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 · WWW.CITYOFCHICAGO.ORG/BACP

2016 TAXICAB MEDALLION LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

RENEWAL APPOINTMENTS

The annual license renewal period for taxicab medallion licenses begins on January 6, 2016.

Every eligible EVEN-numbered taxicab medallion license is scheduled for a renewal appointment at:
Public Vehicle Operations Facility - Business Affairs and Consumer Protection
2350 W. Ogden Avenue, 1st Floor, Chicago, Illinois 60608

BACP has begun an "E-NOTICE" taxi medallion license renewal process. The new process has eliminated mailing license renewal packets to taxicab medallion licensees. Your affiliation or license manager will have your renewal packet.

The following will be posted on the BACP Web site:

- **Taxicab medallion license renewal information and checklist**
- **Dates and times of taxicab medallion license renewal appointments**
- **Dates and times of taxicab vehicle inspections**

You must appear at your scheduled appointment time with proper renewal documents completed and the license renewal fee. Only an individual licensee, a registered corporate officer or LLC member, licensed medallion license manager registered by the licensee, or an Illinois-licensed attorney authorized by the licensee may renew a taxicab medallion license on behalf of the licensee.

A request to change a scheduled license renewal appointment must be made in writing by e-mailing BACPPV@cityofchicago.org. All requests must be submitted at least two weeks prior to the scheduled appointment. If you have multiple accounts and would like to combine all your renewal appointment dates, send an email request to BACPPV@cityofchicago.org before December 15, 2015. **NOTE: Licensees who fail to keep their renewal appointment (or fail to reschedule it in advance of the appointment date) will be subject to a Renewal Appointment Re-Schedule Fee of $25.00. All taxicab medallion licenses expire on February 29, 2016. The consequences of failing to timely renew your licenses include, but are not limited to, expiration of your license and termination of any and all interests you have in those licenses.**

DEBT AND HOLDS

All debts owed to the City must be resolved **before** you renew your medallion license. Refer to the City's Department of Finance's Web page at www.cityofchicago.org/finance for links to City Web sites where you can pay your outstanding debt online. Debt may also be paid in person at any City of Chicago cashiering station or payment kiosk.

RENEWAL DOCUMENTS CHECKLIST

The following documents must be completed and submitted at the time of your renewal appointment:

1. **LICENSE RENEWAL FEE PAYMENT - Submit**

   The taxicab medallion license renewal fee is $1,000.00 for a two-year license term. The WAV accessibility fund fee will now be collected at $22.00 per month instead of the $100 per year

charge at renewal. At the renewal appointment, licensees must submit the full amount of the license renewal fee. If a late fee is incurred, the late fee must be paid with the renewal fee.

A taxicab medallion license term is a <u>two-year</u> term. In 2016, all EVEN-numbered medallions will renew for a two-year license term. In 2017, all ODD-numbered medallion licenses will renew for a two-year license term.

Cash amounts over $1,000.00 are not accepted. Personal checks are not accepted. The license fee may be paid by credit card, certified check or money order. Certified checks and money orders should be made payable to the "City of Chicago". In order to provide you with more efficient service, all certified checks and money orders should be completed in full, and include IRIS account number(s).

2. **CERTIFICATE OF GOOD STANDING / LLC FILE DETAIL REPORT FOR LLCs - Submit**
   If the license(s) is in the name of a corporation or LLC, the licensee must provide a Certificate of Good Standing from the Illinois Secretary of State or a Corporation or LLC File Detail Report downloaded from the Secretary of State Web site indicating that the corporation or LCC is in good standing. Proof of Good Standing must be dated after December 1, 2015.

3. **LICENSE RENEWAL & OWNERSHIP VERIFICATION FORM – Complete & Submit**
   The information provided must correspond to corporate minutes or operating agreement previously submitted to BACP. Discuss any discrepancies or omissions with a BACP staff member at your renewal appointment. If you wish to make changes to your company's ownership structure, you must submit a Change of Officer application and pay the applicable change of officer processing fees for the addition of or removal of any officer and changes in stock under 26%.

<u>INSURANCE</u>

Licensees must submit a Certificate of Insurance indicating the minimum mandated coverage for 2016 to BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608 by December 15, 2015. This certificate must include proof of Workers' Compensation Insurance, if applicable.

Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) policy expiration date of December 31, 2016; (2) the public vehicle license number; (3) VIN number; (4) make, model and year of vehicle; (5) a 30-day written "Notice of Cancellation" statement listing "BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608" as the certificate holder; City listed as an additional insured; (6) and, when applicable, a statement that any vehicle modifications and/or additional equipment (i.e. advertising equipment, wheelchair accessible equipment, etc.) is covered by the insurance policy.

BACP will immediately suspend the license of a licensee that fails to timely submit its proof of insurance or maintain required insurance coverage and such suspension will remain until the certificate of insurance is received. In addition, a licensee may be subject to fines and/or license revocation.