



# PUBLIC VEHICLE INDUSTRY NOTICE

October 26, 2023

Notice No. 23-029

## **START LIVERY LICENSE RENEWAL EARLY!**

**City of Chicago Livery Vehicle Licenses expire Sunday, December 31, 2023.**

Apply now to timely renew your livery vehicle license.

Note: All the links below are also posted at the [BACP Livery License Webpage](#).

### **PRIOR TO SUBMITTING RENEWAL APPLICATION**

1. File your City of Chicago tax return, pay taxes, and debt online through the [Chicago.gov/ChicagoBusinessDirect](#) portal.
  - [Instructions on filing City of Chicago tax return](#)
  - BACP will **NOT** accept license renewal applications for accounts which are not in good standing with the City of Chicago due to account holds and/or outstanding debt.
2. Review the [2024 Livery License Renewal Instructions and Checklist](#) and gather **ALL** documents required to renew livery license:
  - (1) 2024 certificate of insurance for every licensed livery vehicle listing BACP as the Certificate Holder and Additional Insured.
  - (2) IDOT inspection form for any vehicle older than 2023. IDOT form must be dated after June 1, 2023. **Vehicle must have passed inspection prior to renewal.**
  - (3) Corporation/LLC good standing dated after October 1, 2023. Obtain at the Illinois Secretary of State's [ILSOS.gov](#) website.
  - (4) The license fee is \$500 per livery vehicle license. Once your renewal is approved, we will print your payment coupon. Personal check must have your name and address pre-printed on the check. **Do not** send credit card information through email.

### **COMPLETE RENEWAL:**

#### **APPROVED RENEWAL APPLICATION + PAYMENT OF FEES**

**Option 1: Email Renewal:** Submit your completed renewal application and supporting documents via email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).

- Allow seven business days for processing emailed renewal applications.
- After license renewal application is processed, a payment coupon will be emailed to you.
- Once the license fee is paid and the license renewal application is approved, BACP will create a license "hard" card for pick up at BACP offices (2350 W. Ogden). Bring your driver's license or US government photo identification to pick up the license "hard" card.

**Option 2: In-person Renewal:** If you are planning to renew in person at the BACP office (2350 W. Ogden), look up your [scheduled livery license renewal appointment](#).

- Bring your driver's license or government-issued photo ID to the BACP office.
- Prepare and plan on appearing to your scheduled livery license renewal appointment. You may come earlier than your scheduled appointment to renew your livery license in advance.
- BACP will print your renewal application for you when you appear in person.

#### **BACP OFFICE LIVERY LICENSE RENEWAL OPERATING SCHEDULE**

- BACP offices are **CLOSED**:
  - Friday, Nov. 10, 2023
  - Thursday, Nov. 23, 2023
  - Monday, Dec. 25, 2023
  - Monday, Jan. 1, 2024

- Schedule an appointment using the [BACP Public Vehicles appointment scheduler tool](#).
- Until **December 15, 2023**: Applicants for livery license renewal may walk-in without an appointment from 8:30 am to 11:30 am, Monday through Friday. **Applicants must secure an appointment for service after 11:30am.**
- **December 18, 2023 to January 9, 2024**: Service will be provided by [appointment only](#).
- Resuming **January 10, 2024**: Applicants for livery license renewal may walk-in without an appointment from 8:30 am to 11:30 am, Monday through Friday. Applicants must secure an appointment for service after 11:30am.

### **MAINTAIN LICENSING COMPLIANCE**

- **You may not operate with an expired license. Renew Early! Renew Now!**
- Submitting a license renewal application does not extend expiration date of license. BACP must approve license application and the license fees must be paid to complete license renewal and obtain a 2024 license.
- **NEW:** 2024 Hard Cards must be displayed on the passenger side dashboard. BACP will no longer issue windshield license decals.
- Do not miss scheduled City vehicle inspections – your scheduled vehicle inspection appointment is listed on the City data portal dataset: [Public Passenger Vehicle Inspection Schedule](#).
- Verify your livery license and the public chauffeur license of the person driving your City licensed livery are in ACTIVE status on the [City's data portal](#).

The City of Chicago's Department of Business Affairs and Consumer Protection (BACP) ensures Chicago's public passenger vehicles are safe, reliable and provide residents and visitors positive transportation options. BACP is committed to providing accessibility for all individuals, including people with disabilities.

#### **Public Vehicle Division Operations:**

- Schedule an appointment for service at the BACP Public Vehicle Licensing Facility at [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)
- Resolve an Administrative Notice of Violation (citation) remotely by emailing the ANOV number to [BACP-AdministrativeHearings@CityofChicago.org](mailto:BACP-AdministrativeHearings@CityofChicago.org)
- Rules governing City of Chicago public vehicles and public chauffeurs are available at [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)

Public Vehicle Operations Division | 2350 W. Ogden, First Floor, Chicago IL 60608  
[BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) | [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles) | [Chicago.gov/BACP](https://chicago.gov/BACP) | 312-746-4200