



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 · Chicago.gov/PublicVehicles

**STEPS AND CHECKLIST FOR NEW PUBLIC VEHICLE LICENSE APPLICANTS
(NON-TAXI)**
September 19, 2024

ALERT: BACP has updated the order of steps in the public vehicle licensing process.

MINIMUM QUALIFICATION REQUIREMENTS FOR A CITY OF CHICAGO PUBLIC VEHICLE:

- Refer to the Municipal Code of Chicago (MCC), posted at amlegal.com, Chapter 9-114: "Public Passenger Vehicles other than Taxicabs" and Chapter 9-110: "Pedicabs" for a list of qualifications for applicable public vehicle licenses.
- "Application date" or "date of application" is the date a completed public vehicle license application is submitted to the Department of Business Affairs and Consumer Protection (BACP).
- These steps and checklist are for new applicants for public **VEHICLE** licenses associated with a specific **VEHICLE**.
 - The driver of a Chicago public vehicle license must have an active Chicago public chauffeur license. Visit the "[Chicago Public Chauffeur Licenses](http://Chicago.gov/PublicVehicles)" webpage at Chicago.gov/PublicVehicles for licensing information specific to drivers.
 - A driver of a larger vehicle (16 plus seats, including the driver) must have an active current Commercial Driver's License (CDL) with Passenger Endorsement.
- **Please note the date restrictions for required documents to bring in.**

STEP 1: COLLECT THE FOLLOWING DOCUMENTS PRIOR TO SUBMITTING APPLICATION FOR A PUBLIC VEHICLE LICENSE TO BACP

- **All Applicants – Individual and Company (Corporation/LLC Applicants)**
 - Completed license application
 - *Current Vehicle Title / Certificate of Origin (Front and Back) OR Current Secretary of State Vehicle Registration
 - *Vehicle Bill of Sale
 - *Current Vehicle History Report for vehicles older than current model year
 - Current Vehicle Lease signed by lessee and lessor, and dated (If applicable)
 - *Current Illinois Department of Transportation (IDOT) Vehicle Inspection Form for vehicles older than current model year
 - Proof of Place of Business in Chicago, such as current business/residential lease or current property tax bill
 - Current Certificate of Insurance in compliance with public vehicle type, see MCC for additional requirements.
 - Copy of current driver's license.
 - Take an officer photo at 2350 W. Ogden Avenue for BACP records.
- **Individual Applicants Only**
 - All of the above listed under "All Applicants" plus
 - Copy of permanent driver's license and/or chauffeur license (if applicable)
- **Company (Corporation/LLC) Applicants Only**
 - All of the above listed under "All Applicants" plus
 - Current Corporate/LLC File Detail Report showing status of "Active"
 - Articles of Incorporation or Organization for Corporation/LLC
 - Corporate Minutes or LLC Operating agreement that lists ALL owners/Officers/Shareholders/Members

o **Pedicab Vehicle License Applicants Only**

- o Items/documents marked above with "*" are specific to public vehicle licenses associated with a car.
- o All of the above listed under "All Applicants" without an "*" Plus
- o Documents which apply to **Individual Applicants OR Company (Corporation/LLC) Applicants** Plus
- o Proof of ownership of the pedicab vehicle or lease agreement that covers license term and acknowledges the use as pedicab.
- o 8½ x 11 color photographs of each pedicab vehicle for which a license is sought. Photos must show ALL the required equipment such as seatbelts, headlights, red taillights (both left & right sides), hydraulics, disc or drum brakes, spoke or wheel rim deflectors on each wheel, turn lights (directionals), bell, horn or other audible device, company signage posted with company name, phone number and rates. Write the serial number of the pedicab on the back of each photo.

