



# City of Chicago

## Business Affairs and Consumer Protection

### PUBLIC VEHICLE INDUSTRY NOTICE

Visit [chicago.gov/reopening](http://chicago.gov/reopening) for Chicago's industry specific guidelines for business reopening, including "Be Safe. Taxi and Ride Hail".

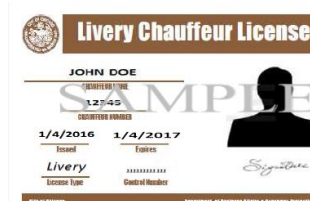
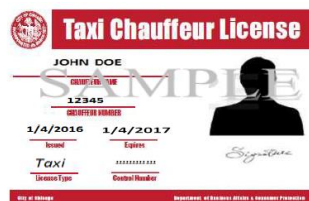
October 22, 2020

Notice No. 20-038

### TIPS TO RENEWING PUBLIC CHAUFFEUR LICENSES

REMINDER: Public Chauffeur Licenses with expiration dates between March 15, 2020, through September 30, 2020 will expire on October 31, 2020. Renew immediately in order to remain ACTIVE. **If not renewed, the chauffeur license status will change to EXPIRED on October 31, 2020.**

- **BACP encourages licensees to start the license renewal process immediately by email or in person to avoid extended wait times.**



**A. You are encouraged to renew by email due to social distancing restrictions in place at the Ogden office.** Forms are available at [chicago.gov/BACP](http://chicago.gov/BACP). Documents required are:

- (1) Completed, dated and signed Public Chauffeur License Renewal Application
- (2) Copy of current Chauffeur License
- (3) Copy of current Driver's License (front and back)
- (4) Current copies of the Court Purposes and Supervision motor vehicle (MVR) abstracts. The Public Abstract is not accepted.

✓ Obtain Illinois MVR abstracts from [cyberdriveillinois.com](http://cyberdriveillinois.com)

- E-mail all your renewal and license documents to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) to begin the license renewal process.

**B. If unable to renew by email, bring the following to renew public chauffeur license at 2350 W. Ogden Public Vehicle Licensing Facility:**

- (1) Mask or face covering to wear
- (2) Pen to use to complete forms
- (3) Physical Chauffeur License and Driver's license and Items A1 & A4 listed above.
- (4) License fee payment

*Due to social distancing protocols in place, the 2350 W. Ogden Public Vehicle Licensing Facility has strict occupancy limits. Once the building reaches social distancing occupancy limits, visitors are expected to wait outside the building. Please dress appropriately for inclement weather. **Arrive early in day to enter the building and check-in at the reception desk before 3:00 p.m. in order to ensure same day service.***

- ▶ Interested in trying to resolve your ANOV remotely instead of having an in-person hearing? Email the ANOV# to [BACP-AdministrativeHearings@CityofChicago.org](mailto:BACP-AdministrativeHearings@CityofChicago.org)
- ▶ For questions, comments, or to join the Business Affairs and Consumer Protection-Public Vehicle Operations (BACPPV) e-mail list to receive industry notices and other 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 [chicago.gov/bacp](http://chicago.gov/bacp).
- ▶ The Municipal Code of Chicago is available at [www.amlegal.com](http://www.amlegal.com).

**Public Vehicle Operations Division • 2350 W. Ogden, First Floor, Chicago, IL 60608**  
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