



City of Chicago
Department of Business Affairs and Consumer Protection
Public Vehicle Operations Division • 2350 W. Ogden, 1st Floor, Chicago, IL 60608
312-746-4200 • BACPPV@CITYOFCHICAGO.ORG • Chicago.gov/PublicVehicles

**INSTRUCTIONS FOR TRANSFER OF STOCK AND CHANGE OF OFFICER APPLICATIONS
FOR PUBLIC PASSENGER VEHICLE LICENSES (NON-TAXI)**

1. The application must be completed, signed, and dated.
2. Current Certificate of Good Standing from the Secretary of State or Corporate/LLC File Detail Report: ilsos.gov

Proof of "Active" status must be current and include the "Officers" or "Managers" tab. Officer/Manager information listed must match information on file with BACP.
3. Corporate Minutes reflecting the election of new officers and resignation of old officers. The minutes must be signed and dated by the shareholders/corporate officers, partners or members. Corporate minutes or LLC Operating Agreement must state with specificity who owns the stock or ownership of the company. Certified copies of death certificates for the removal of any deceased officers/minority shareholders.
4. Each new officer and shareholder must provide proof of legal residence such as a utility bill or property tax bill.
5. ALL Officers and shareholders must be fingerprinted by a BACP approved fingerprint facility. ALL officers and shareholders must also provide two passport-sized photos for the identification card or have their digital photo taken at the Ogden facility. Applications should contain a copy of the receipt from the fingerprinting agency. The receipt must list the applicant's Transaction Control Number (TCN). No files will be approved unless the applicant's fingerprints have been cleared.
6. If change of address applies, provide proof of the principal place of business address in the City of Chicago such as a property tax bill or a current commercial lease in the name of the licensee.
7. The licensee must resolve any outstanding holds before the application is processed.
8. **Make an appointment to submit your change of officer application.**

Visit www.Chicago.gov/PublicVehicles and schedule an appointment using the posted link. You may also request an appointment by emailing documents to BACPPV@cityofchicago.org.