



# BACP PUBLIC VEHICLE INDUSTRY NOTICE



## Renew Public Chauffeur License Remotely

Public Chauffeurs who last renewed their chauffeur license (taxi, restricted/livery, or pedicab) in person at the Public Passenger Vehicle Licensing Facility (2350 W. Ogden) are eligible to take advantage of BACP's electronic remote public chauffeur license renewal process.

Start the remote public chauffeur license renewal process up to 60 days in advance.

### **Step 1: Obtain the required documents:**

1. Completed Public Chauffeur License Renewal Application available at [PUBLIC CHAUFFEUR LICENSE RENEWAL APPLICATION](#) (Form is posted at [chicago.gov/publicvehicles](http://chicago.gov/publicvehicles))
2. Copy of Chauffeur License
3. Copy of valid Driver's License (front and back)
4. **Current Court Purposes and Supervision** driving abstracts (MVR)
  - The "Public Abstract" is not acceptable. MVR must be dated within 60 days of submission. Obtain Illinois MVR abstracts from [ILSOS.GOV](http://ILSOS.GOV)

**Important:** If you have moved since your last chauffeur license renewal, you must complete and submit a Public Chauffeur and Public Vehicle Change of Address form which can be found [here](#). Email this form with your all your renewal documents following the instructions listed below.

**Step 2: E-mail documents 1 through 4 listed above to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) to begin the license renewal process.** Write your name and chauffeur license number and the words "license renewal" in the subject line of your email.

### **Step 3: Pay public chauffeur license renewal fee**

- Once your renewal application is processed, the BACP staff will email you instructions on how to pay the renewal fee or any additional next steps. Please allow 14 business days for processing.
- Once your application has been processed and the renewal fee has been paid, your chauffeur license may be mailed to your home address provided on your application.

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### **Arrive early if you choose to visit the BACP facility at 2350 W. Ogden, Chicago in-person.**

- This facility is open to the public from 8:30am and 4:30pm weekdays, except City holidays. Members of the public must vacate the facility by 4:30pm.
- This facility has strict occupancy limits. Once the building reaches occupancy limits, visitors must wait outside the building – prepare and dress appropriately for waiting outside in inclement weather.
- Renewal public chauffeur license applicants should check in at the reception desk **before 2:30pm.**
- Bring the following to renew your public chauffeur license at 2350 W. Ogden Facility:
  - (1) Blue or Black pen to use to complete forms
  - (2) Items 1 through 4 listed above
  - (3) \$5 License fee payment
- Incomplete applications & missing documents will delay review and processing.

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**BACP Public Vehicle Operations Division • [chicago.gov/publicvehicles](http://chicago.gov/publicvehicles)**

**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)**