



City of Chicago

Business Affairs and Consumer Protection

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

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STEPS & CHECKLIST TO APPLY FOR A NEW CITY OF CHICAGO PEDICAB CHAUFFEUR LICENSE

September 19, 2024

ALERT: BACP has updated the order of steps in the PEDICAB CHAUFFEUR licensing process.

MINIMUM QUALIFICATION REQUIREMENTS FOR A CHICAGO PEDICAB CHAUFFEUR

- Refer to Municipal Code of Chicago (MCC) Chapter 9-110 (amlegal.com) for laws which govern the Pedicab Industry, including a list of qualifications for PEDICAB CHAUFFEUR licenses.
- "Application date" or "date of application" is the date a completed public chauffeur license application is submitted to the Department of Business Affairs and Consumer Protection (BACP).
- A Pedicab Chauffeur License must be obtained by anyone that drives/operates for hire a pedicab vehicle in Chicago.
- These steps and checklist are for new applicants for **PEDICAB CHAUFFEUR** licenses.
 - Visit Chicago.gov/PublicVehicles for licensing information specific to Pedicab VEHICLE licenses.
 - A Pedicab VEHICLE must have its own pedicab VEHICLE license.
- **Please note the date restrictions for required documents.**
- **The Minimum Qualifications:**
 - Be at least 18 years of age as of the date of application.
 - Possess an active, permanent, driver's license which is in good standing. The driver's license must be issued by the State of Illinois or other U.S. State for a minimum of one year prior to application date.
 - Take and pass the BACP-administered pedicab chauffeur licensing examination.
 - City of Chicago [Department of Finance debt clearance](#) within **120 days** from the date of application.
 - National/FBI/State level criminal background check. (See Step 3 below for additional instructions on submitting to a fingerprint background check).
 - ▶ Refer to MCC 9-110 for specific criminal history or driving history, including DUIs, which may disqualify an applicant.

STEP 1: COLLECT ALL OF THE FOLLOWING DOCUMENTS PRIOR TO TAKING THE PEDICAB EXAM AT BACP'S PUBLIC VEHICLE OFFICE. . Documents listed below cannot be submitted to BACP until after the pedicab chauffeur exam has been passed.

- Establish proof of 1-year driver license history**
 - ▶ Applicants must present documentation (current driver's license and current, certified "COURT PURPOSES and SUPERVISION" driving history abstract) that proves they have held a State of Illinois or other U.S. State issued driver's license for at least one year prior to application and that the license is in good standing. Driving record should list driving history for last three years (if applicable).

- ❑ **Obtain an original, certified, copy of current driving record: ilsos.gov.**
 - ▶ If licensed in Illinois, applicants will need an original, certified abstract of their driving record (dated no more than 60 days prior to application date) issued by the Illinois Secretary of State that contains both COURT PURPOSES and SUPERVISION records. You can obtain Illinois driving record abstracts online at ilsos.gov.
 - ▶ Third party abstracts are NOT accepted. "Public" abstracts are NOT accepted. All certified abstracts must be issued from the government agency that issues driver's licenses in that state.
 - ▶ If licensed outside of Illinois, applicants will need an original, **CERTIFIED**, copy of their driving history record issued by the state where licensed that is dated no more than 60 days prior to application date. Records must be comparable to the Illinois Court Purposes and Supervision records. The records must also list their full legal name, date of birth, and home address. Information on the abstract cannot be "locked".

- ❑ **Obtain a [debt clearance](#) from the Department of Finance**
 - ▶ Obtain a [debt clearance](#) from the City of Chicago's Department of Finance by emailing a completed [Affidavit of Disclosure of Indebtedness form](#) and a copy of your driver's license to the email address of DOFChauffeurLicense@cityofchicago.org. The Department of Finance will perform a debt search and inform you of the results. Once all debt is paid or resolved, Finance will email you the Debt Clearance form. That Debt Clearance form must be submitted to BACP with the other required documents. The debt clearance form should be date stamped no more than 120 days prior to the date of application.
 - ▶ Outstanding debt owed to the City of Chicago must be resolved by (1) full payment or (2) entering into an approved payment plan. All payment plans must be current.

