



BACP PUBLIC VEHICLE INDUSTRY NOTICE

October 21, 2024

Notice No. 24-028

STEPS TO TIMELY RENEW A LIVERY VEHICLE LICENSE

Current Livery Vehicle Licenses expire on December 31, 2024. Please carefully read the following information to timely renew your Livery Vehicle License for the January 1 – December 31, 2025 license term. Failure to follow instructions or checklists will result in delays for license renewals.

- ✓ BACP recommends submitting application before December 13, 2024, to ensure timely renewal.
- ✓ Only an individual licensee, a registered corporate officer or LLC member, or an Illinois-licensed attorney authorized by the licensee may renew on behalf of the licensee. Your application must be completed and signed by an authorized representative of your business.
- ✓ A license must be renewed before the expiration date in order to continue licensed operations. Refer to Chapter 9-114 of the Chicago Municipal Code at amlegal.com.
- ✓ Licenses who complete their 2025 renewal will be issued a license hard card with the name and number of the livery vehicle license. This license hard card must be displayed on the passenger side dashboard.
- ✓ The license will not be issued until renewal application is completed and the \$500 license fee is paid.
- ✓ **NEW:** Pay online at ChiPay.Chicago.gov - obtain IRIS and Charge ID numbers from payment coupon.

Important dates to note:

- BACP offices are closed: Nov. 11, 2024, Nov. 28, 2024, Dec. 25, 2024, and Jan. 1, 2025.
- **Up to December 13, 2024**, the Public Vehicle Licensing Operations Facility at 2350 W. Ogden Avenue, 1st Floor, Chicago, IL 60608 is open to walk-ins without appointments from 8:30 am to 11:30 am only. After 11:30 am is [by appointment only](#).
- **From December 16, 2024 to January 10, 2025**, the Public Vehicle Licensing Operations Facility will provide service [by appointment only](#).
- **On January 13, 2025**, the Public Vehicle Licensing Operations Facility will resume accepting walk-ins without appointments from 8:30am to 11:30am. After 11:30 am is [by appointment only](#).

STEP 1: READ AND FOLLOW THE [2025 LIVERY VEHICLE LICENSE INSTRUCTIONS AND CHECKLIST](#) POSTED ON THE [BACP LIVERY WEBPAGE](#) (start at Chicago.gov/PublicVehicles ⇒ click “Chicago Public Passenger Vehicle Licenses (Other than Taxi and TNP/Ride-Hail)” ⇒ click “Livery”)

STEP 2: OBTAIN LICENSE RENEWAL & OWNERSHIP VERIFICATION FORM ASSOCIATED WITH YOUR IRIS ACCOUNT.

- Note: This form is personalized for each IRIS account and is NOT posted on the BACP webpage.
- There are two ways to obtain this form and the scheduled inspections for the vehicles listed on your IRIS account: (1) in-person at the BACP Public Vehicle Licensing Facility OR (2) by sending a request to BACPPV@cityofchicago.org for the form to be emailed to you. Licensees must state in the email subject line: “Request for Livery Vehicle License Renewal Form” and include licensee name, license number, and/or IRIS number in email. All communications with BACP must include this information.

STEP 3: RESOLVE CITY OF CHICAGO DEBT AND LICENSE ACCOUNT HOLDS ONLINE AND ENSURE LICENSE ACCOUNT IS IN GOOD STANDING AT Chicago.gov/ChicagoBusinessDirect

- If you have not yet registered and created a personal user profile for yourself, please do so. If you already established your personal user profile, then please log in.
- Proceed to your MY BUSINESS ACCOUNTS page to ensure that your personal user profile is linked to your livery license business account. If you are not linked, please email ChicagoBusinessDirect@cityofchicago.org.
- Proceed to the TAX SERVICES section to file your GTT (ground transportation tax) return.
- Pay unpaid charges and balances associated with your livery license business account.
- Make sure outstanding balances are paid and City of Chicago tax return filings are current.
- Questions regarding City of Chicago taxes and tax return filings may be directed the Department of Finance at revenuecs@cityofchicago.org or (312) 747-4747.
- BACP cannot process a license renewal if the license account has holds or debt.

STEP 4: VISIT ilsos.gov TO OBTAIN THE CORPORATTION OR LLC PROOF OF “ACTIVE” STATUS DATED AFTER OCTOBER 1, 2024. Include the “Officers” or “Managers” tab. Officer/Manager information listed must match information on file with BACP. Screen shots of ilsos.gov webpages will be accepted.

STEP 5: CONFIRM CURRENT CERTIFICATE OF INSURANCE PER LIVERY VEHICLE IS FILED WITH BACP

STEP 6: SUBMIT COMPLETE LICENSE RENEWAL PACKET CORRECTLY TO BACP.

- (1) Email to BACPPV@cityofchicago.org – the preferred method, OR
 - Email must contain applicant’s name, livery vehicle license number, and IRIS number.
- (2) In person at the BACP Public Vehicle Licensing Facility (2350 W. Ogden, 1st Floor, Chicago, Illinois)
 - Appear at your [Scheduled IN-PERSON Appointment for Livery Vehicle License Renewal](#).
 - If you do not appear at your scheduled in-person renewal appointment, you will be considered a “walk-in”. Walk-ins must check in at the reception desk before 11:30am or schedule an [appointment](#).

STEP 7: PAY THE LICENSE RENEWAL FEE: \$500.00 for a one-year license term.

- **NEW:** Pay online at ChiPay.Chicago.gov - obtain IRIS and Charge ID numbers from payment coupon.

STEP 8: PICK UP THE 2025 CITY OF CHICAGO LIVERY LICENSE “HARD” CARD

- Display the 2025 City of Chicago Livery “Hard” Card on passenger-side dashboard when operating.
- Purchase 2025 City of Chicago Livery License Plates from the Illinois Secretary of State.
- Look up [scheduled livery inspection dates](#) for 2025 and take your vehicle to scheduled inspection at the BACP Public Vehicle Inspection Facility at 2420 W. Pershing Road.

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
- 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