



PUBLIC VEHICLE INDUSTRY NOTICE

October 6, 2023

Notice No. 23-028

STEPS TO TIMELY RENEW A LIVERY LICENSE

Current Livery Licenses expire Sunday, December 31, 2023. Please carefully read the following information to timely renew your Livery License for the January 1 – December 31, 2024 license term.

Only an individual licensee, a registered corporate officer or LLC member, or an Illinois licensed attorney authorized by the licensee may renew a livery license on behalf of the licensee.

Important dates to keep in mind:

- BACP offices are closed: Nov. 10, 2023, Nov. 23, 2023, Dec. 25, 2023 and Jan. 1, 2024.
- Up to December 15, 2023, the Public Vehicle Licensing Operations Facility at 2350 W. Ogden Avenue, 1st Floor, Chicago, IL 60608 is open to walk-ins without appointments from 8:30 am to 11:30 am only. After 11:30 am is **by appointment only**.
- **From December 18, 2023 to January 9, 2024, the Public Vehicle Licensing Operations Facility will provide service **by appointment only**.**
- On January 10, 2024, the Public Vehicle Licensing Operations Facility will resume accepting walk-ins without appointments from 8:30am to 11:30am. After 11:30 am is **by appointment only**.

STEP 1: READ AND FOLLOW THE [2024 LIVERY LICENSE INSTRUCTIONS AND CHECKLIST](#) POSTED ON THE [BACP LIVERY WEBPAGE](#) (start at Chicago.gov/PublicVehicles ⇒ click “Chicago Public Passenger Vehicle Licenses (Other than Taxi and TNP/Ride-Hail)” ⇒ click “Livery”)

STEP 2: RESOLVE CITY OF CHICAGO DEBT AND LICENSE ACCOUNT HOLDS ONLINE AND ENSURE LICENSE ACCOUNT IS IN GOOD STANDING AT Chicago.gov/ChicagoBusinessDirect

- If you have not yet registered and created a personal user profile for yourself, please do so. If you already established your personal user profile, then please log in.
- Proceed to your MY BUSINESS ACCOUNTS page to **ensure** that your personal user profile is linked to your livery license business account. If you are not linked, please email ChicagoBusinessDirect@cityofchicago.org.
- Proceed to the TAX SERVICES section to file your GTT (ground transportation tax) return.
- Pay unpaid charges and balances associated with your livery license business account.
- Make sure outstanding balances are paid and City of Chicago tax return filings are current.
- Questions regarding City of Chicago taxes and tax return filings may be directed the Department of Finance at revenuecs@cityofchicago.org or (312) 747-4747.
- BACP cannot process a license renewal if the license account has holds or debt.

STEP 3: VISIT ilsos.gov TO OBTAIN THE CORPORATION OR LLC PROOF OF “ACTIVE” STATUS DATED AFTER OCTOBER 1, 2023. Include the “Officers” or “Managers” tab. Officer/Manager information listed must match information on file with BACP.

STEP 4: CONFIRM CURRENT CERTIFICATE OF INSURANCE PER LIVERY VEHICLE IS FILED WITH BACP

STEP 5: ARRIVE AT [SCHEDULED LIVERY LICENSE RENEWAL APPOINTMENT](#) WITH REQUIRED DOCUMENTS

- Licensees with scheduled appointments will be prioritized over walk-ins.
- BACP encourages livery licensees to complete license renewal as soon as possible. BACP anticipates increased customer flow the month of December 2023.

STEP 6: PAY THE LICENSE RENEWAL FEE: \$500.00 for a one-year license term.

STEP 7: PICK UP THE 2024 CITY OF CHICAGO LIVERY LICENSE “HARD” CARD

- Display the 2024 City of Chicago Livery “Hard” Card on passenger-side dashboard when operating.
- Purchase 2024 City of Chicago Livery License Plates from the Illinois Secretary of State.
- Look up [scheduled livery inspection dates](#) for 2024 and take your vehicle to scheduled inspection at the BACP Public Vehicle Inspection Facility at 2420 W. Pershing Road.
- *Note: BACP will not issue windshield license decals for 2024 license term.*