



# City of Chicago

## Business Affairs and Consumer Protection

Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608  
312-746-4200 · [BACPPV@CITYOFCHICAGO.ORG](mailto:BACPPV@CITYOFCHICAGO.ORG) · [Chicago.gov/PublicVehicles](http://Chicago.gov/PublicVehicles)

### 2025 LIVERY VEHICLE LICENSE RENEWAL INSTRUCTIONS, INSPECTION DATES AND CHECKLIST

October 2, 2024

**Current LIVERY VEHICLE Licenses expire on DECEMBER 31, 2024.** The upcoming license term is from January 1, 2025 to December 31, 2025. Read this document in its entirety. Failure to follow instructions or checklists will result in delay of license renewal process.

Starting October 16, 2024, applicants may submit license renewal documents by either method:

- (1) Email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) – the preferred method, OR
  - Email must contain applicant's name, livery vehicle license number, and IRIS number.
- (2) In person at the BACP Public Vehicle Licensing Facility (2350 W. Ogden, 1<sup>st</sup> Floor, Chicago, Illinois)
  - Appear at your [Scheduled IN-PERSON Appointment for Livery Vehicle License Renewal](#).
  - If you do not appear at your scheduled in-person renewal appointment, you will be considered a "walk-in". Walk-ins must check in at the reception desk before 11:30am or schedule an [appointment](#).
  - Make your own copies to keep of all documentation submitted to BACP. BACP staff are unable to print or to make copies for personal use.
  - Visit [Chicago.gov/PublicVehicles](http://Chicago.gov/PublicVehicles) for facility hours, walk-in service times, and appointment scheduling.

Please note: regardless of email or in person submission of renewal documents:

- ✓ BACP recommends submitting application before December 13, 2024, to ensure timely renewal.
- ✓ Only an individual licensee, a registered corporate officer or LLC member, or an Illinois-licensed attorney authorized by the licensee may renew on behalf of the licensee. Your application must be completed and signed by an authorized representative of your business.
- ✓ A license must be renewed before the expiration date in order to continue licensed operations. Refer to Chapter 9-114 of the Chicago Municipal Code at [amlegal.com](http://amlegal.com).
- ✓ Licenses who complete their 2025 renewal will be issued a license hard card with the name and number of the livery vehicle license. This license hard card must be displayed on the passenger side dashboard.
- ✓ The license will not be issued until renewal application is completed and the \$500 license fee is paid.

#### Important dates to note:

- BACP offices are closed: Nov. 11, 2024, Nov. 28, 2024, Dec. 25, 2024, and Jan. 1, 2025.
- **Up to December 13, 2024**, the Public Vehicle Licensing Operations Facility at 2350 W. Ogden Avenue, 1st Floor, Chicago, IL 60608 is open to walk-ins without appointments from 8:30 am to 11:30 am only. After 11:30 am is [by appointment only](#).
- **From December 16, 2024 to January 10, 2025**, the Public Vehicle Licensing Operations Facility will provide service [by appointment only](#).
- **On January 13, 2025**, the Public Vehicle Licensing Operations Facility will resume accepting walk-ins without appointments from 8:30am to 11:30am. After 11:30 am is [by appointment only](#).

For your convenience, the following are posted online and are accessible anytime from anywhere:

- (1) On the [BACP Livery webpage](#) (start at [Chicago.gov/PublicVehicles](#) ⇒ click “Chicago Public Passenger Vehicle Licenses (Other than Taxi and TNP/Ride-Hail)” ⇒ click “Livery”)
  - ✓ 2025 Livery License Renewal Instructions (this document)
  - ✓ [Scheduled IN-PERSON Appointments for Livery License Renewals](#) at the BACP Public Vehicle Licensing Facility at 2350 W. Ogden, 1<sup>st</sup> Floor
    - BACP recommends attending your scheduled license renewal appointment. If you miss your appointment, use the below [appointment scheduling link](#) to schedule a new appointment.
    - **Licensees are encouraged to renew remotely by emailing license renewal documents to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).** Licensees who submit their license renewal documents via email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) may cancel their in-person renewal appointment. We recommend emailing license renewal documents before Dec. 10, 2024.
  - ✓ [Public Passenger Vehicle License Tool Kit](#): the basics of managing your livery license
- (2) On the City of Chicago Data Portal (start at [data.chicago.gov](#) ⇒ search for the “Public Passenger Vehicle Inspection Schedule” dataset)
  - ✓ [Scheduled 2025 Livery License Inspections](#) – this document is updated and current daily
- (3) On the BACP webpage ([Chicago.gov/PublicVehicles](#))
  - ✓ [Public Vehicle License Service Appointment Scheduling Link](#)

**CITY OF CHICAGO DEBT AND LICENSE ACCOUNT HOLDS:** [Chicago.gov/ChicagoBusinessDirect](#)

Make sure your City of Chicago Livery License business account is in good standing: start at the Chicago Business Direct web portal ([Chicago.gov/ChicagoBusinessDirect](#)).

- If you have not yet registered and created a personal user profile for yourself, please do so. If you already established your personal user profile, then please log in.
- Proceed to your MY BUSINESS ACCOUNTS page to ensure that your personal user profile is linked to your livery license business account. If you are not linked, please email [ChicagoBusinessDirect@cityofchicago.org](mailto:ChicagoBusinessDirect@cityofchicago.org).
- Proceed to the TAX SERVICES section to file your GTT (ground transportation tax) return.
- Pay unpaid charges and balances associated with your livery license business account.
- Make sure outstanding balances are paid and City of Chicago tax return filings are current.
- Questions regarding City of Chicago taxes and tax return filings may be directed the Department of Finance at [revenuecs@cityofchicago.org](mailto:revenuecs@cityofchicago.org) or (312) 747-4747.
- **BACP will not process license renewals for accounts with City of Chicago debt or holds.**

**LIVERY VEHICLE CHANGE OF EQUIPMENT and INSPECTION SCHEDULE**

Livery vehicles model year 2023 or older must complete an (IDOT) Illinois Department of Transportation inspection. In addition, livery vehicles model year 2020 or older must complete and pass a City of Chicago, Public Vehicle inspection in 2025.

