



PUBLIC VEHICLE INDUSTRY NOTICE

May 22, 2025

Notice No. 25-019

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

City of Chicago Charter-Sightseeing, Medicar, Jitney, and Low Speed Electric Vehicle licenses expire on **June 30, 2025**.

Important Information

- All the links below are also available on the BACP website: [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)
- Upon renewal, each licensed vehicle will receive a **2025 license hard card** displaying the license number. This card must be clearly displayed on the **passenger side of the vehicle dashboard**. Failure to properly display the 2025 license hard card is a **violation of the Municipal Code**.
- When communicating with BACP please include the public vehicle license holder's name, public vehicle license number, and IRIS number in all correspondence.

Before Submitting the License Renewal Application

1. File your City of Chicago tax return and pay any outstanding taxes or debt through the [Chicago.gov/ChicagoBusinessDirect](https://chicago.gov/ChicagoBusinessDirect) portal.
 - [Instructions on filing City of Chicago tax return](#)
 - BACP will **not** accept license renewal applications from accounts that are not in good standing with the City of Chicago due to account holds or outstanding debt.
2. Review and follow the [2025-2026 Charter-Sightseeing, Low Speed Electric Vehicle, Medicar and Jitney Renewal Instructions and Checklist](#) and gather **ALL** required renewal documents.
3. Request the OWNERSHIP INFORMATION VERIFICATION FORM by sending an email to BACPPV@cityofchicago.org with the license holder name and IRIS number.

Renewal Process

✓ Approved Application + 💳 Payment of Fees → 💻 Renewal Completed + 📄 New License Issued

Option 1: Email Renewal

- Submit your completed renewal application and supporting documents via email to BACPPV@cityofchicago.org.
- Allow **seven business days** for processing.
- After processing, a **payment coupon** will be emailed to you.
- Once the license fee is paid and the application is approved, BACP will create a **license hard card** for pickup at the BACP office (**2350 W. Ogden**).
- License fees can be paid online at [Chipay.Chicago.gov](https://chipay.chicago.gov)
- Bring your **driver's license or a U.S. government-issued photo ID** to pick up the hard card.

Option 2: In-Person Renewal

- If renewing in person at the BACP office (**2350 W. Ogden**), please check your [Scheduled Charter Sightseeing, Medicar, and Jitney Renewal Appointment](#)
- Bring your **driver's license or government-issued photo ID** to the appointment.
- You may arrive **earlier than your scheduled appointment** to renew in advance.
- BACP will print your renewal application upon your arrival.

- Applicants must bring **copies of all required documents**. BACP will **not** make copies of supporting documents (only the BACP renewal application will be printed on-site).
- Schedule an appointment using the [BACP Public Vehicles appointment scheduler tool](#).

Ensure Licensing Compliance

- **Do not operate with an expired license. Renew early!**
- Submitting a renewal application does **not** extend the license expiration date. A new license hard card will be issued **only after** your application is approved and fees are paid.
- **2025 license hard cards must be displayed** on the **passenger-side dashboard**.
- Confirm that your **public vehicle license** and the **public chauffeur license** of your driver are **active** on the [City's data portal](#).
- Per **Illinois law**, any driver operating a vehicle designed to transport **16 or more persons (including the driver)** must have a **Commercial Driver's License (CDL)** with a **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://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://chicago.gov/PublicVehicles)

Public Vehicle Operations Division | 2350 W. Ogden, First Floor, Chicago IL 60608

BACPPV@cityofchicago.org | [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles) | [Chicago.gov/BACP](https://chicago.gov/BACP) | 312-746-4200