



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 · CHICAGO.GOV/BACP

2021 TAXICAB MEDALLION LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

Updated February 9, 2021

New! RENEW BY EMAIL

RENEWAL APPOINTMENTS FOR ODD-NUMBERED MEDALLION LICENSES

The license renewal period for ODD-numbered taxicab medallion licenses begins on January 19, 2021. The taxicab medallion license renewal fee is \$500.00 for a two-year license term. **Licensees are encouraged to renew by email** due to social distancing restrictions in place at the Ogden office.

You may e-mail your packet of license renewal documents to BACPPV@cityofchicago.org.

Licensees must also timely communicate the following by emailing BACPPV@cityofchicago.org:

- Their intention to appear in person for their renewal appointment.
- A request to change a scheduled license renewal appointment. This request must be submitted two weeks prior to the scheduled appointment.
- A request to combine multiple renewal appointments dates.

The BACP Public Vehicle Ogden office and 39th Street vehicle inspection facility are open to the public. Visitors to BACP facilities are required to submit to a temperature check, wear face coverings and maintain six feet of social distancing in the facilities. **Visitors are encouraged to bring their own pen and use hand sanitizer stations at the facilities.**

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 [BACP Webpage](#) contains:

- 1. Medallion Renewal checklist**
- 2. Dates and times of taxicab medallion license renewal appointments**
- 3. Dates and times of taxicab vehicle inspections**

ODD-numbered taxicab medallion licenses scheduled to renew January 1 through February 28, 2021 expire on **July 15, 2021**. Refer to Ordinance 2020-5783, passed by Chicago City Council in December 2020, a COVID-19 emergency-related measure to extend regulatory relief for businesses due to COVID-19.

EVEN-numbered taxicab medallion licenses which failed to renew timely in 2020 **expired on February 29, 2020**. The consequences of failing to timely renew your licenses include, but are not limited to, expiration of your license and termination of any and all interests you have in those licenses.

DEBT AND HOLDS

All debts owed to the City must be resolved **before** you renew your medallion license. Refer to the City's Department of Finance's Webpage at chicago.gov/city/en/depts/fin.html for links to City Websites where you can pay your outstanding debt online. Past-due Accessibility Fund (WAV) fees are due at renewal.

RENEWAL DOCUMENTS CHECKLIST

The following documents must be completed and submitted at the time of your renewal appointment:

1. LICENSE RENEWAL FEE PAYMENT

The taxicab medallion license renewal fee is \$500.00 for a two-year license term.

The Accessibility Fund fee is charged at \$22.00 per month instead of the \$100 per year charge at renewal. At the renewal appointment, licensees must submit the full amount of the license renewal fee plus any other outstanding applicable fees.

A taxicab medallion license term is a two-year term. In 2021, all ODD-numbered medallion licenses will renew for a two-year license term. In 2022, all EVEN-numbered medallions will renew for a two-year license term.

Cash amounts over \$1,000.00 are not accepted. Personal checks are not accepted.

The license fee may be paid by credit card, certified check or money order. Certified checks and money orders must 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). All checks must have the name and address of the payee pre-printed on the check.

2. CERTIFICATE OF GOOD STANDING / LLC FILE DETAIL REPORT FOR LLCs

If the license(s) is in the name of a corporation or LLC, the licensee must provide a Certificate of Good Standing from the Illinois Secretary of State or a Corporation or LLC File Detail Report downloaded from the Secretary of State Website indicating that the corporation or LCC is in good standing. Proof of Good Standing must be dated after December 1, 2020.

3. LICENSE RENEWAL & OWNERSHIP VERIFICATION

The information provided must correspond to corporate minutes or operating agreement previously submitted to BACP. 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.

INSURANCE

Licensees must submit a Certificate of Insurance indicating the minimum mandated coverage for 2021 by January 4, 2021 to BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608. This certificate must include proof of Workers' Compensation Insurance, if applicable. Affiliations submitting bulk certificate information on an Excel spreadsheet **must** use the BACP Excel format. Details of this format will be sent separately directly to the affiliations.

Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) policy expiration date of December 31, 2021; (2) the public vehicle license number; (3) VIN number; (4) make, model and year of vehicle; (5) a 30-day written "Notice of Cancellation" statement listing "BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608" as the certificate holder and additional insured; (6) 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 the license of a licensee 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. In addition, a licensee may be subject to fines and/or license revocation.