



# City of Chicago

## Business Affairs and Consumer Protection

Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608  
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### TAXICAB AFFILIATION INITIAL LICENSE APPLICATION CHECKLIST

Applicant: \_\_\_\_\_

#### The following documents must be submitted with your AFFILIATION LICENSE application:

1. Fully completed, executed and notarized Application for Taxicab Affiliation License;
2. Certificate of Good Standing or Active status File Detail Report from Secretary of State that is less than 30 days old;
3. Articles of Incorporation/Organization for the company; or proof of other ownership structure;
4. Corporate minutes/operating agreement listing all officers, shareholders, owners, directors, and/or members and percentage of ownership;
5. Proof in the form of a lease or property tax record indicating the affiliations' principal place of business is in the City of Chicago (cell phone bills will not be accepted);
6. Written description of the dispatch system, including hours of operation, and if applicable, a copy of the contract for two-way taxicab dispatch services;
7. One sample copy of proposed affiliation agreement between the affiliation and affiliates, including an itemized list of all proposed fees to be charged to the affiliate and list of all proposed affiliates;
8. List of all services provided by the affiliation that are not included in the affiliation agreement, if applicable;
9. 8<sup>1/2</sup> x 11 color photo or illustration of color scheme and trade emblem to be used by all affiliated taxicabs;
10. Letter detailing your company's parking plan for taxicabs;
11. List of all proposed affiliates in alphabetical order by company name, listing all cab numbers for that company. Include the affiliates company name, owner name, home address and home phone or cell phone number;
12. Annual fee for an Affiliation License is \$500.00 plus \$15.00 for each public passenger vehicle license affiliated with the affiliation at the time of licensing (regardless of status);