



**City of Chicago**  
**Department of Business Affairs and**  
**Consumer Protection**

**TAXICAB INDUSTRY NOTICE**

August 1, 2011

Notice No. 11-033

**Public Chauffeur Licensing Process Updates**

1. In order to streamline public chauffeur licensing for new and renewal applicants, BACP has posted the following public chauffeur licensing forms which are available to download and complete in advance at [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp):

- Public Chauffeur Application for New Applicants
- Public Chauffeur Application Checklist for New Applicants
- Public Chauffeur License Application for Renewals
- City Debt And Child Support Affidavit
- Physical Examination Certification Form
- Public Chauffeur Affiliation Compliance Form

2. BACP requires **ALL** public chauffeur licensees applying to renew their public chauffeur licenses to:

- Bring their current Illinois Driver's License card
- Bring their current Public Chauffeur License card
- Submit an Illinois Secretary of State Motor Vehicle Record - Court Purposes (dated less than 30 days from renewal application)
- Submit a completed Public Chauffeur License Application for Renewals
- Submit a completed City Debt And Child Support Affidavit
- Submit a completed Physical Examination Certification Form
- Submit to a Controlled Substance Drug Test.
- Submit a completed Public Chauffeur Affiliation Compliance Form if they are unable to obtain a "One Call A Day Affiliation Letter"
- Submit proof of completion of Continuing Education Requirement Course, this course is required once every 24 months
- If applicable, submit proof of a City of Chicago Department of Revenue Parking Debt Payment Plan Agreement. The Department of Revenue's website is [www.cityofchicago.org/revenue](http://www.cityofchicago.org/revenue) for information on City debt payment options.

For questions, comments, or to join the BACP mailing list to receive taxicab industry notices and other department news, send an email to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org).

Rules and Regulations governing City of Chicago licensed public vehicles and public chauffeurs are available at [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp).

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