



**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](https://Chicago.gov/PublicVehicles)

**STEPS & CHECKLIST TO APPLY FOR A NEW  
CITY OF CHICAGO TAXI OR RESTRICTED/LIVERY CHAUFFEUR LICENSE**  
August 12, 2024

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

**MINIMUM QUALIFICATION REQUIREMENTS FOR CITY OF CHICAGO PUBLIC CHAUFFEUR**

- Refer to the Municipal Code of Chicago (MCC) Chapter 9-104 ([amlegal.com](https://amlegal.com)) and the Public Chauffeur Rules and Regulations ([Chicago.gov/PublicVehicles](https://Chicago.gov/PublicVehicles)) for a list of qualifications for public 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).
- These steps and checklist are for new applicants for **PUBLIC CHAUFFEUR** licenses for **DRIVERS** of public vehicles.
  - Visit [Chicago.gov/PublicVehicles](https://Chicago.gov/PublicVehicles) for licensing information specific to public vehicles (Taxi, Livery, Charter/Sightseeing, Pedicab, Ambulance, Medicar, Low-Speed Electric PPV, and Jitney Vehicle Licenses).
  - 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.
  - Applicants for a PEDICAB CHAUFFEUR license, should refer to the PEDICAB CHAUFFEUR LICENSE CHECKLIST.
- **Please note the date restrictions for required documents.**
- **The Minimum Qualifications:**
  - Be at least 21 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.
  - Complete and pass the applicable public chauffeur course and final licensing examination within 6 months of the date of application.
  - City of Chicago [Department of Finance debt clearance](#) form date stamped within 120 days from the date of application. You must complete the Affidavit of Disclosure of Indebtedness and send that completed form with a copy of your driver's license to [DOFChauffeurLicense@cityofchicago.org](mailto:DOFChauffeurLicense@cityofchicago.org). Do not send this form to BACP.
  - National/FBI/State level criminal background check. The TCN Fingerprint receipt of the background check must be submitted to our office within 7 business days from the date of fingerprinting. (See Step 4 below for additional instructions on submitting to a fingerprint background check).
    - ▶ Refer to MCC 9-104 for specific criminal history or driving history, including DUIs, which may disqualify an applicant.

**STEP 1: TAKE AND PASS THE APPROPRIATE PUBLIC CHAUFFEUR TRAINING COURSE AND PUBLIC CHAUFFEUR LICENSING EXAM WITHIN 6 MONTHS OF APPLICATION DATE**

- Register for the Taxi Chauffeur Training Course to qualify for a Taxi Chauffeur License OR Livery Chauffeur Training Course to qualify for a Restricted Livery Chauffeur License.
- Complete and Pass a BACP-approved public chauffeur training course and test. List of approved public chauffeur training programs are posted at [Chicago.gov/PublicVehicles](https://Chicago.gov/PublicVehicles)
- Receive Certificate of Course Completion from a BACP-approved public chauffeur training school. This must be dated within **6 months** of date of application to BACP.

## STEP 2: COLLECT ALL OF THE FOLLOWING DOCUMENTS PRIOR TO SUBMITTING APPLICATION FOR A PUBLIC CHAUFFEUR LICENSE TO BACP

- Establish proof of 1-year driver license history**
  - ▶ Applicants must present documentation (driver's license and "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](https://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](https://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](mailto: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 3: SUBMIT NEW PUBLIC CHAUFFEUR LICENSE APPLICATION & DOCUMENTS

### Applicants have two options to submit applications with supporting documents.

- (1) You may submit in person at the BACP Public Vehicle Licensing Facility, 2350 W. Ogden, 1<sup>st</sup> Floor, Chicago, IL.
    - Walk-in applicants without appointments must check in at the reception desk **before 11:30 a.m.**
    - Keep your own copies of all documentation submitted to BACP.
    - BACP staff are unable to print or to make copies.
    - Visit [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles) for facility hours, walk-in service times, and appointment scheduling.
  
  - (2) E-mail to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org)
    - Send a single email with the application and all supporting documents attached as jpeg or pdf files. Do not send links to documents. Do not send invitations to cloud storage files. Application documents must be emailed as attachments or tendered in person.
    - In all e-mail communications with BACP, include your full name, the license type, and license number (if issued).
- ▶ **Submit (in person or via e-mail) all the following documents with application:**
    - Completed PUBLIC CHAUFFEUR LICENSE APPLICATION FOR NEW APPLICANTS (available at [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles))
    - Course completion certificate that is dated within 6 months prior to application date.
    - Copy of your active, permanent, state-issued driver's license (front and back).
    - Certified copy of driving records dated within 60 days prior to application date.
    - Documentation of a **MINIMUM of 1-year driving history** in the form of court-purposes and supervision driving records or your state's equivalent. Driving records should list at least the last three years of driving history, if applicable. Driving record must be dated within 60 days of application date.
    - Department of Finance debt clearance form dated within 120 days of application date.

## **STEP 4: 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](mailto: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 5: PICK UP PUBLIC CHAUFFEUR LICENSE**

- ▶ If you are approved for a license, you will be contacted by BACP personnel and told to report to the BACP Public Vehicles Operations Facility at 2350 W. Ogden Avenue, First Floor, Chicago, IL.
- ▶ Bring the following:
  - Active, permanent, state-issued driver's license.
  - Assigned public chauffeur license number.
  - Certified court purposes and supervision driving abstracts dated within last 60 days.
  - Class Completion certificate from a BACP-approved public chauffeur training school dated within 6 months.
  - \$5.00 for the non-refundable license fee.
- ▶ If you meet all the license requirements, you will be issued a public chauffeur license.
- ▶ Depending on your driving record, you may be sent for an additional class by a BACP staff member.
- ▶ If you do not meet all license requirements, BACP will mail a letter to you denying the license application.

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