**If your livery vehicle is scheduled for a City inspection in 2025, the inspection date and address of the City's inspection facility will be listed in the renewal package on the form titled 2025 RENEWAL APPOINTMENT & VEHICLE INSPECTION NOTICE.** Keep this form for your records. If you fail to appear on time for the City inspection, your livery license will be placed into Violation status and livery will not be able to operate for hire. Additional sanctions may apply including fines, suspension and revocation of your livery license.

Livery vehicle inspection dates are also posted on the City of Chicago Data Portal ([data.chicago.gov](https://data.chicago.gov)) in the "Public Passenger Vehicle Inspection Schedule" dataset. This dataset is updated daily and contains the most current vehicle inspection date and time. Vehicles that cannot pass the City inspection must be replaced with a vehicle that meets requirements.

### RENEWAL DOCUMENTS CHECKLIST

The following documents must be completed and submitted at the time of your renewal appointment:

1. CERTIFICATE OF GOOD STANDING / LLC FILE DETAIL REPORT FOR LLCs: [ilsos.gov](https://ilsos.gov)  
If the license(s) is in the name of a corporation or LLC, the licensee must provide proof of "Active" status from the Illinois Secretary of State. Proof of "Active" status must be dated after October 1, 2024, and include the "Officers" or "Managers" tab. Officer/Manager information listed must match information on file with BACP. Screen shots of [ilsos.gov](https://ilsos.gov) webpages with this information will be accepted.

2. LICENSE RENEWAL & OWNERSHIP VERIFICATION FORM

The information printed on this form must correspond to the corporate minutes or operating agreement previously submitted to BACP.

Note: This form is personalized for each IRIS account and is NOT posted on the BACP webpage.

There are two ways to obtain this form and the scheduled inspections for the vehicles listed on your IRIS account: (1) in-person at the BACP Public Vehicle Licensing Facility OR (2) by sending a request to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) for the form to be emailed to you. Licensees must state in the email subject line: "Request for Livery Vehicle License Renewal Form" and include licensee name, license number, and/or IRIS number in email. All communications with BACP must include this information.

- Review the information on the form and discuss any discrepancies or omissions with a BACP staff member at your renewal appointment. If you wish to make changes to your company's ownership structure, you must submit a Change of Officer application and pay the applicable change of officer processing fees for the addition of or removal of any officer.
- Licensees with multiple livery vehicle licenses in the same IRIS account, must renew all or surrender all licenses. Licensees wishing to not renew their livery license must surrender the license plates to the Secretary of State and bring the Secretary of State Plate Surrender Form to BACP. A licensee wishing to close their account must also submit a completed Affidavit for Final Taxable Period form available upon request.

### 3. CERTIFICATE OF INSURANCE

Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) policy expiration date of December 31, 2025; (2) the public vehicle license number; (3) VIN number; (4) make, model and year of vehicle; (5) a 30-day written "Notice of Cancellation" statement listing "BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608" as the certificate holder and additional insured; (6) and, when applicable, a statement that any vehicle modifications and/or additional equipment is covered by the insurance policy.

- Insurance certificate of insurance must indicate minimum auto-liability insurance coverage of \$350,000.00 combined single limit coverage per occurrence.
- BACP will immediately suspend the license of a licensee that fails to timely submit its proof of insurance or maintain required insurance coverage and such suspension will remain until acceptable proof of valid insurance is received. In addition, a licensee may be subject to fines, license suspension and/or license revocation.

### 4. IDOT INSPECTION SHEET

Submit a current Illinois Department of Transportation inspection sheet for each vehicle being renewed. Only inspection sheets dated after June 1, 2024, which indicate the vehicle passed inspection will be accepted.

### 5. LICENSE RENEWAL FEE PAYMENT

Applicants for livery license renewal must submit the full amount of the license renewal fee of **\$500** per each livery license. City of Chicago payment centers are posted at Chicago.Gov/Finance. Cash amounts over \$1,000.00 are not accepted. The license fee may be paid by credit card, certified check or money order. Certified checks and money orders must be made payable to the "City of Chicago". All checks must have the name and address **pre-printed** by the issuing lending institution on the check. In order to provide you with more efficient service, all certified checks and money orders should be completed in full and include IRIS account number(s).

### **LIVERY LICENSE "HARD" CARD: Proof of January 1 to December 31, 2025 License**

- ✓ After the completion of your livery license renewal, including payment of license fee, BACP will issue a unique City of Chicago Livery License "Hard" Card linked to your livery license and vehicle.
- ✓ The 2025 Livery License "Hard" Card must be displayed on the passenger-side dashboard while operating as a livery. Failure to display may result in citations being issued.
- ✓ Purchase corresponding 2025 City of Chicago Livery License Plates from the Illinois Secretary of State (IL SOS) facility at 5401 N. Elston, Chicago, Illinois.
- ✓ Note: BACP no longer issues windshield license decals.
- ✓ At all times the livery is operating, the current IL SOS issued 2024 license plates must be affixed and displayed, the 2025 City of Chicago Livery License "Hard" Card must be displayed on the passenger-side dashboard, and the driver must have a current valid City of Chicago restricted or taxi public chauffeur license with them.
- ✓ Livery licensees are responsible for filing current certificate of insurance with BACP.
- ✓ Livery licensees must update BACP on material changes to information (address, vehicle, etc.) linked to their respective City of Chicago livery license.