



# City of Chicago

## Business Affairs and Consumer Protection

### PUBLIC VEHICLE INDUSTRY NOTICE

April 30, 2020

Notice No. 20-018

Visit [chicago.gov/coronavirus](http://chicago.gov/coronavirus) for health, well-being, food, housing, financial and employment support resources and services. The City's dedicated COVID-19 webpage is updated with the current information and resources.

Follow the safety guidelines published by the Centers for Disease Control and Prevention (CDC): "What Rideshare, Taxi, Limo, and other Passenger Drivers-for-Hire Need to Know about COVID-19" at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html>

### **CORONAVIRUS IMPACTED**

### **PUBLIC PASSENGER VEHICLE OPERATIONS UPDATE**

The Department of Business Affairs and Consumer Protection (BACP), in support of Governor Pritzker's "Stay at Home" orders and the City of Chicago's efforts to minimize the transmission of the Coronavirus (COVID-19), continues to implement the following protocols.

**BACP offices, including Ogden and 39<sup>th</sup> Street, remain closed to the public in accordance with social distancing efforts.** BACP will send out a future notice with information on when BACP offices will re-open to the public.

While BACP offices remain closed to the public, BACP staff continues to work servicing public passenger vehicle licensees and performing essential functions. BACP staff is available by e-mail.

- E-mail [bacppv@cityofchicago.org](mailto:bacppv@cityofchicago.org) with questions.
- E-mail public vehicle insurance documents to [bacpinsurance@cityofchicago.org](mailto:bacpinsurance@cityofchicago.org).
- BACP staff is processing and updating license status and information daily. Visit the City of Chicago Data Portal ([data.cityofchicago.org](http://data.cityofchicago.org)) for current license information for Public Passenger Vehicle, including Taxicab Medallion, and Public Chauffeurs licenses. How to search for license information:  
<https://www.chicago.gov/content/dam/city/depts/bacp/publicvehicleinfo/ridesmartchicago/dataportal/flyer02142020.pdf>

## **I. PUBLIC PASSENGER VEHICLE LICENSE RENEWALS**

► If applicable, BACP encourages licensees to submit licensing documents to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) to begin the renewal process remotely.

**Renewals of the following licenses are deferred until **July 15, 2020**:**

- Public Chauffeur (taxicab, livery, pedicab, and horse drawn carriage drivers) Licenses with expiration dates between February 1, 2020 and **June 15, 2020**.
- Pedicab Vehicle Licenses expired March 31, 2020. Licensees are encouraged to submit license renewal documents directly to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).
- Taxicab Medallion Licenses that expired February 29, 2020. Licensees are encouraged to submit license renewal documents directly to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).

## **II. PUBLIC PASSENGER VEHICLE INSPECTIONS**

Public vehicle inspections scheduled at the BACP Public Vehicle Inspection Facility (2420 W. Pershing Road/39<sup>th</sup> Street) from March 19, 2020 to **June 15, 2020** will be rescheduled.

An updated Public Vehicle Inspection Schedule will be posted at the BACP webpage at [Chicago.Gov/BACP](http://Chicago.Gov/BACP). BACP shall notify taxicab affiliations and license managers by e-mail of updated public vehicle inspection dates.

Public passenger vehicle licensees may request inspection date scheduling changes by sending an e-mail to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).

## **III. SURRENDERING TAXICAB MEDALLION LICENSES**

Taxicab medallion licensees surrendering licenses may send completed License Surrender Forms by e-mail to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org). A fillable License Surrender form is available to download at the BACP webpage.

A taxicab medallion licensee may initiate an "un-surrender" to place a taxicab back into service by sending an e-mail to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org). A request to "un-surrender" must be supported by proof of current mandated insurance. If approved, a "Letter to Operate" will be e-mailed to the taxicab medallion licensee if the hard card and medallion have been surrendered to our office.

#### **IV. APPLICANTS FOR INITIAL NEW PUBLIC CHAUFFEUR LICENSES**

*The following does not apply to existing public chauffeur licensees.*

Applicants for initial new public chauffeur licenses who have completed and passed approved public chauffeur training courses and exams AND have already submitted fingerprints to an approved BACP criminal history check vendor, should e-mail their TCN fingerprint receipts to BACP at [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org). Fingerprint receipts may be scanned as attachments or sent as photos to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).

Applicants should retain their TCN fingerprint receipts for processing and the application process is expected to resume as normal once BACP offices are open to the public. Any changes to the application process will be disseminated via Public Vehicle Industry Notice.

#### **V. DOCUMENTS and SERVICES ARE AVAILABLE ONLINE**

- Public Chauffeur and Public Passenger Vehicle license application forms and documents are available at [www.chicago.gov/BACP](http://www.chicago.gov/BACP).
- City of Chicago Payment Portal: <https://pay.chicago.gov/>
- The Illinois Secretary of State ([www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)) offers online services:



**DON'T WAIT. RENEW ONLINE!** 

**During the stay at home order,  
go online for these essential services:**

- Renew your vehicle registration.  
*You'll need the registration ID and PIN, which are located on your renewal notice and registration card. Call 312-793-1010 if you need assistance.*
- Renew your driver's license with the Safe Driver Renewal Program.
- Obtain a duplicate driver's license or ID card.
- Obtain a Driving Record Abstract.

Visit the Secretary of State's website at:  
**CYBERDRIVEILLINOIS.COM**

**JESSE WHITE**  
SECRETARY OF STATE

- ▶ 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).

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