



City of Chicago

Business Affairs and Consumer Protection

PUBLIC VEHICLE INDUSTRY NOTICE

April 3, 2020

Notice No. 20-010

Visit chicago.gov/coronavirus for health, well-being, food, housing, utilities, plus financial and employment support resources and services. The City's dedicated COVID-19 webpage is updated with the current information and resources.

CORONAVIRUS IMPACTED PUBLIC PASSENGER VEHICLE OPERATIONS UPDATE

The Department of Business Affairs and Consumer Protection (BACP), in support of Governor Pritzker's "Stay at Home" order and the City of Chicago's efforts to minimize the transmission of the Coronavirus (COVID-19), continues to implement the following protocols.

BACP offices, including Ogden and 39th Street, remain closed to the public in accordance with social distancing efforts. BACP will send out a future notice with information on when BACP offices will reopen to the public.

While BACP offices remain closed to the public, BACP staffs continue to work servicing public passenger vehicle licensees and performing essential functions. BACP staff is available by e-mail.

- E-mail bacppv@cityofchicago.org with questions.
- E-mail public vehicle insurance documents to bacpinsurance@cityofchicago.org.
- BACP staff is processing and updating license status and information daily. Visit the City of Chicago Data Portal (data.cityofchicago.org) for current license information for Public Passenger Vehicle, including Taxicab Medallion, and Public Chauffeurs licenses. How to search for license information:
<https://www.chicago.gov/content/dam/city/depts/bacp/publicvehicleinfo/ridesmartchicago/dataportal/flyer02142020.pdf>

I. PUBLIC PASSENGER VEHICLE LICENSE RENEWALS

► If applicable, BACP encourages licensees to submit licensing documents to BACPPV@cityofchicago.org to begin the renewal process remotely.

Renewals of the following licenses are deferred until June 1, 2020:

- Public Chauffeur (taxicab, livery, pedicab, and horse drawn carriage drivers) Licenses with expiration dates between February 1, 2020 and **May 4, 2020**.
- Pedicab Vehicle Licenses expired March 31, 2020. Licensees are encouraged to submit license renewal documents directly to BACPPV@cityofchicago.org.
- Taxicab Medallion Licenses that expired February 29, 2020. Licensees are encouraged to submit license renewal documents directly to BACPPV@cityofchicago.org.

Renewal of the following licenses is deferred until April 30, 2020:

- Transportation Network Provider Licenses expired March 31, 2020. Licensees may submit license renewal documents directly to BACPPV@cityofchicago.org.

II. PUBLIC PASSENGER VEHICLE INSPECTIONS

Public vehicle inspections scheduled at the BACP Public Vehicle Inspection Facility (2420 W. Pershing Road/39th Street) from March 19, 2020 to **May 4, 2020** will be rescheduled.

An updated Public Vehicle Inspection Schedule will be posted at the BACP webpage at Chicago.Gov/BACP. BACP shall notify taxicab affiliations and license managers by e-mail of updated public vehicle inspection dates.

Public passenger vehicle licensees may request inspection date scheduling changes by sending an e-mail to BACPPV@cityofchicago.org.

III. SURRENDERING TAXICAB MEDALLION LICENSES

Taxicab medallion licensees surrendering licenses may send completed License Surrender Forms by e-mail to BACPPV@cityofchicago.org. A fillable License Surrender form is available to download at the BACP webpage.

A taxicab medallion licensee may initiate a "un-surrender" to place a taxicab back into service by sending an e-mail to BACPPV@cityofchicago.org. A request to "un-surrender" must be supported by proof of current mandated insurance. If approved, a "Letter to Operate" will be e-mailed to the taxicab medallion licensee if the hard card and medallion have been surrendered to our office.

IV. APPLICANTS FOR INITIAL NEW PUBLIC CHAUFFEUR LICENSES

The following does not apply to existing public chauffeur licensees.

Applicants for initial new public chauffeur licenses who have completed and passed approved public chauffeur training courses and exams AND have already submitted fingerprints to an approved BACP criminal history check vendor, should e-mail their TCN fingerprint receipts to BACP at BACPPV@cityofchicago.org. Fingerprint receipts may be scanned as attachments or sent as photos to BACPPV@cityofchicago.org.

Applicants should retain their TCN fingerprint receipts for processing and the application process is expected to resume as normal once BACP offices are open to the public. Any changes to the application process will be disseminated via Public Vehicle Industry Notice.

V. DOCUMENTS and SERVICES ARE AVAILABLE ONLINE

- Public Chauffeur and Public Passenger Vehicle license application forms and documents are available at www.chicago.gov/BACP.
- City of Chicago Payment Portal: <https://pay.chicago.gov/>
- The Illinois Secretary of State (www.cyberdriveillinois.com) offers online services:
 - ✓ obtaining a duplicate driver's license or ID card;
 - ✓ renewing a vehicle registration;
 - ✓ obtaining a driver record abstract;
 - ✓ renewing a standard driver's license with the Safe Driver Renewal program; and
 - ✓ filing Business Services documents, such as incorporations and annual reports.

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- ▶ For questions, comments, or to join the Business Affairs and Consumer Protection-Public Vehicle Operations (BACPPV) e-mail list to receive industry notices and other news, send an email to BACPPV@cityofchicago.org.
 - ▶ Rules and Regulations governing City of Chicago licensed public vehicles and public chauffeurs are available at chicago.gov/bacp.
 - ▶ The Municipal Code of Chicago is available at www.amlegal.com.

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