



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 · WWW.CITYOFCHICAGO.ORG/BACP

TAXICAB CHANGE OF AFFILIATION (COA) PROCESS & FORM

Effective April 6, 2015

A. Complete and Submit following COA information:

Taxicab Medallion License Number: _____

Name of Licensee: _____

Licensee Address: _____

Contact Phone#: _____

New Affiliation Name: _____

Name of Requestor: _____ / ___ Owner ___ Officer ___ Manager (CHECK ONE)

PLEASE SUBMIT:

1. Copy of NEW AFFILIATION AGREEMENT and Permission Letter. Affiliation agreement must have Taxicab Two-Way Dispatch process detailed in Agreement. Note: Taxicab two-way dispatch process is NOT limited to radio. Refer to MCC sections 9-112-320, 9-112-550 and RULE TX5.10 "Two-Way Dispatch Equipment".
2. Legible copy of INSURANCE CERTIFICATE with new Affiliation listed.
3. \$25.00 AFFILIATION FEE PAYMENT.
4. If changing meter, safety device, vehicle, other equipment, licensee address or license manager, additional applicable forms must be completed and submitted.

B. Schedule a COA Inspection:

1. Single COA inspections will include a visual inspection at the Public Vehicle Inspection Facility at 2420 W. Pershing Road (Inspection Facility).
2. For simultaneous COAs of 10 or more taxicabs (Group COA), COA inspections may be scheduled concurrently at an agreed upon location by emailing BACCPV@cityofchicago.org. Your email must include a proposed date and time for the onsite inspection, the number of cabs to be inspected, the affiliation information and an onsite contact who will be present for the inspections. You must attach the new insurance certificates, signed affiliation agreements and permission letters to the email. After the taxicab(s) pass the remote COA inspection, existing hard cards will be collected and new hard cards will be issued by the inspectors. If the taxicab does not pass the onsite inspection, you may be issued a citation and incur a re-test fee. If the cab fails the inspection, no new hard card will be issued and the existing hard card will be confiscated. Upon failing the inspection, follow the directions given by the inspector as to the next steps to be taken in the process.
3. If the taxicab meter seal was broken as part of the COA process, a meter inspection must be performed and new meter seal installed at the Inspection Facility. Affiliation Name is not required to be printed on the meter receipt by ordinance or rule. However, the old affiliation name must be removed if the wrong name is being printed on the meter receipt. Refer to RULE TX5.05 "Taximeter Receipts".
4. A COA inspection may be combined with an existing, pending, single scheduled inspection.
5. If the taxicab is found to be unsafe or has unsafe equipment, the vehicle will be scheduled for a full safety and mechanical inspection at the Inspection Facility.

Signature of Person Submitting COA Request

Date COA Request Submitted

Proposed Date/Time of Group COA Inspection: _____ Number of Cabs to be Inspected: _____

BACP APPROVED BY:

DATE ENTERED IN SYSTEM: