



City of Chicago

Business Affairs and Consumer Protection

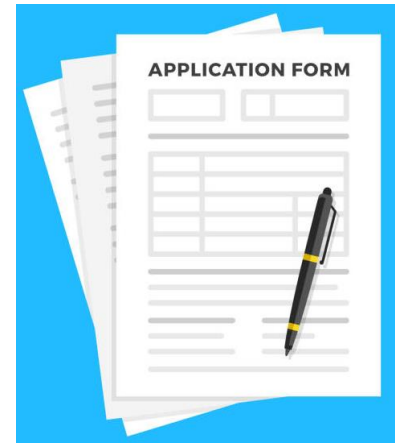
PUBLIC VEHICLE INDUSTRY NOTICE

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

July 5, 2021

Notice No. 21-021

**APPLYING FOR A
NEW BUSINESS LICENSE**



Attention: NEW PUBLIC VEHICLE & PUBLIC CHAUFFEUR APPLICANTS!

- 1.) Review the applicable license application information and checklist at the BACP Web site: chicago.gov/bacp. Verify you have completed the required forms and obtained the documents listed on the license application checklist.
- 2.) Request a City of Chicago debt clearance form and resolve outstanding debt (tickets, fines, taxes, and fees) by contacting the Department of Finance at 312-747-4747 or revenuatabase@cityofchicago.org. The Department of Finance web site is cityofchicago.org/finance and can be used to identify outstanding tickets, fees, and taxes.
- 3.) Visit the Illinois Secretary of State website cyberdriveillinois.com
 - For public vehicle license applicants: Verify company is in good standing with the Illinois Secretary of State by performing a Corporation/LLC Search
 - For public chauffeur licenses: Obtain your MVR Court Purposes and Supervision abstracts for a fee to the Illinois Secretary of State
- 4.) Please be aware that BACP will be processing thousands of license renewals in the month of July 2021. Arrive early (before 11am) to apply for new license or schedule an appointment by e-mailing BACPPV@cityofchicago.org.

***The Public Vehicle Licensing Facility is open to the public.** A mask or face covering is required for entry. 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 (before 2pm) to ensure same day service.** Visitors are encouraged to bring their own pen and frequently use hand sanitizer stations.

- ▶ Resolve your ANOV remotely instead of attending an in-person hearing by emailing 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.

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BACPPV@cityofchicago.org • 312-746-4300 • chicago.gov/bacp