



# City of Chicago

## Business Affairs and Consumer Protection

### **PUBLIC VEHICLE INDUSTRY NOTICE**

October 30, 2015

Notice No. 15-110

### **E-NOTICE TAXI MEDALLION LICENSE RENEWAL**

**Exciting News!** The Department of Business Affairs and Consumer Protection (BACP) is getting one step closer to paperless renewal of taxicab medallion licenses. This year BACP will begin the “E-NOTICE” taxi medallion license renewal process. The new process eliminates the mailing of license renewal packets to taxicab medallion licensees.

**NOTE: Paper license renewal packets will NOT be mailed out to license holders or license managers.**

The following will be posted on the BACP Web site ([www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp)):

- Taxicab medallion license renewal information and checklist
- Dates and times of taxicab medallion license renewal appointments
- Dates and times of taxicab vehicle inspections for 2016

If you have not already done so, register your email address for your taxicab medallion license account. You may do so by sending an email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org). Write the taxicab medallion license number and the name of the taxicab medallion license holder in the e-mail “Subject Line”.

BACP encourages all licensees to resolve outstanding debt before January 1, 2016. BACP recommends that licensees investigate whether they have outstanding debt by either searching the City’s Web site or by reading the Hold Notices sent by the Department of Finance. Visit the City of Chicago Department of Finance web page at [www.cityofchicago.org/finance](http://www.cityofchicago.org/finance), to pay AH Debt, Ground Transportation Tax, and Red Light or Parking Tickets.

Licensees should also check the status of their company in advance by visiting the Secretary of State’s Web site Corporation/LLC Search/Certificate of Good Standing section at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com). However, for the purposes of submission to BACP for renewal, proof of good standing should be dated after December 1, 2015.

License Managers should check the City of Chicago data portal now and reconcile their list of clients with what is on the portal. The City of Chicago Data Portal is posted at [data.cityofchicago.org](http://data.cityofchicago.org). If there are discrepancies in this data, is it the responsibility of the licensees to rectify the discrepancy by either taking steps to register that taxi client with the city or to remove that client from the list of managed clients. If managers wish to make changes, they should contact the Public Vehicle Office and submit the required forms. License Managers and Affiliations must make appointments to come to 2350 W. Ogden to pick up the renewal applications for their managed clients and affiliates. Appointments will begin

on December 15<sup>th</sup>, 2015. Independent (non-affiliated) medallion owners do not need an appointment to come in to obtain their renewal application. Send all requests for renewal application pickups and renewal appointment reschedules and consolidation requests to [BACCPV@cityofchicago.org](mailto:BACCPV@cityofchicago.org).

Questions or comments about the E-NOTICE TAXI MEDALLION LICENSE RENEWAL process should be sent to [BACCPV@cityofchicago.org](mailto:BACCPV@cityofchicago.org).

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- ▶ For questions, comments, or to join the City of Chicago's Department of Business Affairs and Consumer Protection-Public Vehicle Operations (BACPPV) e-mail list to receive industry notices and other news, send an email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).
- ▶ Rules and Regulations governing City of Chicago licensed public vehicles and public chauffeurs are available at [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp).
- ▶ The Municipal Code of Chicago is available at [www.amlegal.com](http://www.amlegal.com).

**Public Vehicle Operations Division • 2350 W. Ogden, First Floor, Chicago, IL 60608**  
[BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) • 312-746-4300 • [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp)