



City of Chicago

Business Affairs and Consumer Protection

Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608

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INSTRUCTIONS FOR TRANSFERRING MORE THAN 25% OWNERSHIP INTEREST IN A TAXICAB MEDALLION LICENSE (version date: 6.8.2021)

PROCESS AND DESCRIPTION OF SELECTED ITEMS TO BE SUBMITTED WITH APPLICATION:

1. Application must be completed, signed, and dated. **Only licensed Illinois attorneys may draft legal documents. All buyers must be represented by an attorney. The buyer's attorney will be our point of contact for this process and he or she must be present at the closing with the buyer.** Do not use white-out on any of the forms. Do not attempt to re-type Department of Business Affairs and Consumer Protection (BACP) forms, do not alter the wording of any BACP form. Below is an explanation of some of the required documentation and is not a complete list of all required documents. For a more complete list, see the attached checklist titled "Required Submissions – Medallion Transfer". Review that document carefully to ensure that you have all of the required documents.
2. An Initial Inquiry Request Form must be submitted in order to start this process. Please email the completed form to Monique Davids and Sonia Lopez at BACP via email at Monique.Davids@cityofchicago.org and Sonia.Lopez@cityofchicago.org. TCN fingerprint receipts for all officers, members and shareholders must be sent with the Initial Inquiry Request Form via email. More information on fingerprint receipts is listed below.
3. For applications with more than one medallion, list the medallion numbers in numerical order on the Application for a Public Passenger Vehicle License – Taxi and the Multiple Vehicle Sheet and write the vehicle information only on the Multiple Vehicle Sheet.
4. Affiliation requirements:
 - a. Affiliates must provide a fully executed contract and a permission letter from the affiliation.
 - b. Changes in affiliation will incur a \$25.00 affiliation fee at the time of the transfer closings.
5. For Independents (Non-Affiliated Licensees):
 - a. Independents must complete a Taxicab – Change of Color or Affiliation Form. Color schemes and logos must be submitted for BACP approval.
 - b. Proof that the company is organized or qualified to do business under the laws of Illinois and that it has its place of business in Chicago.
 - c. Proof of a Chicago business address and proof of residency and domicile in the City of Chicago for applicants other than a corporation, LLC or partnership, such as a current residential lease and current utility bill.

6. You must bring the original vehicle title or bill of sale and a copy of the title to the transfer application review appointment at BACP's Ogden Office. If the cab is a leased vehicle, a copy of the fully executed lease must be submitted with the application. The lease must be from the vehicle owner to the applicant and cover the duration of the license for that vehicle and include an acknowledgement by the lessor of the vehicle that he/she has given their consent for the vehicle to be used as a taxicab. A \$25 fee will be assessed at the closing for a change of vehicle.
7. A copy of the Vehicle History Report (example: Carfax or AutoCheck) for each vehicle regardless of model year.
8. Insurance certificate in the applicant's name and address. If the applicant is joining an affiliation, the insurance certificate should list the applicant's name and address of the affiliation or a BACP-licensed, license manager. Minimum insurance requirements are listed in Section 9-112-330 of the Municipal Code of Chicago.
9. Taxicab Safety Device Form. To claim "exempt status" the applicant must not own or control more than one taxicab medallion license, and certify that only they, their spouse, or their natural or legally adopted children will operate the taxicab. The applicant and/or operator must have a current City of Chicago chauffeur license that is in good standing. Applicants claiming "exempt status" must also complete the Affidavit of Sole Owner/Operator for Workman's Compensation Insurance form, the Affidavit of Sole Owner form and the Medallion Management Information Form (Owner/Operator Packet).
10. A copy of the sales contract, showing the price of the sale of the company stock (if any) or of the taxicab medallion license(s). Contract should list the medallion license price separate from the price of the car or any other asset being transferred. Do not submit the original sales contract with the application.
11. Corporate minutes or LLC operating agreement must reflect, with specificity, who holds the stock or ownership of the company and must list all officers, shareholders, directors, managers and members. Please review your minutes or operating agreement carefully prior to submission. Minutes and operating agreement must be signed and dated and should reflect the information on the application. Minutes should contain resignation letters from current officers, if applicable. Submit copies only.
12. A copy of the Power of Attorney and Declaration of Representation and a copy of the Bulk Sales Notification form stamped "RECEIVED," from the City of Chicago, Department of Finance, Bulk Sales Unit should be attached to the original Liability Status Report. You must also submit a copy of the Department of Finance's current audit. Liability Status Reports are only good for thirty days from the date stamped by the Department of Finance or the date of the final ground tax payment, whichever is **earlier**. All debts owed to the City, including debts not disclosed by the Department of Finance audit, must be paid before closing.
13. Lien Clearance Forms from all creditors who have an open lien, together with a signed payoff letter or settlement agreement, where applicable.
14. Photos of all applicants – Photos may be done at Ogden or applicant may submit two recent, color, passport-sized photos.

15. Any applicant for a taxicab medallion license must complete the fingerprinting process using one of the BACP-approved vendors. This information is available on BACP's website. If the applicant has not been fingerprinted within the last 12 months, they will need to be fingerprinted using this process. When the applicant goes to one of these agencies, the applicant will receive a Transaction Control Number (TCN) that will be listed on their receipt. The applicant should inform the fingerprint agency that the results are to be sent to the City of Chicago, Public Vehicle Office. You must submit a copy of the TCN fingerprint receipt along with the Initial Inquiry Request Form to Monique Davids and Sonia Lopez at BACP to start the process. Submissions should be emailed to Monique.Davids@cityofchicago.org and Sonia.Lopez@cityofchicago.org. No application will be reviewed unless this process has been followed. Please be advised that the results of the fingerprint screenings are only available to us for 30 days after fingerprinting. **After 30 days, we can no longer access the fingerprint results and your client will need to be re-fingerprinted at their expense.**

16. A non-refundable transfer fee shall be paid by the transferee to the City of Chicago at the scheduled medallion closing. The fee is set by ordinance, refer to Section 9-112-430 of the Municipal Code of Chicago for the fee and any exceptions to the fee.

17. The buyer and seller must be represented at the medallion closing at BACP's Public Vehicle Operations Division. However, a current, executed, power of attorney may be used to represent the buyer or seller.

Please contact Monique Davids at Monique.Davids@cityofchicago.org with any questions regarding this process.