



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

INITIAL TRANSPORTATION NETWORK PROVIDER (TNP) LICENSE APPLICATION CHECKLIST – August 6, 2024

- ▶ The Municipal Code of Chicago is published at AMLEGAL.COM.
 - The "Transportation Network Providers" (TNP) Ordinance is Municipal Code of Chicago (MCC) Chapter 9-115.
 - The "Chicago Ground Transportation Tax" Ordinance is MCC Chapter 3-46.
 - The "Department of Business Affairs and Consumer Protection" Ordinance is MCC Chapter 2-25.

- ▶ The Department of Business Affairs and Consumer Protection (BACP) maintains a dedicated Transportation Network Provider webpage on its "Public Vehicles" webpage at Chicago.gov/PublicVehicles. The following information is published on the "Chicago Transportation Network Providers (Ride-Hail Companies)" webpage:
 - The Transportation Network Providers Rules
 - TNP license fact sheet summaries of Chicago's licensing and regulatory framework; fees and taxes; data reporting requirements; and traffic management directives

- ▶ A TNP license must be obtained by a TNP company offering compensated pre-arranged transportation services that connects passengers with drivers of vehicles for hire using an Internet-enabled application or digital platform.
- ▶ The TNP license term is April 1 to March 31.
- ▶ Annual TNP license fee is \$10,000 plus \$.02 per TNP trip. The license fee is not prorated.
- ▶ Applications may be submitted with all required documents either to BACPPV@cityofchicago.org or to the BACP Public Vehicle Operations Division at 2350 W. Ogden, First Floor, Chicago, Illinois 60608.
- ▶ A license application will be reviewed once all completed documents have been received. Only applications submitted by applicants that have paid or resolved outstanding debt owed to the City of Chicago will be reviewed. Please keep a copy of all documents submitted to BACP.

BEFORE YOU SUBMIT LICENSE APPLICATION

1. Review BACP's dedicated [TNP webpage](#); the [TNP License Application Form and Checklist](#); [Chapter 9-115](#) of the Municipal Code of Chicago; and the [TNP Rules](#) for information on the laws which regulate licensing and operational framework for Chicago TNP licenses.
2. Ensure the license applicant company is in good standing with the Illinois Secretary State (www.ilsos.gov) to conduct business in the State of Illinois.
3. Feel free to submit clarifying questions to BACPPV@cityofchicago.org in order to submit complete and correct application or you may request a meeting with BACP to ask questions.
4. For clarity, consider organizing and labeling supporting license application documents to match the following numbered items.

STEP 1: SUBMIT TNP LICENSE APPLICATION WITH THE FOLLOWING DOCUMENTS TO BACP

1. A fully executed INITIAL Transportation Network Providers License Application.
2. List of Current Contacts

Applicant must submit a current list of licensee's employees or representatives who will be interacting with BACP and the City of Chicago. The list must include the individual's name, corresponding email addresses, and the individual's role, i.e., Legal Compliance, Event Operations, Airport Operations, Data Reporting, etc.

3. Articles of Incorporation/Organization for the company applicant or proof of other ownership structure.
4. Applicant's corporate minutes or operating agreement with all officers or members and their percentage of ownership listed.
5. Certificate of Good Standing / LLC File Detail Report for LLCs: ilsos.gov

Applicant must provide proof of "Active" status from the Illinois Secretary of State. Proof of "Active" status must be dated within sixty (60) days prior to application date submission, and include the "Officers" or "Managers" tab. Officer/Manager information listed must match information filed with BACP. Any discrepancy will delay the ability to obtain the license(s). Legible screenshots of ilsos.gov webpages with this information will be accepted.

6. Individual Owners and Officers' Information
 - a. For corporations – a list of the full legal names, titles, social security numbers, home residence addresses, e-mail addresses and home residence or cell phone numbers of all corporate officers, directors and of those stockholders who own 25 percent or more of its voting shares.
 - b. For LLCs and Partnerships– a list of the full legal names, dates of birth, social security numbers, home residence addresses, e-mail addresses and home residence or cell phone numbers of: (a) the three members who own the highest percentage interests in such partnership or limited liability company, (b) the general partner of a partnership, (c) the managing member of a limited liability company, and (d) any other member who owns a 25 percent or more interest in the LLC.
7. Proof of Place of Business within the corporate boundaries of the City of Chicago (acceptable records are property lease agreement, property tax record, or utility bill).
 - *Note: The Municipal Code of Chicago defines [Place of Business](#) as "a location in the City where (1) the City may send, and licensee shall accept, notices of hearing or other notices from the City; and (2) the licensee maintains its business and financial records relating to its license".*
 - Virtual offices do not meet ordinance definition and are not in compliance.

8. Certificate(s) of Insurance

Applicant must submit proof of required City of Chicago insurance coverage for TNP licensees pursuant to Section 9-115-090 MCC. Read the ordinance carefully to ensure policy complies.

