



# City of Chicago

## Business Affairs and Consumer Protection

### PUBLIC VEHICLE INDUSTRY NOTICE

Visit [chicago.gov/reopening](http://chicago.gov/reopening) for Chicago's industry specific guidelines for business reopening, including **"Be Safe. Taxi and Ride Hail"**.

April 14, 2021

Notice No. 21-014

### **RENEW PUBLIC CHAUFFEUR OR PUBLIC VEHICLE LICENSE BEFORE IT EXPIRES**



The Department of Business Affairs and Consumer Protection (BACP) encourages licensees to complete the license renewal process well in advance of the July 15, 2021 deadline, when thousands of public chauffeur and public passenger vehicle licenses will expire.

Licenses which expired or expire between March 15, 2020 and June 15, 2021 were granted COVID-19 relief by delaying license expiration date to July 15, 2021. **Licenses not renewed by July 15, 2021 will be considered expired on July 16, 2021.** BACP anticipates a high volume of license renewal application submissions the weeks prior to the July 15, 2021 deadline. Avoid long waits and potential for delayed processing of license renewal due to heavy volume and submit license renewal applications now.

BACP offers the option to renew licenses in person at the Public Passenger Vehicle Licensing Facility\* at 2350 W. Ogden, 1<sup>st</sup> Floor Chicago, IL or to renew licenses electronically. License applicants may submit renewal applications via email for safety and convenience.

Submit the following requests via email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org):



- Change of Address
- Change of Affiliation
- Change of Equipment
- Change of Inspection Appointment
- Legal Name Change
- Letters to Operate
- License Renewal
- WAV Incentive Application

- ✓ Go to [chicago.gov/bacp](http://chicago.gov/bacp) and select the **"Public Vehicle" icon** for public chauffeur and public vehicle licensing forms, instructions, and information.
- ✓ Remotely obtain Illinois Secretary of State **Court Purposes and Supervision Driving Abstracts** at [cyberdriveillinois.com](http://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](mailto: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](http://chicagobusinessdirect.org). Connect with Chicago's Department of Finance by e-mail at [revenue@cityofchicago.org](mailto:revenue@cityofchicago.org) or phone at (312)747-4747.

\*The Public Vehicle Licensing Facility is open to the public. A mask or face covering is required for entry. Visitors to the facility will undergo a symptom screening, including a temperature check, before entering the facility. Due to social distancing protocols in place, the 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 to ensure same day service.** Visitors are encouraged to bring their own pen and frequently use hand sanitizer stations while at the facilities.

- ▶ Resolve your ANOV remotely instead of attending an in-person hearing by emailing the ANOV# to [BACP-AdministrativeHearings@CityofChicago.org](mailto: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](mailto:BACPPV@cityofchicago.org).
- ▶ Rules and Regulations governing City of Chicago licensed public vehicles and public chauffeurs are available at [chicago.gov/bacp](http://chicago.gov/bacp).
- ▶ The Municipal Code of Chicago is available at [www.amlegal.com](http://www.amlegal.com).

**Public Vehicle Operations Division • 2350 W. Ogden, First Floor, Chicago, IL 60608**  
[BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) • 312-746-4300 • [chicago.gov/bacp](http://chicago.gov/bacp)