



City of Chicago

Business Affairs and Consumer Protection

Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608
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2024 LIVERY LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

October 6, 2023

-ALERT! THE LIVERY LICENSE RENEWAL PROCESS HAS BEEN UPDATED: READ CAREFULLY-

Current livery licenses expire on December 31, 2023. Starting November 1, 2023, livery licensees may submit completed, signed, and dated license renewal application along with required documents. Only complete applications submitted by licensees that have resolved City of Chicago debt and holds will be reviewed.

The consequences of failing to timely renew your City of Chicago licenses include, but are not limited to, expiration of your license and termination of all interests you have in those licenses. December 31, 2023 is a Sunday. Plan accordingly to ensure your livery license is renewed and active to operate on January 1, 2024.

Only an individual licensee, a registered corporate officer or LLC member, or an Illinois licensed attorney authorized by the licensee may renew a livery license on behalf of the licensee.

Important dates to keep in mind:

- BACP offices are closed: Nov. 10, 2023, Nov. 23, 2023, Dec. 25, 2023 and Jan. 1, 2024.
- Up to December 15, 2023, the Public Vehicle Licensing Operations Facility at 2350 W. Ogden Avenue, 1st Floor, Chicago, IL 60608 is open to walk-ins without appointments from 8:30 am to 11:30 am only. After 11:30 am is **by appointment only**.
- From December 18, 2023 to January 9, 2024, the Public Vehicle Licensing Operations Facility will provide service **by appointment only**.
- On January 10, 2024, the Public Vehicle Licensing Operations Facility will resume accepting walk-ins without appointments from 8:30am to 11:30am. After 11:30 am is **by appointment only**.
- Current livery licenses expire Sunday, December 31, 2023.

For your convenience, the following are posted online and are accessible 24/7 from anywhere:

- On the **BACP Livery webpage** (start at Chicago.gov/PublicVehicles ⇒ click "Chicago Public Passenger Vehicle Licenses (Other than Taxi and TNP/Ride-Hail)" ⇒ click "Livery")
 - ✓ 2024 Livery License Renewal Instructions (this document)
 - ✓ **Scheduled IN-PERSON Appointments for Livery License Renewals** at the BACP Public Vehicle Licensing Facility at 2350 W. Ogden, 1st Floor
 - BACP recommends attending your scheduled license renewal appointment. If you miss your appointment, use the below [appointment scheduling link](#) to schedule a new appointment.
 - **Licensees are encouraged to renew remotely by emailing license renewal documents to BACPPV@cityofchicago.org**. Licensees who submit their license renewal documents via email to BACPPV@cityofchicago.org may cancel their in-person renewal appointment. We recommend emailing license renewal documents before Dec. 11, 2023.
 - ✓ **Public Passenger Vehicle License Tool Kit**: the basics of managing your livery license

- On the BACP webpage ([Chicago.gov/PublicVehicles](https://www.chicago.gov/PublicVehicles))
 - ✓ [Public Vehicle License Service Appointment Scheduling Link](#)
- On the City of Chicago Data Portal (start at data.cityofchicago.org ⇒ search for the “Public Passenger Vehicle Inspection Schedule” dataset)
 - ✓ [Scheduled 2024 Livery License Inspections](#) – this document is updated and current daily

CITY OF CHICAGO DEBT AND LICENSE ACCOUNT HOLDS: Chicago.gov/ChicagoBusinessDirect

Make sure your City of Chicago Livery License business account is in good standing: start at the Chicago Business Direct web portal (Chicago.gov/ChicagoBusinessDirect).

- If you have not yet registered and created a personal user profile for yourself, please do so. If you already established your personal user profile, then please log in.
- Proceed to your MY BUSINESS ACCOUNTS page to ensure that your personal user profile is linked to your livery license business account. If you are not linked, please email ChicagoBusinessDirect@cityofchicago.org.
- Proceed to the TAX SERVICES section to file your GTT (ground transportation tax) return.
- Pay unpaid charges and balances associated with your livery license business account.
- Make sure outstanding balances are paid and City of Chicago tax return filings are current.
- Questions regarding City of Chicago taxes and tax return filings may be directed the Department of Finance at revenuecs@cityofchicago.org or (312) 747-4747.

