



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 · CHICAGO.GOV/BACP

2023 LIVERY LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

September 12, 2022

LICENSE RENEWAL PROCESS – RENEW ELECTRONICALLY & REMOTELY

Current livery licenses expire on December 31, 2022. Starting November 1, 2022, livery license renewal applicants may submit a completed, signed and dated application along with required documents to BACPPV@cityofchicago.org to renew the license before it expires. Only complete applications submitted by licensees that have paid or resolved all outstanding debt owed to the City of Chicago 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.

Licensees are encouraged to renew remotely by email by submitting license renewal documents to BACPPV@cityofchicago.org.

The BACP Public Vehicle Ogden office and 39th Street vehicle inspection facility are open to the public. Visitors are encouraged to bring their own pen and frequently use hand sanitizer stations.

Each livery company will receive a scheduled renewal appointment option. Licensees must communicate to BACPPV@cityofchicago.org their intention of maintaining scheduled in-person renewal appointments at BACP Public Vehicle Operations, 2350 W. Ogden Avenue, 1st Floor, Chicago, Illinois. Questions, requests to change appointments, or consolidate appointments for multiple accounts may be sent via email to BACPPV@cityofchicago.org.

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.

DEBT AND HOLDS

All debt owed to the City of Chicago must be resolved before you renew your livery license. If your account has debt holds, a Hold Notice will be included as part of this package. Resolution instructions are included in the Hold Notice. Debt holds include, but are not limited to, taxes and parking violation fines. Any debt posted to your account after the date of the Hold Notice must also be satisfied prior to renewal. Questions for the Department of Finance regarding debt may be e-mailed to DOFinquiries@cityofchicago.org.

CHANGE OF EQUIPMENT OF LIVERY VEHICLE

Any vehicle that is model year 2018 or older will no longer have to be replaced. However, all livery vehicles model year 2018 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. See the enclosed 2023 Renewal Appointment & Inspection Notice for inspection dates.

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

If the license(s) is in the name of a corporation or LLC, the licensee must provide a Certificate of Good Standing from the Illinois Secretary of State or a Corporation or LLC File Detail Report downloaded from the Secretary of State's Web site indicating that the company is in good standing, dated after October 1, 2022.

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.

- 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, 2023; (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 being renewed. Only inspection sheets dated after June 1, 2022, 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. 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).