHICLE INDUSTRY NOTICE

Visit chicago.gov/reopening for Chicago's industry specific guidelines for business reopening, including "Be Safe. Taxi and Ride Hail".

January 05, 2021

Notice No. 21-002

-Stay SAFE and WARM- USE BACP's REMOTE SERVICES



BACP encourages licensees and license applicants to submit their service requests via email for safety and convenience during Chicago's winter weather.

Submit the following requests via email to BACPPV@cityofchicago.org :

- Change of Address
- Change of Affiliation
- Change of Equipment
- Change of Meter
- Change of Safety Device
- Change of Inspection Appointment
- Legal Name Change
- Letters to Operate
- License Renewal
- Lost License Report
- New License Application
- WAV Incentive Application

Select the "Public Vehicle" icon at webpage chicago.gov/bacp for public chauffeur and public vehicle licensing forms and information.

Remotely obtain Illinois Secretary of State **Court Purposes and Supervision Driving Abstracts** at cyberdriveillinois.com. The "public" abstract will not be accepted with a new or renewal chauffeur license application.

BACP also offers the option to remotely resolve a DOAH Administrative Notice of Violation (ANOV) instead of attending in-person at DOAH, 400 W. Superior. Email the ANOV# to BACP-AdministrativeHearings@CityofChicago.org to start the process.

Pay City of Chicago taxes and file tax returns on-line thru Chicago Business Direct: chicagobusinessdirect.org. Connect with Chicago's Department of Finance by e-mail at revenue@cityofchicago.org or phone at (312)747-4747.

The Ogden facility and the Vehicle Inspection Facility remain open to the public. A mask or face covering is required for entry. Visitors to the facility at 2350 W. Ogden Avenue will undergo a symptom screening, including a temperature check, before entering the facility.

Due to social distancing protocols in place, the 2350 W. Ogden Public Vehicle Licensing Facility has strict occupancy limits. Once the building reaches social distancing occupancy limits, visitors are expected to wait outside the building – prepare and dress appropriately for waiting outside in inclement weather. **Arrive early and check-in at the reception desk before 3:00 p.m. in order to ensure same day service.** Visitors are encouraged to bring their own pen and frequently use hand sanitizer stations while at the facilities.

- ▶ Interested in trying to resolve your ANOV remotely instead of attending an in-person hearing? Email the ANOV# to BACP-AdministrativeHearings@CityofChicago.org
- ▶ For questions, comments, or to join the Business Affairs and Consumer Protection-Public Vehicle Operations (BACPPV) e-mail list to receive industry notices and other news, send an email to BACPPV@cityofchicago.org.
- ▶ Rules and Regulations governing City of Chicago licensed public vehicles and public chauffeurs are available at chicago.gov/bacp.
- ▶ The Municipal Code of Chicago is available at www.amlegal.com.

Public Vehicle Operations Division • 2350 W. Ogden, First Floor, Chicago, IL 60608
BACPPV@cityofchicago.org • 312-746-4300 • chicago.gov/bacp