



**REQUEST FOR LESSEE UPDATE
CITY OF CHICAGO DEPARTMENT OF FINANCE**

COMPANY:	DATE:
ADDRESS:	FOR OFFICE USE ONLY
CITY, STATE, ZIP CODE	DATE RECEIVED:
CONTACT:	DATE PROCESSED:
PHONE NUMBER:	PROCESSOR:

- A request to assign a parking or compliance ticket to a lessee **must be received** within sixty (60) days of the ticket's notice of violation.
- **No** requests to submit lessee information after that period **will be accepted**.
- The vehicle owner/Lessor remains liable for all tickets for which lessee information has not been timely provided.
- In order to process a request, the following items must be provided: the lessee's name, address (street number, street direction, street name, city, state, and zip code), driver's license number, ten-digit ticket number, vehicle license plate, **AND** a legible copy of the respective lease or rental agreement that **must accompany this form**.

1.	TICKET NUMBER AND VIOLATION DESCRIPTION	LESSEE	STREET ADDRESS
	LICENSE PLATE	DRIVER'S LICENSE #	CITY, STATE AND ZIP
2.	TICKET NUMBER AND VIOLATION DESCRIPTION	LESSEE	STREET ADDRESS
	LICENSE PLATE	DRIVER'S LICENSE #	CITY, STATE AND ZIP
3.	TICKET NUMBER AND VIOLATION DESCRIPTION	LESSEE	STREET ADDRESS
	LICENSE PLATE	DRIVER'S LICENSE #	CITY, STATE AND ZIP

Submit completed Forms and Lease agreements to the Department of Finance by Email or Mail.
Any Questions/issues, please call our CANVAS Help Desk at 312-768-5227.

Email: cityofch@kyndryl.com
 Mail: City of Chicago Department of Finance
 Attn: Taxi Renewal Section
 P.O. Box 6289
 Chicago, IL 60680-6289