



PUBLIC VEHICLE INDUSTRY NOTICE

May 22, 2024

Notice No. 24-014

RENEW CHARTER-SIGHTSEEING, MEDICAR, JITNEY, & LOW SPEED ELECTRIC VEHICLE LICENSES

➤ **Current City of Chicago CHARTER-SIGHTSEEING, MEDICAR, JITNEY, & LOW SPEED ELECTRIC VEHICLE LICENSES expire on JUNE 30, 2024.**

- All the links below are also posted on the [BACP webpage Chicago.gov/PublicVehicles](https://www.chicago.gov/publicvehicles)
- **NEW – BACP will no longer issue windshield license decals.** Once renewed, each licensed vehicle will be issued a 2024 license hard card listing the license number. Display the 2024 license hard card on the passenger-side of the vehicle dashboard for corresponding licensed vehicle. Failure to display the 2024 license hard card is a violation of the municipal code.
- Please include public vehicle license holder name and IRIS number in all communications with BACP, especially email correspondence.

PRIOR TO SUBMITTING LICENSE RENEWAL APPLICATION

1. File your City of Chicago tax return, pay taxes, and debt online through the [Chicago.gov/ChicagoBusinessDirect](https://www.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 and follow the [2024-2025 Charter-Sightseeing, Low Speed Electric Vehicle, Medicar and Jitney Renewal Instructions and Checklist](#) and gather **ALL** required renewal documents. BACP will accept screen shots of [ILSOS.GOV](https://www.ilsos.gov) webpages with required information.
3. Request the OWNERSHIP INFORMATION VERIFICATION FORM by sending an email to BACPPV@cityofchicago.org with the license holder name and IRIS number.

APPROVED APPLICATION + PAYMENT OF FEES ⇒ RENEWAL COMPLETED + NEW LICENSE

Option 1: Email Renewal: Submit your completed renewal application and supporting documents via email to BACPPV@cityofchicago.org.

- Allow seven business days for processing emailed renewal applications.
- After the 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 License Renewal Appointment Date & Time](#).
- Bring your driver’s license or government-issued photo ID to the BACP office.
- Prepare and plan on appearing to your scheduled license renewal appointment. You may come earlier than your scheduled appointment to renew your license in advance.
- BACP will print your renewal application for you when you appear in person.
- Applicant must bring copies of all required documents. BACP will not be able to make copies or print out (except for the BACP license renewal application) documents for applicants.
- Schedule an appointment using the [BACP Public Vehicles appointment scheduler tool](#).

MAINTAIN LICENSING COMPLIANCE

- **You may not operate with an expired license. Renew Early!**
- Submitting a license renewal application does not extend the expiration date of license. BACP will issue a new license hard card after it approves renewal application, and the license fees are paid.
- **NEW:** 2024 Hard Cards must be displayed on the passenger side dashboard.
- Verify your public vehicle license and the public chauffeur license of the person driving your City licensed livery are in ACTIVE status on the [City’s data portal](#).
- Illinois law requires a driver operating any vehicle designed to transport 16 or more persons, including the driver, to obtain and maintain a CDL with passenger endorsement.

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) remotely by emailing the ANOV number to 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