DEBT CLEARANCE FOR PUBLIC CHAUFFEURS

Per the Municipal Code of Chicago, individuals and business entities must be free of City of Chicago debt or must be in a formal debt payment plan before the City of Chicago may issue a new or renewal license.

This also applies to public chauffeur licensees.

The Department of Business Affairs and Consumer Protection’s Public Vehicle Operations Division encourages individuals to verify whether they owe debt to the City of Chicago and then clear it or enter into a formal plan BEFORE they apply for a new or renewal public chauffeur license.

Attached are documents that can assist individuals into inquiring, clearing, and / or entering into formal payment plans in regard to City of Chicago outstanding debt. These documents are also available at www.cityofchicago.org/bacp

Failure to either clear debt or timely enter into a debt payment plan may result in denial of a new or renewal public chauffeur license.

For questions or to join the BACP mailing list to receive taxicab industry notices and other department news, send an email to BACPPV@cityofchicago.org. Rules and Regulations governing City of Chicago licensed public vehicles and public chauffeurs are available at www.cityofchicago.org/bacp. The Municipal Code of Chicago is available at www.amlegal.com.
What to Do If You Owe Debt to the City of Chicago

If we determine that you owe debt to the City of Chicago, you must come into compliance before your chauffeur license can be renewed by doing one of the following:

- **Payment of the Debt in Full** – You may pay in person here at 2350 W Ogden or pay on-line (Parking or Water debt only) at www.cityofchicago.org.
- **Enrollment in a Payment Plan** –

**Water**
- **To enroll** - Visit City Hall Room 107A and see any cashier
- **Terms**
  - Down Payment of 35% of the total charges for water and sewer (including past due and current charges).
  - Payments made over a term of up to 1 year.

**Parking**
- **To enroll** - You must come in person to City Hall Room 107A
- **Terms**
  - **General Payment Plan I** (for motorists with $500 or less in parking/red light tickets)
    - 50% down payment
    - Payments made over a term of 6 months
    - All outstanding boot, tow, tamper, and storage fees must be paid in full
  - **General Payment Plan II** (for motorists with $500 or more in parking/red light tickets)
    - Down Payment of $500 or 25% of the parking or red-light ticket debt, whichever is greater.
    - Payments made over a term of up to 1 year.
    - All outstanding boot, tow, tamper, and storage fees must be paid in full

**Administrative Hearings**
- **To enroll** - Contact the Law Firm of Heller & Frisone at 312-759-2900 Ext 103 or visit them at 33 N. LaSalle Street Suite 1200
- **Terms**
  - 50% Down Payment
  - Payments made over a term of 6 months

You will be required to bring a copy of your payment receipt showing debt paid in full, your Water or Parking Payment Plan agreement along with attached receipt showing proof of down payment, or your release letter from Heller and Frisone in order to renew your Chauffeur's License.

**For questions concerning your debt:**
- Parking (312)744-PARK
- Water, Administrative Hearings, or all other inquires please contact (312)744-8447
General Instructions – Indebtedness Information Form

Purpose of Form
The Indebtedness Information Form is used to document personal information which is necessary to investigate outstanding debt owed to the City of Chicago.

Name and Address Section – All Fields Are Mandatory
- Enter your legal name as it appears on your documents
- Enter your complete mailing address.
- Enter Email address
- Enter your phone number.
- Enter the last four digits of your Social Security Number.
- Enter your Drivers License Number. If you do not have a driver's license, please insert your state identification number.

Listing of Prior Addresses and License Plates
- Please indicate all prior addresses for the last five (5) years and list all license plate numbers for the last five (5) years for which you are listed as owner or co-owner.

Business Ownerships
- If you own(ed) a business as a sole proprietor or partner, or are an officer who owns >7.5% or more of a corporation, please provide that information.

What to Do If You Owe Debt to the City of Chicago
- If we determine that you owe debt to the City of Chicago, you must come into compliance by doing one of the following:
  - Payment of the Debt in Full – You may pay in person at any of the City's payment sites, or on-line (Parking or Water debt only) at www.cityofchicago.org.
  - Establishment of a Department of Revenue Parking Payment Plan (Parking Debt Only) This option does prevent booting. For more information call (312) 604-7100
  - Establishment of a Department of Water Payment Plan (Water Debt Only) For more information regarding this option, contact the Water Department directly at (312) 744-4426
- If you have evidence of proof of payment, or if the debt is not yours, please provide us with supporting documentation.
**Indebtedness Information Form**

*Name: ___________________________________________  *Phone: _______________________________
*Address: _________________________________________  *SSN Last 4 Digits: ____________________________
___________________________________  *Driver’s License #: _______________________________

Please complete the information below. This information will be used to investigate outstanding debt owed to the City of Chicago

1. List all prior addresses for the last five (5) years.

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
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<tr>
<td>b.</td>
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<td>c.</td>
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<td>d.</td>
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</tbody>
</table>

2. List all license plate numbers for the last five (5) years of vehicles for which you are listed as owner, co-owner or have co-signed a loan.

<p>| | | |</p>
<table>
<thead>
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<td>g.</td>
<td>h.</td>
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</tr>
</tbody>
</table>

3. If during the last five (5) years you have owned a business as a partner or a sole proprietor, complete the section below.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address</th>
<th>Type of Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
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<tr>
<td>b.</td>
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</tbody>
</table>

You may obtain information and make payments at the Department of Revenue, 121 N. LaSalle St., City Hall, Room 107. Parking Tickets and water bills can be paid online at [www.cityofchicag.com](http://www.cityofchicag.com).

All City debts must either be paid or arrangements for payment made with the Department of Revenue prior to issuance of your chauffeur license. These documents may be obtained in Room 107, City Hall.

**FAX OR E-MAIL THIS FORM TO THE**
**CITY OF CHICAGO DEPARTMENT OF REVENUE**
**FAX: (312)744-2737 OR E-MAIL: indebtednesscheck@cityofchicago.com**

*Indicates Required Fields*