



City of Chicago

Business Affairs and Consumer Protection

PUBLIC VEHICLE INDUSTRY NOTICE

June 2, 2020

Notice No. 20-023

Visit chicago.gov/reopening for Chicago's industry specific guidelines for business reopening, including **"Be Safe. Taxi and Ride Hail - City of Chicago Phase 3 Guidelines"**.

Visit 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 39th 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 continues to work servicing public passenger vehicle licensees and performing essential functions.

- E-mail bacppv@cityofchicago.org with questions.
- E-mail public vehicle insurance documents to bacpinsurance@cityofchicago.org.
- BACP staff is processing and updating license status and information daily. Visit the City of Chicago Data Portal (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 – NEW LAW

- ▶ If applicable, BACP encourages licensees to submit licensing documents to BACPPV@cityofchicago.org to begin the renewal process remotely.
- ▶ On May 20, 2020, the Chicago City Council approved and passed a law, proposed by Mayor Lightfoot and BACP Commissioner Rosa Escareno, to extend licenses that have expired during the COVID-19 outbreak and the State of Illinois Stay at Home Order.
- ▶ The law (Ordinance 2020-2372) officially extended BACP issued licenses, including public chauffeur and public passenger vehicle licenses, which expired or expire between March 15, 2020 and June 30, 2020. These expired licenses will have until July 30, 2020 to renew.
- ▶ **Renewals of the following licenses are deferred until July 30, 2020:**
 - Public Chauffeur (taxicab, livery, pedicab, and horse drawn carriage drivers) Licenses with expiration dates between March 15, 2020 and June 30, 2020 may renew up to **July 30, 2020**.
 - Pedicab Vehicle Licenses expired on March 31, 2020 may renew up to **July 30, 2020**. Licensees are encouraged to submit license renewal documents directly to BACPPV@cityofchicago.org.
 - Charter Bus Licenses, Medicar licenses, and Jitney licenses may renew up to **July 30, 2020**.
- ▶ Licensees are encouraged to submit license renewal documents directly to BACPPV@cityofchicago.org
- ▶ Licenses which expired before March 15, 2020 are expired and may not operate unless renewed and issued a license with current license term.
- ▶ Taxicab medallion licenses expired prior to March 15, 2020 are expired and may not operate unless renewed and issued a license with current license term.

II. PUBLIC PASSENGER VEHICLE INSPECTIONS

Public vehicle inspections scheduled at the BACP Public Vehicle Inspection Facility (2420 W. Pershing Road/39th 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. 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.

III. SURRENDERING TAXICAB MEDALLION LICENSES

Taxicab medallion licensees surrendering licenses may send completed License Surrender Forms by e-mail to 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. 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. Fingerprint receipts may be scanned as attachments or sent as photos to 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. RENEWING PUBLIC CHAUFFUER LICENSES VIA E-MAIL

- Current public chauffeurs may start the renewal process by e-mailing a completed renewal license application form to BACPPV@cityofchicago.org with current Court Purposes and Supervision Illinois Secretary of State Driving Record Abstracts. The renewal application form is available online at chicago.gov/bacp.
- Court Purposes and Supervision Illinois Secretary of State Driving Record Abstracts may be obtained online for a fee at www.cyberdriveillinois.com.

- Renewal applicants which meet the requirements for renewal, you will be issued a Letter to Operate in Lieu of a Chauffeur License. This Letter to Operate is issued with an expiration date.
- Before the Letter to Operate expires, appear at Public Vehicle Operations Division (2350 W. Ogden Avenue, 1st Floor) with the following:
 1. original signed and dated renewal application
 2. original driving record submitted with the renewal application
 3. current state driver's license
 4. \$5 license renewal fee
 5. New photo will be taken at the facility for the new chauffeur license card

VI. DOCUMENTS and SERVICES ARE AVAILABLE ONLINE

- Public Chauffeur and Public Passenger Vehicle license application forms and documents are available at www.chicago.gov/BACP.
- City of Chicago Payment Portal: <https://pay.chicago.gov/>
- The Illinois Secretary of State (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.
- ▶ 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