



City of Chicago

Business Affairs and Consumer Protection

Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608
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2023 TAXICAB MEDALLION LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

12.7.2022

LICENSE RENEWAL PROCESS – RENEW BY EMAIL **RENEWAL APPOINTMENTS FOR ODD-NUMBERED MEDALLION LICENSES**

The license renewal period for ODD-numbered taxicab medallion licenses begins on January 9, 2023. ODD-numbered taxicab medallion licenses which are not renewed expire on February 28, 2023. Expired licenses may not be operated. The taxicab medallion license renewal fee is \$500.00 for a two-year license term.

- **Licensees are encouraged to submit license renewal documents to our email address BACPPV@cityofchicago.org.**

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

- 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.

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 Public Vehicles "[Chicago Taxicab Medallion License Information](#)" webpage contains:

1. This Medallion License Renewal Instructions and Checklist
2. Dates and times of taxicab medallion license renewal appointments
3. Dates and times of taxicab vehicle inspections

DEBT AND HOLDS

All debts owed to the City must be resolved **before** you renew your medallion license. Refer to the City of Chicago's Department of Finance webpage (Chicago.Gov/Finance) for information on resolving and paying debt. All past due fees including WAV fees are due at renewal. If you are seeking to enter into a ground tax payment plan, start the process early and email the Department of Finance at revenue@cityofchicago.org.

RENEWAL DOCUMENTS CHECKLIST

The following documents must be completed and submitted in order to renew your license(s):

1. LICENSE RENEWAL FEE PAYMENT

A taxicab medallion license term is a two-year term. In 2023, ODD-numbered medallion licenses will renew for a two-year license term expiring February 28, 2025.

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. At the renewal appointment, licensees must submit the full amount of the license renewal fee plus any other outstanding fees. City of Chicago payment centers are posted at Chicago.Gov/Finance. Cash amounts over \$1,000.00 are not accepted. Personal checks are not accepted. Checks that do not have the account holder's name and address **pre-printed** on the check are not accepted. The license fee may be paid by credit card, certified check or money order. All checks and money orders

should 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).

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 LLC is in good standing. Proof of Good Standing must be dated after December 1, 2022.

3. LICENSE RENEWAL & OWNERSHIP VERIFICATION

The information printed on the Medallion License Renewal and Owner Verification form 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 2023 by December 15, 2022. Insurance certificates may be sent to BACPINSURANCE@cityofchicago.org or 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 insurance certificate information on an Excel spreadsheet **must** use the BACP Excel format. Details of this format were sent separately directly to the affiliations and insurance companies. Please coordinate your insurance submissions so duplicate or contradictory information is not submitted to BACP.

Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) Name and business address of the insured; (2) policy expiration date of December 31, 2022; (3) the public vehicle license number; (4) VIN number; (5) make, model and year of vehicle; (6) 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; (7) 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 any license 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 and coverage reinstated. The licensee may also be subject to fines and/or license revocation.

ODD-Numbered Taxicab Medallion Licenses EXPIRE on February 28, 2023. Expired licenses are subject to license revocation and license holder may lose ownership rights to an expired license. To ensure your ODD-numbered taxicab medallion license is renewed and in good standing before March 1, 2023, submit all renewal documents and all required payments **before** the due date of February 28, 2023. Renew early to avoid wait times. Expired and uninsured licenses may not be operated for hire. Note that City of Chicago BACP Offices will be closed on January 2, 2023; January 16, 2023; February 13, 2023; and February 20, 2023.

Additionally, from Monday, December 19, 2022, to January 3, 2023, our office will switch to an appointment only schedule. **Obtain an appointment by visiting the BACP Public Vehicle [Webpage](#).**