



PUBLIC VEHICLE INDUSTRY NOTICE

December 3, 2024

Notice No. 24-030

Schedule Appointments for Public Vehicle & Public Chauffeur Licensing Services: December 16, 2024 to January 10, 2025

To provide efficient customer service, individuals must secure a scheduled online appointment for BACP Public Vehicle Facility (2350 W. Ogden) services during:

Monday, December 16, 2024 to Friday, January 10, 2025

BACP will resume 8:30am to 11:30am walk-in service on January 13, 2025.

Easy steps to schedule a BACP Public Vehicle Facility (2350 W. Ogden) Appointment:

1. Start at [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)
2. Click on the button that reads "[Schedule a Public Vehicles Service Appointment](#)".

[Schedule a Public Vehicles Service Appointment](#)

3. Select a service, scroll down to calendar, and select a date and time.
4. Enter your name and email address and click the BOOK button
5. You can reschedule or cancel your booking by clicking the link in your confirmation email
6. Appear for the scheduled appointment and show the appointment confirmation on your electronic device when entering the facility

Please note the BACP Remote Services which can be performed Anywhere and Anytime!

Submit questions, requests, and documents for the following services via email to BACPPV@CITYOFCHICAGO.ORG. Forms are available on the [BACP website](#).

- Apply for New or Renewal License (form)
- Request Vehicle Inspection Date Change
- Submit WAV Subsidy Application (form)
- Submit Insurance Certificates
- Report Change of Address (form)
- Report Lost License (form)
- Request Letter to Operate
- Submit Change of Equipment (form)
- Submit Change of Affiliation (form)
- Submit Change of Meter (form)
- Submit Change of Safety Device (form)

- **NEW!** Public Vehicle and Public Chauffeur Licensees can pay City of Chicago fees online anytime from anywhere. Start at [ChiPay.Chicago.gov](https://chipay.chicago.gov) to access the payment portal. Refer to payment coupon to obtain IRIS and Charge ID numbers.

The City of Chicago's Department of Business Affairs and Consumer Protection (BACP) ensures Chicago's public passenger vehicles are safe, reliable and provide residents and visitors positive transportation options. BACP is committed to providing accessibility for all individuals, including people with disabilities.

Public Vehicle Division Operations:

- Schedule an appointment for service at the BACP Public Vehicle Licensing Facility at [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)
- Resolve an Administrative Notice of Violation (citation) by emailing BACP-AdministrativeHearings@CityofChicago.org
- Rules governing City of Chicago public vehicles and public chauffeurs are available at [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)