LIVERY VEHICLE CHANGE OF EQUIPMENT and INSPECTION SCHEDULE

Livery vehicles model year 2019 or older must complete and pass City of Chicago, Public Vehicle inspection located at 2420 W. Pershing Road, in addition to the (IDOT) Illinois Department of Transportation inspection. Vehicles that cannot pass the City inspection must be replaced with a vehicle that meets requirements. The livery vehicle inspection dates are posted on the City of Chicago Data Portal (data.cityofchicago.org) in the “Public Passenger Vehicle Inspection Schedule” dataset. This dataset is updated daily and contains the most current vehicle inspection date and time.

RENEWAL DOCUMENTS CHECKLIST

The following documents must be completed and submitted at the time of your renewal appointment:

1. CERTIFICATE OF GOOD STANDING / LLC FILE DETAIL REPORT FOR LLCs: [ilsos.gov](https://www.ilsos.gov)
 If the license(s) is in the name of a corporation or LLC, the licensee must provide proof of “Active” status from the Illinois Secretary of State. Proof of “Active” status must be dated after October 1, 2023 and include the “Officers” or “Managers” tab. Officer/Manager information listed must match information on file with BACP.

2. LICENSE RENEWAL & OWNERSHIP VERIFICATION FORM
 The information provided on this form must correspond to the corporate minutes or operating agreement previously submitted to BACP. Public Vehicle licensing staff will print out this form in the facility. Upon request by email to BACPPV@cityofchicago.org, BACP can email this form to licensee. Licensee must include IRIS account number and livery license number(s) in the email request.

- Submit a Change of Officer application and pay the applicable change of officer processing fees to make changes to your company's officer or shareholder structure.

3. CERTIFICATE OF INSURANCE

Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) policy expiration date of December 31, 2024; (2) the public vehicle license number; (3) VIN number; (4) make, model and year of vehicle; (5) a 30-day written "Notice of Cancellation" statement listing "BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608" as the certificate holder and additional insured; (6) and, when applicable, a statement that any vehicle modifications and/or additional equipment is covered by the insurance policy.

- BACP will immediately suspend the license of a licensee that fails to timely submit its proof of insurance or maintain required insurance coverage and such suspension will remain until acceptable proof of valid insurance is received. In addition, a licensee may be subject to fines and/or license revocation.

6. IDOT INSPECTION SHEET

Submit a current Illinois Department of Transportation inspection sheet for each vehicle being renewed. Only inspection sheets dated after June 1, 2023, will be accepted.

7. LICENSE RENEWAL FEE PAYMENT

Applicants for livery license renewal must submit the full amount of the license renewal fee of **\$500** per each livery license. City of Chicago payment centers are posted at Chicago.Gov/Finance. Cash amounts over \$1,000.00 are not accepted. Personal checks are not accepted. The license fee may be paid by credit card, certified check or money order. Certified checks and money orders must be made payable to the "City of Chicago". In order to provide you with more efficient service, all certified checks and money orders should be completed in full and include IRIS account number(s).

LIVERY LICENSE "HARD" CARD: Proof of January 1 to December 31, 2024 License

- After the completion of your livery license renewal, including payment of license fee, BACP will issue a unique City of Chicago Livery License "Hard" Card linked to your livery license and vehicle.
- The 2024 Livery License "Hard" Card must be displayed on the passenger-side dashboard while operating as a livery.
- Purchase corresponding 2024 City of Chicago Livery License Plates from the Illinois Secretary of State (IL SOS) facility at 5401 N. Elston, Chicago, Illinois.
- Note: BACP will no longer issue windshield license decals.
- At all times the livery is operating, the current IL SOS issued 2024 license plates must be affixed and displayed, the 2024 City of Chicago Livery License "Hard" Card must be displayed on the passenger-side dashboard, and the driver must have a current valid City of Chicago restricted or taxi public chauffeur license with them.
- Livery licensees are responsible for filing current certificate of insurance with BACP.
- Livery licensees must update BACP on material changes to information (address, vehicle, etc.) linked to their respective City of Chicago livery license.