

Renewing a BACP Public Chauffeur License

Frequently Asked Questions

Driving a Public Passenger Vehicle in Chicago requires a Public Chauffeur License issued by the City of Chicago Department of Business Affairs and Consumer Protection (BACP). BACP issues different types of public chauffeur licenses, such as taxi chauffeur licenses, restricted livery chauffeur licenses, pedicab chauffeur licenses, and horse-drawn carriage chauffeur licenses. A specific public chauffeur license is required for the type of Public Passenger Vehicle driven. Examples of such vehicles include, but are not limited to, taxicabs, livery vehicles, pedicabs, and horse-drawn carriages.

BACP also issues Transportation Network Provider (TNP) chauffeur licenses to TNP drivers. A licensed TNP company applies for and processes TNP chauffeur licenses for its affiliated transportation network drivers. A TNP driver must contact his or her affiliated TNP company to obtain a City of Chicago issued TNP chauffeur license.

1 Where can I get current information and forms on renewing a public chauffeur license?

BACP maintains a dedicated webpage titled [Public Chauffeur Information](#) where you can find updated forms and information relevant to public chauffeur licensing. Visit www.cityofchicago.org/bacp and click on the "Public Vehicle" icon to find the the [Public Chauffeur Information](#) link.

2 What should I bring with me to renew my public chauffeur license?

- Renewal applicants should bring the following with them to the Public Vehicle Operations Facility:
- Valid state-issued driver's license card.
 - Current public chauffeur license card.
 - Original Illinois driving record abstract (Court Purposes and Supervision records) or equivalent certified copy of out-of-state driving record. Driving records must be no more than 60 days old. Visit http://www.cyberdriveillinois.com/departments/drivers/drivers_license/purchaseabstract.html for more information on obtaining an Illinois driving record abstract.
 - If applicable, current City of Chicago (Department of Finance) Debt Clearance or payment plan agreement. Visit www.cityofchicago.org/finance in advance to find out if you have outstanding City debt (parking tickets, administrative fines, water bill, etc.). The Department of Finance offers payment plan options to satisfy outstanding City debt.
 - Completed and Notarized [Public Chauffeur RENEWAL License Application Form](#).
 - License Fee of \$5.00.

NOTE: Drug tests and physical examinations are no longer required for a standard public chauffeur license renewal.

3 When should I start the renewal process for my public chauffeur license?

BACP recommends starting the renewal process early. Public chauffeurs may start to renew their chauffeur license up to 60 days before the expiration of their license. For all public chauffeurs, the license expiration date is LISTED on the chauffeur license card. For most public chauffeurs, the license expiration date is the same as their birthdate. Extensions or temporary licenses will not be issued for applicants that do not give themselves enough time to complete the renewal process.

4 What if I do not renew my chauffeur license before its expiration?

You cannot operate a public passenger vehicle with an expired chauffeur license. If you fail to renew the license within one year from the expiration date, you will be required to apply for a public chauffeur license as a NEW applicant.

5 What is the best time of day to renew my public chauffeur license?

The Public Vehicle Operations Facility is located at 2350 W. Ogden Ave., Chicago, IL 60608 and is open Monday thru Friday from 8:30 a.m. to 4:30 p.m. The facility tends to be more crowded between Noon and 2 p.m., so arriving outside of these hours is best. All visitors must check-in at the self-service kiosk or reception desk no later than 4:15 p.m. Note, however, that check-in may be cutoff earlier and without notice on busier days to ensure all customers are serviced before the facility closes at 4:30 p.m.



Department of Business Affairs and Consumer Protection
Public Vehicle Operations Facility, 2350 West Ogden Avenue, Chicago, IL 60608

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6 Should I review my motor vehicle driving record abstract?
Yes. Every applicant should review their motor vehicle driving record abstract while they are at the Secretary of State office. All state-issued driver's licenses must be permanent, current, and in good standing. If there are any holds on your state-issued driver's license, make sure to resolve the holds placed on the driving record abstract and ensure that the resolved holds are removed before renewal. An applicant with a driver's license that is expired, not in good standing, or with holds, a suspension or other prohibited status is not eligible for renewal.

