



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 TAXI LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

December 28, 2023

LICENSE RENEWAL PROCESS FOR EVEN-NUMBERED TAXI LICENSES

The license renewal period for EVEN-numbered taxi licenses begins in January 2024. EVEN-numbered taxi licenses which are not renewed expire on February 29, 2024. Expired licenses may not be operated. The taxi license renewal fee is \$500.00 for a two-year license term.

- Licensees are encouraged to submit completed license renewal documents to email address BACPPV@cityofchicago.org.
- Licensees must include licensee name, license number, and/or IRIS number in all emails and communications with BACP and other City of Chicago departments.

Licensees must timely communicate the following by emailing BACPPV@cityofchicago.org:

- A request to change a scheduled license renewal appointment. This request must be submitted two weeks prior to the scheduled appointment.
- A request to combine multiple renewal appointments dates.

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

The BACP Public Vehicles "[Chicago Taxicab Medallion License Information](#)" webpage contains:

1. This Taxi License Renewal Instructions and Checklist
2. Dates and times of taxicab medallion license renewal appointments
3. Dates and times of taxicab vehicle inspections
4. [Tool Kit for Taxi Medallion License Holders](#)

ALERT: NEW LICENSE DECALS FOR 2024 EVEN-NUMBERED TAXI LICENSES!

BACP is rolling out a new taxi license symbol based on requests from taxi license holders.

- Taxi license holders had asked BACP to explore an alternative solution to damaging the taxi vehicle by drilling a hole to bolt the taxi medallion metal plate to the vehicle hood.
- The new decal for City of Chicago licensed taxis eliminates drilling holes into taxi vehicles.
- Using taxi license decals instead of metal plates is a positive sustainability initiative.
- The new decal is visible to the public and enforcement to identify licensed City of Chicago taxis.



In May 2023, BACP launched a survey asking the taxi industry to vote to keep or replace the metal plate. The majority, 85%, voted to REPLACE the metal plate.

Starting with the 2024 taxi license renewal, BACP will be issuing adhesive taxi license decals to be affixed and displayed on the passenger side dashboard of the taxi vehicle.

Note: the ODD-numbered taxi licenses which renewed in 2023 will continue to display the 2023 issued taxi metal medallion plate on the vehicle hood. In 2025, a 2025 taxi license decal will be introduced.

CITY OF CHICAGO DEBT AND LICENSE ACCOUNT HOLDS:

Make sure your City of Chicago Taxi 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 taxi license business account. If you are not linked, please email ChicagoBusinessDirect@cityofchicago.org.
- Pay unpaid charges and balances associated with your taxi 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 payment plans should be directed to the Department of Finance at revenuecs@cityofchicago.org or (312) 747-4747.
- **BACP will not be able to process license renewals for accounts with City of Chicago debt or holds.**
- All debts owed to the City must be resolved **before** you renew your medallion license.
- Refer to the City of Chicago's Department of Finance webpage (Chicago.Gov/Finance) for information on resolving and paying debt.

RENEWAL DOCUMENTS CHECKLIST

The following documents must be completed and submitted in order to renew your license(s):

1. LICENSE RENEWAL FEE PAYMENT

A City of Chicago taxi license term is a two-year term. In 2024, EVEN-numbered taxi licenses will renew for a two-year license term expiring February 28, 2026.

The taxi license renewal fee is \$500.00 for a two-year license term.

The Accessibility Fund fee is \$22.00 per month.

At the renewal appointment, licensees must submit the full amount of the license renewal fee plus any other outstanding fees. City of Chicago payment centers are posted at Chicago.Gov/Finance. Cash amounts over \$1,000.00 are not accepted. The license fee may be paid by credit card, certified check or money order. All checks and money orders should 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).

2. CERTIFICATE OF GOOD STANDING / LLC FILE DETAIL REPORT FOR LLCs: 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 December 1, 2023 and include the "Officers" or "Managers" tab. Officer/Manager information listed must match information on file with BACP. Screen shots of ilsos.gov webpages with this information will be accepted.

3. LICENSE RENEWAL & OWNERSHIP VERIFICATION

The information printed on this form must correspond to the corporate minutes or operating agreement previously submitted to BACP. You may obtain the form (1) in-person at the BACP Public Vehicle Licensing Facility OR (2) by sending a request to 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.

INSURANCE

Licensees must submit a Certificate of Insurance indicating the minimum mandated coverage for 2024 by December 15, 2023. Insurance certificates may be sent to BACPINSURANCE@cityofchicago.org or to BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608.

This certificate must include proof of Workers' Compensation Insurance, if applicable. Affiliations submitting bulk insurance certificate information on an Excel spreadsheet **must** use the BACP Excel format. Details of this format were sent separately directly to the affiliations and insurance companies. Please coordinate your insurance submissions so duplicate or contradictory information is not submitted to BACP.

Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) Name and business address of the insured; (2) policy expiration date of December 31, 2024; (3) the public vehicle license number; (4) VIN number; (5) make, model and year of vehicle; (6) 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; (7) and, where applicable, a statement that any vehicle modifications and/or additional equipment (i.e. advertising equipment, wheelchair accessible equipment, etc.) is covered by the insurance policy.

★ BACP will immediately suspend any license that fails to timely submit its proof of insurance or maintain required insurance coverage and such suspension will remain until the certificate of insurance is received and coverage reinstated. The licensee may also be subject to fines and/or license revocation.

EVEN-Numbered Taxi Licenses EXPIRE on February 29, 2024.

Renew and submit renewal documents early to avoid wait times and risking expiration of your license(s).

Expired licenses are subject to license revocation and license holder may lose ownership rights to an expired license. Expired and uninsured licenses may not be operated for hire.

Note that City of Chicago BACP Offices will be closed on January 1, 2024, January 15, 2024, February 12, 2024, February 19, 2024, and March 4, 2024.

BACP's Public Vehicle Licensing Operations Facility offers two customer service options:

1. Walk-in (without appointment) service 8:30am to 11:30am on business days and
2. Scheduled appointment service throughout the day on business days. [Use the scheduling link at Chicago.gov/PublicVehicles to book an appointment.](https://www.cityofchicago.org/PublicVehicles) No walk-ins after 11:30am without an appointment.