



BACP PUBLIC VEHICLE INDUSTRY NOTICE

September 19, 2024

Notice No. 24-025

CHECKLISTS FOR NEW LICENSE APPLICANTS

- The Department of Business Affairs and Consumer Protection (BACP) has designed checklists for **NEW** Public Chauffeur, Pedicab Chauffeur, and Public Passenger Vehicle license applicants.
- These checklists list the steps a new license applicant follows towards obtaining a City of Chicago Public Chauffeur, Pedicab Chauffeur, or Public Passenger Vehicle license.
- These checklists list the documents needed to apply for specific license types.
- BACP created these checklists to be helpful guides for new license applicants.
- Review and follow the instructions in these checklists to simplify the application process.

★ [Public Chauffeur License Checklist for New Applicants](#)

★ [Pedicab Chauffeur License Checklist for New Applicants](#)

★ [Public Passenger Vehicle License Checklist for New Applicants](#)

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://www.chicago.gov/PublicVehicles)
- Resolve an Administrative Notice of Violation (citation) by emailing BACP-AdministrativeHearings@CityofChicago.org
- Rules governing City of Chicago public vehicles and public chauffeurs are available at [Chicago.gov/PublicVehicles](https://www.chicago.gov/PublicVehicles)

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