



## 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](mailto:BACPPV@CITYOFCHICAGO.ORG) • [CHICAGO.GOV/BACP](http://CHICAGO.GOV/BACP)

### HOW TO RENEW YOUR PUBLIC CHAUFFEUR LICENSE VIA EMAIL

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- **Obtain the required documents.**

Forms are available at [www.chicago.gov/BACP](http://www.chicago.gov/BACP). Documents required are:

- (1) Completed [Public Chauffeur License Renewal Application](#)
- (2) Copy of Chauffeur License
- (3) Copy of valid Driver's License
- (4) Court Purposes and Supervision motor vehicle (MVR) abstracts. The Public Abstract is not accepted.
  - ✓ Obtain Illinois MVR abstracts from [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

**Important:** If you have moved since your last chauffeur license renewal, you must complete and submit a Public Chauffeur and Public Vehicle Change of Address form which can be found [here](#). Email this form with your renewal documents following the instructions listed below.

- **E-mail documents 1 through 4 listed above to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) to begin the license renewal process.**
- Once your renewal application is processed, BACP staff will email you instructions on how to pay the renewal fee or any additional next steps. Please allow 14 business days for processing.
- Once your application has been processed and the renewal fee has been paid, your license will be mailed to your home address.

As reminder, if you are unable to renew by email, bring the following to renew your public chauffeur license at the 2350 W. Ogden Public Vehicle Licensing Facility:

- (1) Mask or face covering to wear
- (2) Pen to use to complete forms
- (3) Items 1 through 4 listed in above paragraph.
- (4) License fee payment

*Due to social distancing protocols in place, the 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.*

### Visit us online at [chicago.gov/bacp](http://chicago.gov/bacp)



#### Public Chauffeur Information

Public Chauffeurs are licensed drivers of taxicabs or liveries. Are you interested in becoming a Public Chauffeur? Find information on new driver training and application forms.