7 What should I expect if I have traffic ticket convictions or court ordered supervisions on my driving record?
If you have TWO moving violations (conviction or supervision) within a 12-month period during the last license term, you are required to complete an in-person four-hour safe driving class.
If you have THREE or more violations (conviction or supervision) within a 12-month period during the last license term, your license renewal will be DENIED.

8 Am I required to submit a physical examination certification or complete a drug test in order to renew my public chauffeur license?
No, physical examinations and drug tests are no longer required as part of the chauffeur license renewal process. However, upon receiving a complaint, BACP is authorized to require any licensee to be evaluated by an Illinois-licensed physician who must certify that the licensee has the capability to safely operate a public passenger vehicle, or submit to and pass a drug test at an approved drug testing facility.

9 I have submitted my renewal application and all necessary renewal documents; but, instead of receiving a new public chauffeur license, I have been scheduled to meet with a supervisor. What does that mean?
There is no automatic right to obtain a public chauffeur license. Applicants must meet ALL criteria for a public chauffeur license even at license renewal. If an applicant fails to meet all criteria due to, but not limited to, outstanding City debt or excessive number of moving violations or complaints, an applicant will be referred to a BACP supervisor to resolve any issues. If an applicant is unable to resolve renewal issues and meet all requirements necessary to renew a public chauffeur license, BACP will DENY the applicant's public chauffeur license renewal application.

10 I am enrolling in school full time and will not have time to operate as a City of Chicago public chauffeur, should I surrender my chauffeur license card?
Yes. Although not required, BACP recommends that you surrender your public chauffeur license card whenever taking a leave of absence, such as for school or travel or due to illness. In order to surrender your chauffeur license card to BACP, you must submit a completed Chauffeur Surrender Form. The [Chauffeur Surrender Form](#) can be found on the BACP webpage.

11 If I surrendered my chauffeur license, do I still need to renew it?
Yes. A chauffeur license expires on the date listed on the card. When you surrender a license, the expiration date does not change. You must continue to renew your license before its expiration date in order to keep it active while the license is surrendered.

12 I just moved to a new address. How soon do I have to report my change of address to BACP?
You must notify BACP within 30 days of any change of legal residential address. Even if you move to a new apartment in the same building, you must report the new address to BACP within 30 days of the move. You must also submit a completed Change of Address Form along with proof of the new address, such as an updated driver's license or two acceptable proofs of mail (bank statement, electric bill, gas bill, etc.). A P.O. Box, virtual, or paid-for address will not be accepted as a legal residential address.

13 Is it easier to get a taxi chauffeur license if I am an experienced livery chauffeur?
Yes. If you are an experienced livery chauffeur, you may be eligible to receive an exemption to the taxi chauffeur training course. You are eligible for the taxi course exemption if you possess a current livery chauffeur license that has been in good standing for the last two years. You must also take and pass the taxi chauffeur written exam and complete an approved accessibility course covering service to people with disabilities. To start the process, obtain a current driving record abstract, complete the [Exemption Form for Taxi Chauffeur Training Course - LIVERY](#) found on the BACP webpage, and visit the Public Vehicle Operations Facility at 2350 W. Ogden Ave., Chicago, IL 60608.

14 I have an outstanding administrative fine and parking tickets that I cannot afford to pay in full before renewing my public chauffeur license. Does that mean I will not be able to renew my chauffeur license?
If you are unable to pay your outstanding debt in full prior to chauffeur license renewal, you should contact the Department of Finance (DOF) to find out whether there are any payment plan options for you. For more information, go to www.cityofchicago.org/finance, call 312.744.2204, or visit the DOF in person. The DOF is located in City Hall at 121 N. LaSalle St., 7th Floor, Chicago, IL 60602. Public chauffeurs must not have outstanding City debt or must be on a formal debt payment plan with the City before a public chauffeur license can be renewed. Under certain circumstances, applicants may qualify for a temporary license in order to resolve City debt obligations.