STEP 2: TAKE AND PASS THE BACP PEDICAB CHAUFFEUR LICENSING EXAM at
 BACP Public Vehicle Operations Facility, 2350 W. Ogden Ave., 1st Floor, Chicago, IL 60608
[PEDICAB CHAUFFEUR LICENSE EXAM IS SCHEDULED BY APPOINTMENT ONLY](#)

- ▶ Register for the PEDICAB CHAUFFEUR Licensing Exam by sending an email to BACPPV@cityofchicago.org with your full name and the date(s) you wish to register to take the exam.
 - ▶ You are registered for an exam date and time when you receive a confirmation e-mail response from BACPPV@cityofchicago.org confirming the date and time for exam. Please read that email carefully as it tells you what to bring to the exam.
 - ▶ On confirmed test date, arrive and check in before the time listed in the email.

 - ▶ **BRING THE FOLLOWING DOCUMENTS WITH YOU TO THE EXAM**
- You will not be allowed to sit for the exam or apply for a license unless you bring ALL required documents to the exam.**
1. Your current government-issued driver's license.
 2. A certified copy of your government-issued driving record with both Court Purposes and Supervision records dated within the last **60 days**.
 3. Your debt clearance from the City's Department of Finance. Clearance must be dated within the last **120 days**. [Instructions](#) and the affidavit form required to obtain a debt clearance from the Department of Finance are posted at Chicago.gov/PublicVehicles.
- ▶ **Take and pass the written examination.** Once you pass the exam, you will be given an application to complete. All required documents must be submitted at the end of the examination. Once you have submitted the application and all required documentation, you will be issued a completed Fingerprint Form. You must bring this form to a BACP-Approved fingerprint vendor. See Step 3 for details.

STEP 3: OBTAIN A PERSONALIZED FINGERPRINT BACKGROUND CHECK FORM FROM BACP

- ▶ **DO NOT** submit to fingerprinting **BEFORE** submitting a license application to BACP.
- ▶ Fingerprint (biometric) based National/FBI background checks are required for all license applicants.
- ▶ DO NOT submit to fingerprinting WITHOUT having the bottom of the LIST OF AUTHORIZED AGENCIES AND PROCEDURES FOR FINGERPRINT BASED BACKGROUND CHECKS form completed by a BACP staff member.
- ▶ **BACP's ORI number is ILL14898S.** Tell the agency that your results must be submitted under BACP's ORI number or BACP will not receive the results, and you will need to be re-fingerprinted at your expense.
- ▶ The fingerprint agency will issue you a TCN Fingerprint receipt. Submit the TCN Fingerprint receipt to BACP in person or by email (BACPPV@CITYOFCHICAGO.ORG) no later than **7 business days** after you are fingerprinted.
- ▶ **Incomplete applications will be closed 30 days after submission to BACP. You will have to restart the application process over if you fail to complete any part of the application process within 30 days of submission to BACP.**
- ▶ A license will not be issued to an applicant that has not successfully passed the background check.

STEP 4: PICK UP PEDICAB CHAUFFEUR LICENSE

- ▶ Once applicant is approved for a license, they will be contacted by BACP personnel and told to report to the BACP Public Vehicles Operations Facility.
- ▶ Bring the following:
 - Active, permanent, state-issued driver's license.
 - Assigned PEDICAB CHAUFFEUR license number.
 - Certified court purposes and supervision driving abstracts dated within last 60 days.
 - \$5.00 for the non-refundable license fee.
- ▶ If an applicant meets all the license requirements, applicant will be issued a PEDICAB CHAUFFEUR license.
- ▶ If an applicant does not meet all license requirements, BACP will mail a letter to the applicant denying the license application.



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