



City of Chicago

Business Affairs and Consumer Protection

Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608
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APPROVAL PROCESS & PROTOCOLS for AGENCY PERFORMING PUBLIC CHAUFFEUR & PUBLIC VEHICLE LICENSE APPLICATION CRIMINAL HISTORY / BACKGROUND CHECKS

- ▶ A list of Department of Business Affairs and Consumer Protection (BACP) approved criminal history/background check agencies is posted at the BACP Web page (CHICAGO.GOV/BACP).
- ▶ BACP provides public chauffeur and public vehicle license applicants a list of approved criminal history/background check agencies. The list is distributed to applicants to facilitate the completion of the criminal history/background check required for BACP license applicants.
- ▶ BACP approved criminal history/background check agencies are responsible for following the most current BACP protocols. Updates made to these protocols will be posted on the BACP Web page.
- ▶ A State of Illinois licensed criminal history/background check agency seeking to be added to the list of BACP approved agencies must first submit a written request to BACPPV@cityofchicago.org. The written request must include the required documents listed below. At the conclusion of the approval process, BACP will issue written correspondence either granting or denying the agency's request to be added to the list of approved Agencies.
- ▶ If approved, BACP will issue a written correspondence of approval. Only after receiving the BACP correspondence of approval, may an agency start to perform fingerprints on BACP public chauffeur and public vehicle license applicants. BACP will only accept criminal history / background check results from BACP approved agencies.

STEP 1: SUBMISSION OF DOCUMENTS FOR CONSIDERATION OF AGENCY APPROVAL

The written request for approval must be sent to BACPPV@cityofchicago.org and include the following:

1. Agency name, business address, phone number, and e-mail address.
2. Name and contact information (e-mail and phone number) of agency manager & alternate contact.
3. Copies of all current licenses required and issued from the Illinois Department of Financial and Professional Regulation: (1) Fingerprint Vendor License for individual(s) and (2), Fingerprint Vendor Agency registration.
4. Copies of all agency device identification forms (FPV-DI).
5. List and costs of all agency services provided by the agency.
6. A written copy of the agency's procedures; including, how information is transmitted to Illinois State Police (ISP).
7. Copy of the State of Illinois Memorandum of Understanding between the Illinois State Police and LIVESCAN Fingerprint Vendor.
8. A statement signed by the agency's authorized manager attesting that all agency criminal history/background checks for BACP public chauffeur and public vehicle license applicants will be biometric on a Federal (FBI) level and that the agency is responsible for payment of all necessary processing fees assessed by ISP or any other government agency to ensure applicant's fingerprints are processed.
9. A statement signed by the agency's authorized manager attesting with compliance with BACP requirements.

STEP 2: BACP Letter of Approval or Denial

BACP will notify the Agency in writing that the request for approval is granted or denied.

A BACP Approved Criminal History/Background Check Agency Must Maintain Compliance with the Following Requirements:

1. An approved agency must inform BACP license applicants of all costs and fees expected to be incurred by license applicants for agency services and processes before agency process is performed.
2. An approved agency must present BACP license applicants with a criminal history /background services receipt referencing the Transaction Control Number (TCN) and the type of biometric services performed.
3. An approved agency must process a BACP license applicant's biometric background checks at the state and national/FBI level.
4. An approved agency must maintain any and all required city, state, federal licenses and any other government agency accounts must be maintained in good standing.
5. An approved agency must identify a contact person that is readily available in case BACP has any questions or concerns.
6. An approved agency must transmit data to the Illinois State Police (ISP) and that data must be forwarded to the Federal Bureau of Investigations (FBI) for processing.
7. An approved agency background check of BACP license applicants must be transmitted to ISP in a timely manner, preferably within 24 hours.
8. An approved agency is responsible for payment of all necessary processing fees assessed by ISP or any other government agency to ensure applicant's fingerprints are processed.

- Questions regarding this approval process and protocols should be directed to BACPPV@cityofchicago.org.
- BACP reserves the right to remove an agency from its approved list if it fails to maintain required city, state, or federal licenses and certifications or has outstanding debt owed to the City of Chicago.
- BACP reserves the right to remove an agency from its approved list if it fails to comply with the above-listed protocols for approved processing of BACP license applicants' fingerprints and background checks.