

# **City of Chicago**

**Department of Business Affairs and Consumer Protection** Public Vehicle Operations Division • 2350 W. Ogden • Chicago, IL 60608 • 312-746-4200 Fax 312-746-9405• BACPPV@CITYOFCHICAGO.ORG • WWW.CHICAGO.GOV/BACP

#### INSTRUCTIONS AND REQUIREMENTS FOR CHANGE OF OFFICER APPLICATION AND TRANSFER OF STOCK (0% - 25% TAXI ONLY)

- 1. Application must be completed, signed, dated and notarized. Only licensed attorneys may draft and complete legal documents such as sales contracts and corporate documents.
- 2. Current Certificate of Good Standing from the Secretary of State or Corporate/LLC File Detail Report.
- 3. Company minutes must reflect the election of any new officers or members and resignation of current officers or members. Minutes must be signed and dated by a shareholder, corporate officer, partner or member. Minutes or LLC Operating Agreement must state with specificity who owns the stock or holds any ownership interest in the company. Certified death certificate required for the removal of any deceased officer or minority shareholder. Resignation letters are required from all resigning officers. Resignation letters must be dated and signed by the resigning officer.
- 4. Each new officer and/or shareholder must provide proof of legal residence such as a utility bill or property tax bill.
- 5. ALL officers and shareholders must be fingerprinted by a BACP-approved fingerprint facility. ALL officers and shareholders must also provide two passport-sized photos for the identification card or have their digital photo taken at the Ogden facility. Applications should contain a copy of the recent TCN receipt from the fingerprinting agency. The receipt must list the applicant's Transaction Control Number (TCN). No files will be approved unless the applicant's fingerprints have cleared.
- 6. Attorney certification completed and signed by the attorney.
- 7. If change of company address applies:
  - a. Affiliates must provide a letter from the affiliation confirming the new address.
  - b. All others must provide proof of principal place of business in the City of Chicago such as a property tax bill or a current commercial lease in the name of the applicant.
- 8. Lien Clearance Forms from all lending institutions that have registered or outstanding lien (stock sales/stock transfers only).
- 9. The licensee must resolve any outstanding holds before the application is processed.

#### You Must Make An Appointment To Submit Your Change Of Officer Application. Call (312)746-4300, Monday thru Friday, 8:30 a.m. - 4:00 p.m. to schedule your appointment.

## **APPLICATION FOR A PUBLIC PASSENGER** VEHICLE LICENSE - STOCK TRANSFER OF 25% OR LESS. (TAXI) v.d. 7.24.2019

1. LICENSE NUMBER(s)
2. NAME OF COMPANY:
3. STREET ADDRESS:
4. CITY/STATE/ZIP:
5. BUSINESS TELEPHONE NUMBER:
EMAIL ADDRESS:
6. STATE OF INCORPORATION: DATE OF INCORPORATION:
7. IS CORPORATION IN GOOD STANDING IN THE STATE OF ILLINOIS?:
8. LICENSE MANAGER NAME:
COMPANY: LICENSE#
9. LIEN ON THE LICENSE (YES/NO): DATE OF LIEN:
17a. LIEN HOLDER NAME:
ADDRESS:
AMOUNT OF LIEN:
10. HAS CORPORATION EVER HAD AN OWNERSHIP INTEREST IN ANY STATE OR CITY LICENSE THAT WAS SUSPENDED OR REVOKED? (Indicate Yes or No):
10a. IF YES, LIST THE LICENSE # and TYPE:
AND DATE REVOKED OR SUSPENDED & CHARGE:
11. HAVE ANY OF THE OFFICERS, DIRECTORS OR SHAREHOLDERS OF THE CORPORATION
EVER HAD ANY STATE OR CITY LICENSE SUSPENDED OR REVOKED? (Indicate Yes or No):
11a. IF YES, LIST THE LICENSE # and TYPE:

AND DATE SUSPENDED OR REVOKED & CHARGE: \_\_\_\_\_

Page 1 of 5

12. TO YOUR KNOWLEDGE, HAVE ANY OFFICERS, DIRECTORS OR SHAREHOLDERS OF THE CORPORATION BEEN CONVICTED OF A CRIME WITHIN THE LAST TEN (10) YEARS? (Indicate Yes or No): \_\_\_\_\_\_

12a. IF YES, DEFENDANT'S NAME:		
TYPE OF OFFENSE:		
DATE OF CONVICTION:	CITY:	STATE:

13. PLEASE LIST ANY PENDING CRIMINAL CASES: \_\_\_\_\_

13a. DE	EFENDANT'S	NAME:
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TYPE OF OFFENSE: NEXT COURT DATE: \_\_\_\_\_

COURT WHERE PENDING: \_\_\_\_\_

14. LIST THE NAME, ADDRESS AND TWENTY-FOUR (24) HOUR TELEPHONE NUMBER OF THE PERSON AUTHORIZED BY THE CORPORATION TO ACT IN CASE OF EMERGENCY.

14a. NAME:
ADDRESS:
24 HOUR TELEPHONE NUMBER:
EMAIL ADDRESS:

#### **15. CURRENT OWNERSHIP STRUCTURE**

NAME	TITLE	% Stock Owned

## **16. PROPOSED OWNERSHIP STRUCTURE**

NAME	TITLE	% Stock Owned
Under penalties as provided by la Code of the City of Chicago set for correct.		

SIGNATURE: _	 	 	
PRINT NAME: _	 	 	
TITLE:			

\_\_\_\_\_, Notary Public

Subscribed and sworn	to before me this	
day of _		20

Version Date: 7.24.2019

I,\_\_\_\_\_\_, a licensed Illinois attorney, affirm that I have read the forgoing Application for Change of Officers and reviewed all of the corporation documents attached thereto, and that all documents are in compliance with applicable federal, state and City of Chicago laws.

Signature:\_\_\_\_\_

Name:(print)\_\_\_\_\_

Attorney Registration Number:\_\_\_\_\_

Telephone #:( )\_\_\_\_\_

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**1-21-010 False Statements**. Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code.

**1-21-020 Aiding and Abetting.** Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation.

**1-21-030 Enforcement.** In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings.

Application Approved by:	Date:

Investigated by: \_\_\_\_\_Date:\_\_\_\_\_\_Date:\_\_\_\_Date:\_\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_AAt



CITY OF CHICAGO BUSINESS AFFAIRS AND CONSUMER PROTECTION PUBLIC VEHICLE OPERATIONS DIVISION

2350 W. Ogden Avenue, 1st. Floor, Chicago IL 60608

#### Please Print All Information

v.d. 7.24.2019

# CORPORATE OFFICERS, SHAREHOLDERS, MEMBERS & OWNERS FORM

COMPANY NAME:	
LICENSE NUMBER(S):	
Articles of Incorporation/Organization File#:	Date Filed:

Name:	Birth Date:
Address:	City/State/Zip:
Business Number: ()	Cell Number: ()
Email Address:	
Title(s):	
Driver's License #:	State of Issuance:
Social Security #:	
Stock/Ownership Percentage:	% Chauffeur License #:
Name:	Birth Date:
Address:	City/State/Zip:
Business Number: ()	Cell Number: ()
Email Address:	
Title(s):	
Driver's License #:	State of Issuance:
Social Security #:	
Stock/Ownership Percentage:	% Chauffeur License #:
This form may be duplicated if additional spa	ce is required. Page 5 of 5