➤NOTE: If securement of required insurance policies is contingent upon BACP approval of license application, submit an explanatory statement as a supporting document. Proof of required insurance will have to be submitted before issuance of TNP license.

- a. Copy of primary, non-contributory Commercial General Liability insurance coverage policy not less than \$1 million dollars per occurrence, for bodily injury, personal injury, and property damage.
- b. Copy of Commercial Automobile Liability insurance policy with a combined single limit for bodily injury and property damage of not less than \$1 million per occurrence covering liability for any occurrence after a TNP driver has accepted a request for service from a passenger from the TNP digital platform and during the transportation of passenger to the final destination.
- c. Certificates of Insurance submitted must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) policy issuance dates; (2) policy expiration dates; (3) a 30-day written "Notice of Cancellation" statement listing "City of Chicago/BACP, 2350 W. Ogden, 1st Floor, Chicago, IL 60608" as the certificate holder; and (4) list the "City of Chicago/BACP" as an additional insured.

9. TNP Trade Dress/Signage, TNP Driver Identification, and 3-1-1 Signage

Applicant must submit:

- a. A color photo or rendition of all TNP applicant's distinctive trade dress and/or signage to be used by its affiliated vehicles at all times while vehicle is being used to provide TNP service.

MCC 9-115-120(a) states "The distinctive signage shall be sufficiently large and color contrasted (i) as to be readable during daylight hours at a distance of at least 50 feet, and (ii) to identify a particular vehicle associated with a particular licensee."

- b. A color photo or rendition of the TNP applicant's driver identification card to be used to provide TNP service.
- c. A color photo or rendition of the TNP applicants mandated 3-1-1 signage to be displayed in affiliated transportation network vehicles during TNP service.

MCC 9-115-150(i) states "All transportation network chauffeurs are required to have a sign visible to the passengers in the rear seat of the vehicle that reads, "for compliments and complaints, please call 311".

10. TNP Smart Phone Application/Platform Information

Applicant must submit color graphic illustration or "screen shots" of applicant's digital platform information communicated and shared with consumers/passengers:

- (1) the identification card of the transportation network driver;
- (2) a picture of the transportation network vehicle, including the license plate number of the vehicle, and the make, model and year of the vehicle;

- (3) a button for passengers to request a fare quote displayed on the passenger's smart phone application before the start of each ride (the fare quote button must be the same size as the button confirming/authorizing the ride);
- (4) during elevated pricing periods, sample notice of the time frame of the surge pricing period is displayed for passenger notice;
- (5) the dollar amount fare quote (not a multiplier) during the surge pricing period and the size of the buttons that passenger must click on to authorize the surge price fare quote;
- (6) size of button that allows passenger to opt out or decline the transportation request based on the fare quote;
- (7) whether smoking is permitted in the vehicle;
- (8) the city's 311 service center number the passenger may use to report complaints; and
- (9) an opt-out button/option from being rated by drivers if the digital platform allows drivers to rate their passengers.

11. TNP Driver Background Check Process

Applicant must submit a description of the applicant's background check process used to evaluate and qualify TNP driver applicants in compliance with MCC 9-115-150. The description must include the applicant's methodology of verifying driver self-reported information, including the driver's photograph. If the background checks are conducted by a vendor, include the name and contact information of the vendor.

12. TNP Driver Training Process and Curriculum

Applicant must submit a description of the training process and curriculum used to train affiliated TNP drivers prior to being on-boarded onto licensee's platform. The TNP driver training curriculum must include Vision Zero program minimum training components; servicing passengers with disabilities; and if applicable TNP driver operations and requirements at City of Chicago airports. Include any continuing education or refresher training being offered to existing TNP drivers during the license term. If the training is being conducted by a vendor, include the name and contact information of the vendor.

13. TNP Vehicle Vetting and Inspection Process

Applicant must submit a description of the vehicle vetting and inspection processes used to evaluate and qualify TNP vehicles. The description must include the method that applicant is using to verify affiliated TNP vehicle history and inspection results. See MCC § 9-115-100(b) and § 9-115-110.

14. TNP Service to Passengers with Disabilities

Applicant must submit:

- a. Verification that its smart phone app/platform is accessible with the capability to connect drivers with passengers who are blind, visually impaired, deaf or hard of hearing.
- b. Description of how the TNP applicant shall connect passengers who use wheelchairs with wheelchair accessible service.
- c. Its plan is to "enhance service to customers with disabilities" pursuant to MCC 9-115-140(c).

15. TNP Data Submission and Attestation Compliance
Applicant must submit a description of data verification process it has in place to ensure that data submissions are accurate and complete pursuant to MCC 9-115-210. This process must be consistent with the City of Chicago data reporting requirements published at [Chicago.Gov/TNPDataReporting](https://www.chicago.gov/TNPDataReporting). A signed and dated attestation must accompany each data report submission.

