



# 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)

### 2025 TAXI LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

December 23, 2024

#### **LICENSE RENEWAL PROCESS FOR **ODD-NUMBERED** TAXI LICENSES**

The license renewal period for ODD-numbered taxi licenses begins in January 2025. ODD-numbered taxi licenses which are not renewed expire on February 28, 2025. Expired licenses may not be operated. The taxi license renewal fee is \$500.00 for a two-year license term.

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 ODD-numbered taxi license is renewed and active to operate.

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 following resources are posted on the "[Chicago Taxicab Medallion License Information](#)" webpage:

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

BACP offers the following options to submit completed taxi license renewal packets to BACP.

- (1) Email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) – the preferred method
  - Email must contain applicant's name, taxi vehicle license number, and IRIS number.

OR

- (2) In person at the BACP Public Vehicle Licensing Facility (2350 W. Ogden, 1<sup>st</sup> Floor, Chicago, Illinois)
  - Appear at your [pre-scheduled taxi medallion license renewal appointment](#)
  - If you do not appear at your scheduled in-person renewal appointment, you will be considered a "walk-in". Walk-ins must check in at the reception desk before 11:30am or use the [appointment](#) booking link at [Chicago.gov/PublicVehicles](http://Chicago.gov/PublicVehicles).

Communicate with BACP by emailing [BACPPV@cityofchicago.org](mailto: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.
- Email request to change a scheduled license renewal appointment.
- Email request to combine multiple renewal appointments dates.
- Email request to change a vehicle inspection date.

## **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](https://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](mailto:ChicagoBusinessDirect@cityofchicago.org).
- Pay unpaid charges and balances associated with your taxi license business account.
- Make sure City of Chicago tax and debt outstanding balances are paid.
- Questions regarding City of Chicago taxes and payment plans should be directed to the Department of Finance at [revenuecs@cityofchicago.org](mailto: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](https://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 2025, ODD-numbered taxi licenses will renew for a two-year license term expiring February 28, 2027.

**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](https://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).

NOTE: Public Chauffeur and Public Vehicle license fees may be paid at a Department of Finance [cashiering station](#) or [online](#) at [ChiPay.Chicago.gov](https://ChIPay.Chicago.gov).

### **2. 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 after December 1, 2024 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.

### 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 in-person at the BACP Public Vehicle Licensing Facility.

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. Request an attorney to assist and prepare required documents.

### INSURANCE

**Licensees must submit a Certificate of Insurance indicating the minimum mandated coverage for 2025. Insurance certificates may be sent to [BACPINSURANCE@cityofchicago.org](mailto:BACPINSURANCE@cityofchicago.org) or to BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1<sup>st</sup> 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, 2025; (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, 1<sup>st</sup> 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.

### **ODD-Numbered Taxi Licenses EXPIRE on February 28, 2025.**

Renew and submit renewal documents early to avoid wait times and risk of 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: BACP offices are closed: Dec. 25, 2024 and Jan. 1, Jan. 20, Feb. 12, and Feb. 17, 2025.  
A list of City of Chicago holidays is posted [online](#).

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.chicago.gov/PublicVehicles)