STEP 2: SUBMIT COMPLETED LEGIBLE PUBLIC VEHICLE LICENSE APPLICATION FORM WITH APPLICABLE ABOVE LISTED SUPPORTING DOCUMENTS

- ▶ Application forms for Livery, Charter/Sightseeing, Ambulance, Medicar, Low-Speed Electric PPV, and Jitney Vehicle Licenses are posted on BACP's webpage.
 - ▶ Start at Chicago.gov/PublicVehicles; then click on section titled "[Chicago Livery, Charter/Sightseeing, Pedicab, Ambulance, Medicar, Water Taxi/Tour Boats, Low-Speed Electric PPV, and Jitney Vehicle Licenses](#)" for information and documents posted online.
 - ▶ Select the appropriate "INDIVIDUAL" OR "COMPANY" application based on the applicant.
 - ▶ After submitting public vehicle license application with supporting staff to BACP staff person, take an officer photo at 2350 W. Ogden Avenue for BACP records.
 - ▶ **Applicants have two options to submit applications with supporting documents.**
- (1) In person at the BACP Public Vehicle Licensing Facility (2350 W. Ogden, 1st Floor, Chicago, Illinois 60608)
- Walk-in applicants without appointments must check in at the reception desk before 11:30 am
 - Make copies of all documentation prior to submission to BACP.
 - BACP staff are unable to print or to make copies for personal use.
 - Visit Chicago.gov/PublicVehicles for facility hours, walk-in service times, and appointment scheduling.
- (2) E-mail to BACPPV@cityofchicago.org
- Send a single email with application and all supporting documents.
 - In all e-mail communications with BACP, include full name, the license type, and license number (if issued) in the subject line of the email.

STEP 3: OBTAIN FINGERPRINT (BIOMETRIC) BASED BACKGROUND HISTORY REPORT

- ▶ **DO NOT SUBMIT TO FINGERPRINTING BEFORE SUBMITTING LICENSE APPLICATION TO BACP.**
- ▶ Once the completed, signed, dated application is submitted, BACP will issue the applicant a List of Authorized Agencies and Procedures for Fingerprint Background Checks form with the applicant's name, assigned number and date. Applicant must then bring that form to an approved-agency and tell that agency they are a Public Chauffeur license applicant and that the background results **must come directly** to BACP's ORI number **ILL14898S**, which is listed on the form.
- ▶ After fingerprinting applicant will be issued a TCN fingerprint receipt. Submit TCN fingerprint receipt to BACP via email to BACPPV@cityofchicago.org or in person at the 2350 W. Ogden facility **no more than 7 business days** after the date fingerprinted. Delayed submissions may result in expiration of the background report and applicant will need to be re-fingerprinted at own expense. All emails to BACP must include applicant's full name and any assigned BACP number in the subject line of the email.

- ▶ Allow for at least 10 business days for the results to be processed and transmitted to BACP. In some cases, the process may take longer. If an applicant’s criminal background check or any other license requirement requires further investigation, the applicant may be required to submit additional documentation to BACP.
- ▶ A license will not be issued to an applicant that has not successfully passed the background check. Refer to MCC 9-104 for specific criminal history or driving history, including DUIs, which may disqualify an applicant. Licenses will not be issued if there is any unresolved debt owed to the City of Chicago.
- ▶ **Allow a minimum of 14 business days for the application to be fully processed. You will be contacted when processing has been completed.**

STEP 4: PICK UP PUBLIC VEHICLE LICENSE

- Once applicant is approved for a license, BACP personnel will contact applicant via email and inform them to report to the BACP Public Vehicles Operations Facility, 2350 W. Ogden, 1st Floor, Chicago, Illinois.
- Bring the following to pick up public vehicle license.

Active, permanent, state-issued driver’s license.

Non-refundable license fee:

Livery vehicle	\$500.00 per vehicle for a licensing term from January 1 to December 31
Charter/sightseeing vehicle	\$500.00 per vehicle for a licensing term from July 1 to June 30
Medical carrier	\$500.00 per vehicle for a licensing term from July 1 to June 30
Jitney car service	\$250.00 per vehicle for a licensing term from July 1 to June 30
Low-speed electric public passenger vehicles	\$500.00 per vehicle for a licensing term from July 1 to June 30
Pedicab vehicle	\$250 per vehicle for licensing term from April 1 to March 31

- ▶ If an applicant meets all legal license requirements, applicant will be issued a Public Vehicle license.
- ▶ If an applicant does not meet legal license requirements, BACP will mail a letter to the applicant denying the license application.

- **E-mail questions regarding the public vehicle licensing process or the status of license application to BACPPV@cityofchicago.org.**
- **In all communications with BACP, include full name, license type, and the BACP assigned license number(s) (if applicable).**