



## City of Chicago Business Affairs and Consumer Protection

Public Vehicle Operations Division • 2350 W. Ogden, First Floor • Chicago, IL 60608  
312-746-4200 • [BACPPV@CITYOFCHICAGO.ORG](mailto:BACPPV@CITYOFCHICAGO.ORG) • [Chicago.gov/PublicVehicles](http://Chicago.gov/PublicVehicles)

### 2026 LIVERY VEHICLE LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

September 12, 2025

**Current livery vehicle licenses expire on December 31, 2025.** Starting October 1, 2025, livery vehicle licensees may submit a 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. Plan accordingly to ensure your livery license is renewed and active to operate on January 1, 2026. Only an individual licensee, a registered corporate officer or LLC member, or an Illinois-licensed attorney authorized by the licensee may renew a livery vehicle license on behalf of the licensee.

#### **Starting October 1, 2025, request renewal application and submit completed application by:**

(1) E-mail to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) (the preferred method) – include licensee name, license number, and/or IRIS number in all emails with BACP. Email license renewal documents before Dec. 10, 2025.

#### **OR**

- (2) In-person at the BACP Public Vehicle Licensing Facility (2350 W. Ogden, 1<sup>st</sup> Floor, Chicago, Illinois 60608)
- Renewal License Applicants must check in at the reception desk before 2pm.
  - Make a copy of your complete application prior to submission at BACP as BACP staff are unable to print or to make copies for your personal use.
  - Visit [Chicago.gov/PublicVehicles](http://Chicago.gov/PublicVehicles) for facility hours, walk-in service times, and appointment scheduling.

#### **Important dates to keep in mind:**

- BACP offices are closed: Oct. 13, 2025, Nov. 11, 2025, Nov. 27, 2025, Dec. 25, 2025, and Jan. 1, 2026.
- Up to December 12, 2025, the Public Vehicle Licensing Operations Facility at 2350 W. Ogden Avenue, 1st Floor, Chicago, IL 60608 is open to walk-ins for LICENSE RENEWALS without appointments from 8:30 am to 11:30 am only. After 11:30 am is by appointment only.
- From December 15, 2025 to January 9, 2026, the Public Vehicle Licensing Operations Facility will provide service by appointment only.
- On January 12, 2026, 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.

For your convenience, the following are posted online at the [BACP Livery webpage](http://BACP Livery webpage)

- start at [Chicago.gov/PublicVehicles](http://Chicago.gov/PublicVehicles)
- click "[Chicago Livery, Charter/Sightseeing, Pedicab, Ambulance, Medicar, Water Taxi/Tour Boats, Low-Speed Electric PPV, and Jitney Vehicle Licenses](#)"

- ✓ 2025 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, 1<sup>st</sup> Floor
  - BACP recommends attending your scheduled license renewal appointment. If you miss your appointment, use the [appointment scheduling link](#) to schedule a new appointment.

- ✓ [Public Passenger Vehicle License Tool Kit](#): Review the basics of managing your livery license
- On the BACP webpage ([Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles))
  - ✓ [Public Vehicle License Service Appointment Scheduling Link](#)
- On the City of Chicago Data Portal (start at [data.cityofchicago.org](https://data.cityofchicago.org) ⇒ search for the “Public Passenger Vehicle Inspection Schedule” dataset)
  - ✓ [Scheduled 2026 Livery License Inspections](#) – this document is current and updated daily

## **CITY OF CHICAGO DEBT AND LICENSE ACCOUNT HOLDS: [Chicago.gov/ChicagoBusinessDirect](https://chicago.gov/ChicagoBusinessDirect)**

Start at [Chicago.gov/ChicagoBusinessDirect](https://chicago.gov/ChicagoBusinessDirect) to ensure account is in good standing:

- Watch the “[How to File A Ground Transportation Tax Return - Video](#)” for guidance. The video can be found here [City of Chicago :: Ground Transportation Tax \(7595\)](#).
  - ✓ 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](mailto:ChicagoBusinessDirect@cityofchicago.org).
  - ✓ Proceed to the **TAX SERVICES** section to file your GTT (ground transportation tax) return.
- 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](mailto:revenuecs@cityofchicago.org) or (312) 747-4747.
- **BACP will not process license renewals for accounts with City of Chicago debt or holds.**

## **LIVERY VEHICLE CHANGE OF EQUIPMENT and INSPECTION SCHEDULE**

Livery vehicles model year 2021 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](https://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://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 on or after October 1, 2025, and include the “Officers” or “Managers” tab. Officer/Manager information listed must match information on file with BACP. Screen shots of [ilsos.gov](https://ilsos.gov) webpages with this information will be accepted. This must be done prior to coming to Ogden, the staff cannot perform this service for you.

### **2. LICENSE RENEWAL & OWNERSHIP VERIFICATION FORM**

The information printed on this form must match the corporate minutes or operating agreement previously submitted to BACP. Obtain the form (1) in-person at the BACP Public Vehicle Licensing Facility OR (2) by

sending a request to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) for an emailed form. Licensees must include licensee name, license number, and/or IRIS number in all emails and communications with BACP.

Discuss any discrepancies or omissions with a BACP staff member at your renewal appointment. If you wish to make changes to your company's ownership structure, you must submit a Change of Officer application and pay the applicable change of officer processing fees for the addition of or removal of any officer.

### **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, 2026; (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.

### **4. IDOT INSPECTION SHEET**

Submit a current Illinois Department of Transportation inspection sheet for each vehicle (older than model year 2025) being renewed. Only inspection sheets dated after June 1, 2025, will be accepted.

### **5. 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](https://www.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". All checks must have the name and address **pre-printed** by the issuing lending institution on the check. 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 License from January 1 to December 31, 2026**

- After the completion of your livery license renewal, including full payment of license fee, BACP will issue a unique City of Chicago Livery License "Hard" Card linked to your livery license and vehicle.
- The Livery License "Hard" Card must be displayed on the passenger-side dashboard.
- Purchase corresponding 2026 City of Chicago Livery License Plates from the Illinois Secretary of State (IL SOS) facility at 5401 N. Elston, Chicago, Illinois.
- At all times the livery is operating, the current IL SOS issued 2026 license plates must be affixed and displayed, the 2026 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 must file current certificate of insurance with BACP prior to a license being issued.
- Livery licensees must update BACP on material changes to information (address, vehicle, etc.) linked to their respective City of Chicago livery license.