



# City of Chicago

## Business Affairs and Consumer Protection

### PUBLIC VEHICLE INDUSTRY NOTICE

**Federal law requires face coverings/masks be worn by ALL in public transportation, including taxis, liveries, charter buses and transportation network (ride-hail) vehicles.**

March 14, 2022

Notice No. 22-011

### **UPDATED PROCESS FOR TAXICAB MEDALLION LICENSE SURRENDERS**

A taxicab medallion license holder may continue to voluntarily surrender (physically turn in) the medallion metal plate and license hard card to Public Vehicle Licensing Operations to notify BACP that the taxicab vehicle is not in service.

A taxicab medallion license surrendered for a full calendar month is not assessed ground transportation tax or the accessibility (WAV) fund fee for the month(s) the license is surrendered.

- Effective March 31, 2022, to surrender the taxicab license, both the physical medallion metal plate and the license hard card must be brought into the Public Vehicle Licensing Operations Facility at 2350 W. Ogden, Chicago, Illinois (Ogden) to validate the taxicab is not in service. Surrenders must be accompanied by a completed **Surrender Form**.
- Email or virtual surrenders or un-surrenders will no longer be accepted.
- To target same day license, surrender processing, physical license surrenders must be received at Ogden before 2pm on days the Ogden facility is open. If a taxicab medallion metal plate and license hard card is surrendered after 2 pm it will be processed to be effective the following business day.
- Affidavits backdating the surrender date were accepted during the height of the pandemic as a courtesy. Affidavits backdating the surrender date are no longer accepted.
- [Click here](#) for the "[License Surrender Form](#)" available on the BACP "[Chicago Taxicab Medallion License Information](#)" webpage.

- 
- ▶ The Department of Business Affairs and Consumer Protection (BACP) is committed to providing accessibility for all individuals, including people with disabilities.
  - ▶ Resolve an Administrative Notice of Violation (citation) remotely by emailing the ANOV number to [BACP-AdministrativeHearings@CityofChicago.org](mailto:BACP-AdministrativeHearings@CityofChicago.org)
  - ▶ For questions, comments, or to join the BACP Public Vehicle (BACPPV) e-mail list to receive industry notices and other news, send an email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).
  - ▶ Rules governing City of Chicago public vehicles and public chauffeurs are available at [chicago.gov/bacp](http://chicago.gov/bacp).
  - ▶ The Municipal Code of Chicago is available at [www.amlegal.com](http://www.amlegal.com).

**Public Vehicle Operations Division • 2350 W. Ogden, First Floor, Chicago, IL 60608**  
[BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) • 312-746-4300 • [chicago.gov/bacp](http://chicago.gov/bacp)