STEP 2: OBTAIN A PERSONALIZED FINGERPRINT BACKGROUND CHECK FORM FROM BACP and SUBMIT TO FINGERPRINTING AT A BACP-APPROVED FINGERPRINTING BACKGROUND CHECK AGENCY

- National/FBI level fingerprinting/background history report from a BACP approved agency for the individuals identified in above checklist items #6a or #6b is required.
- 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 BACP providing 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 submitting your completed application to BACP.
- A license will not be issued to an applicant that has not successfully passed the background check.

STEP 3: AFTER BACKGROUND CHECK IS CLEARED BY BACP, PAY THE \$10,000 LICENSE FEE

STEP 4 (Optional): AFTER Applicant's TNP license is approved, applicant seeking authorization to operate at Chicago airports and/or McCormick Place, must submit the following:

- (1) A written request to the BACP and CDA Commissioners seeking authorization for its affiliated drivers and vehicles to pick up passengers at the Airports. Written request to pick up passengers at McCormick Place should be directed to the BACP Commissioner.
- (2) A description of the TNP company's processes and procedures in place to ensure that the company and its drivers and vehicles are in compliance and remain in compliance with Chapters 3-46 and 9-115 of the MCC and these TNP Rules.
- (3) A copy of the TNP driver training materials incorporating airport protocols for TNP drivers.
- (4) A color photo or rendition to scale of the TNP applicant's airport authorization signage that complies with Rule TNP6.5.



INITIAL TRANSPORTATION NETWORK PROVIDER LICENSE APPLICATION

1. LEGAL Name of TNP License Applicant Company:

2. DOING BUSINESS AS (D/B/A) Name of TNP License Applicant:

3. Place of Business Street Address in Chicago:

CHICAGO, ILLINOIS

Zip Code: _____

4. Website Address: _____

5. Business Email Address: _____

6. Business Telephone Number: (_____) _____

7. Business Fax Number: (_____) _____

8. State of Illinois Corporate/LCC File #: _____

9. Registered Agent Information:

a. Name: _____

b. Company: _____

c. Address: _____

d. Contact Phone Number: _____

e. E-Mail Address: _____

COMPANY OFFICER AND OWNER INFORMATION

10. Attach a list of **all** company officers, members, shareholders, owners, or partners which includes responses to all of the following information:

- a. Individual Full Legal Name
- b. Title(s) Held
- c. Percentage of Ownership
- d. Home Street Address/City/State/Zip
- e. Contact / Business Email Address
- f. Primary Contact Phone Number
- g. Date of Birth
- h. Social Security Number
- i. Driver's License Number and list the name of the State that issued the Driver's License

LICENSING AND CRIMINAL HISTORY

11. Has the applicant company, its owners, members, directors, partners, or officers ever had an ownership interest in any State of Illinois or City of Chicago license that has been suspended or revoked? (Yes or No): _____

▶ IF YES, list the license holder name, license type, the date and the reason of suspension or revocation:

12. Has the applicant company, its owners, members, directors, partners, or officers ever been convicted of a crime, in custody, under parole or under any other non-custodial supervision resulting from a conviction from a felony within the last ten (10) years?
(Yes or No): _____

▶ IF YES, list the Defendant's name, type of offense, date, city, and state of conviction:

13. Are there any pending charges against the applicant company, its owners, members, directors, partners, or officers? (Yes or No): _____

▶ IF YES, list the Defendant's name, type of offense, next court date, and court city, county and state:

INDIVIDUAL COMPLETING, SIGNING, and ATTESTING TO APPLICATION

I, _____
(First-Middle-Last Name), am applying to obtain a TNP license on behalf of a company registered and authorized to do business in Illinois. I am authorized by the TNP license applicant to complete, sign, and submit this application as a principal owner or shareholder with more than 25% interest in the applicant company; as a principal officer (President or CEO); or as a principal LLC member.

i. List your title or relationship with TNP license applicant company: _____

ii. Mailing Street Address:

City/State/Zip Code: _____

iii. Primary Contact Phone Number: _____

iv. E-Mail Address: _____

- I affirm that the applicant company meets all the requirements listed in Chapter 9-115 of the Municipal Code of Chicago and the Transportation Network Provider Rules.
- I affirm that the applicant company, if issued a TNP License, will operate in compliance with the Municipal Code of Chicago and the applicable rules.
- I affirm that all the statements made and given on this form and any accompanying documents are true and correct. I understand that any misstatements, inaccuracies and/or omissions made on this form or any accompanying documents (whether intentional or unintentional) will result in the denial or rescission of this application or any license obtained through this application.
- I hereby give authorized consent to the City of Chicago to obtain the criminal and background history records of the principals of the applicant company.
- **Under penalties as provided by law, including, but not limited to, Chapter 1-21 of the MCC, I certify that the above statements are true and correct.**

Signature: _____

Print Name: _____

Date Signed: _____