

Chauffeur License - Debt Clearance Process

Please follow the instructions below to submit a debt check request to the Department of Finance (“DOF”) for your chauffeur license.

- Complete the attached Affidavit of Disclosure of Indebtedness.
- Email this affidavit and a copy of your valid driver’s license to DOFChauffeurLicense@cityofchicago.org. If this request is in relation to a license renewal, please include your chauffeur license number in the email. **DOF cannot process your debt check without these documents, so failure to provide them will result in delays.**
- Please remember to encrypt the email to DOF to protect your personal data.
- Once your email is received a debt check will be performed and the results will be emailed to you within 5-7 business days.
 - If debt is found, you will receive an email with the debt details and instructions on how to resolve it.
 - If no debt is found, you will receive an email with your chauffeur clearance.
- If the school you are attending has submitted an Affidavit of Disclosure of Indebtedness on your behalf, please do not submit a new request as it may delay processing your chauffeur clearance.

For more information or to obtain an electronic version of the Affidavit of Disclosure of Indebtedness, please visit the Department of Business Affairs and Consumer Protection’s website at www.chicago.gov/bacp and click on the Public Vehicles tile.

**AFFIDAVIT OF DISCLOSURE OF INDEBTEDNESS
TO THE CITY OF CHICAGO**



The undersigned entity/individual understands that failure to disclose any debt owed to the City, including parking tickets, will be grounds for the termination of any offer to do business with the City of Chicago.

Print Full Name: _____

Print Home Address: _____

City, State, Zip: _____

Home Telephone: _____

Social Security No.: _____

Drivers License No.: _____

Signature: _____

1) List all prior address(es) for the last five years.

Prior Address: _____

Prior Address: _____

City, State, Zip Code: _____

City, State, Zip Code: _____

Prior Address: _____

Prior Address: _____

City, State, Zip: _____

City, State, Zip Code: _____

2) List all plate numbers for the last five (5) years on vehicles for which you/your entity are listed as owner, co-owner, or co-signer.

Plate Number: _____

Plate Number: _____

Plate Number: _____

Plate Number: _____

Plate Number: _____

Plate Number: _____

Plate Number: _____

Plate Number: _____

3) For the last five (5) years, if you have been an owner, officer, director, associate, partner, or proprietor of a business, list that information below:

Business Name	Address (Include City, State, Zip)	Type of Company
_____	_____	_____
_____	_____	_____