



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 · CHICAGO.GOV/BACP

PEDICAB CHAUFFEUR LICENSE APPLICATION CHECKLIST:

- ▶ The Pedicab Ordinance is posted at Chicago.gov/bacp. It is Municipal Code of Chicago (MCC) Chapter 9-110.
- ▶ A Pedicab Chauffeur License must be obtained by anyone that drives or controls a pedicab vehicle in Chicago.
- ▶ Each pedicab vehicle must have its own pedicab vehicle license, which is separate from a pedicab chauffeur license.

MINIMUM QUALIFICATIONS FOR A PEDICAB CHAUFFEUR LICENSE:

- Be at least 18 years of age on application date.
- Possess an active, permanent driver's license, in good standing, issued by the State of Illinois or other U.S. State.
 - ▶ A temporary driver's license or TVDL does not meet MCC requirements for a public chauffeur license and will not be accepted as proof of an active, permanent driver's license.
- Take and pass the pedicab chauffeur licensing examination administered by BACP.
- Clear a National/FBI level criminal background check at a BACP-approved fingerprint agency.
- City of Chicago debt clearance or authorized payment plan.

STEP 1: BEFORE ARRIVING AT THE BACP PUBLIC VEHICLE OPERATIONS FACILITY, MAKE SURE YOU DO ALL OF THE FOLLOWING:

- Establish proof of a 1-year driver license history**
 - ▶ Applicants must present documentation that proves they have held a State of Illinois or other U.S. State issued driver's license for at least one year prior to application and in good standing.
- Obtain an original certified copy of your driving record**
 - ▶ If licensed in Illinois, applicants will need an **original** abstract of their driving record (no more than 60 days old) issued by the Illinois Secretary of State that contains both COURT PURPOSES and SUPERVISION records. Refer to http://www.cyberdriveillinois.com/departments/drivers/drivers_license/purchaseabstract.html for more information.
 - ▶ If licensed outside of Illinois, applicants will need an original **CERTIFIED** copy of their driving history record (no more than 60 days old) from the issuing state.
 - ▶ Applicants with out-of-state driver's licenses must provide their local home address on their chauffeur license application and submit proof of mail at that address.
- Get fingerprinted and pass a National/FBI criminal background check**
 - ▶ Submit to fingerprinting at a BACP-approved agency and complete a National/FBI criminal background check. Applicants may submit to fingerprinting and background check process before or while enrolled in a Public Chauffeur Training Course.
 - ▶ Contact approved fingerprint agency for locations, hours of operations, and prices. An updated list of approved agencies may be found on the [BACP Public Chauffeur Information](http://www.cityofchicago.org/city/en/depts/bacp/supp_info/public_chauffeurinformation.html) webpage at https://www.cityofchicago.org/city/en/depts/bacp/supp_info/public_chauffeurinformation.html under [BACP Approved Fingerprint Agencies](#).
 - ▶ Inform the chosen fingerprinting agency that you are an applicant for a City of Chicago Public Chauffeur License. Confirm with the chosen agency that the background check will be (1) National/FBI level and (2) background check results will be sent directly to BACP.
 - ▶ Keep a copy of your paid receipt. Make sure the receipt lists your complete Transaction Control Number (TCN). Refer to the TCN in communications with BACP regarding the status of background check results.

- ▶ Allow for at least 3 business days for the results to be processed and transmitted to BACP. In some cases, the process takes longer, and results may take up to 45 days to be transmitted.

Obtain a debt clearance from the Department of Finance

- ▶ Obtain a debt clearance from the City of Chicago Department of Finance by emailing a completed [Affidavit Of Disclosure of Indebtedness form](#) to DOFINQUIRIES@cityofchicago.org. Once the debt clearance document is returned to you via email from the Department of Finance, submit it along with your completed application and all other required documents.
- ▶ Outstanding debt owed to the City of Chicago must be resolved by (1) full payment or (2) entering an approved payment plan. If disputing debt in a court of law, applicant must present court documents to the Department of Finance prior to requesting a debt clearance.
- ▶ If applicable, applicant must be in good standing with court-ordered child support payments.

STEP 2: TAKE AND PASS THE PEDICAB CHAUFFEUR LICENSING EXAM

BACP Public Vehicle Operations Facility

2350 W. Ogden Ave., 1st Floor, Chicago, IL 60608

[PEDICAB CHAUFFEUR LICENSE EXAM SCHEDULE BY APPOINTMENT ONLY](#)

- Register for the Pedicab Chauffeur Licensing Exam by sending an email to BACPPV@cityofchicago.org with your full name and the date(s) you wish to register to take the exam.
 - ▶ You are registered for an exam date and time when you receive a confirmation e-mail response from BACPPV@cityofchicago.org.
- On confirmed test date, arrive and check in before 9:30 am, bring confirmation e-mail (electronic or paper), and bring your valid state-issued driver's license.
- Take and pass the written examination.

STEP 3: APPLY FOR A PEDICAB CHAUFFEUR LICENSE

BACP Public Vehicle Operations Facility

2350 W. Ogden Ave., 1st Floor, Chicago, IL 60608

Monday thru Friday between 8:30 am and 3:30 pm

INITIAL VISIT: SUBMIT NEW PUBLIC CHAUFFEUR APPLICATION & DOCUMENTATION

- ▶ Bring all of the following to BACP Public Vehicle Operations Facility when submitting application:
 - Completed [Public Chauffeur License Application for New Applicants](#)
 - Fingerprinting agency receipt that lists TCN
 - Active permanent state-issued driver's license
 - Certified copy of driving record
 - Documentation of 1-year driving history
 - Department of Finance debt clearance
 - License fee of \$5.00
 - If applicable, proof of legal address.
- ▶ Once application is submitted and applicable fee paid, BACP will assign applicant a public chauffeur number.

FINAL VISIT: PICK UP YOUR PUBLIC CHAUFFEUR LICENSE

- ▶ Before returning to BACP Public Vehicles Operations Facility to check on the status of your application, make sure your public chauffeur license number and name appear on the [City of Chicago Public Chauffeur Data Portal](https://data.cityofchicago.org/Community-Economic-Development/Public-Chauffeurs/97wa-y6ff) by visiting <https://data.cityofchicago.org/Community-Economic-Development/Public-Chauffeurs/97wa-y6ff> and searching by the public chauffeur number assigned to your application on your initial visit.
- ▶ Also, make sure your FBI/National level criminal background check results have been submitted to BACP. A public chauffeur license will not be issued to anyone whose criminal background results are pending or being processed.
- ▶ Bring the following documents with you:
 - Driver's license
 - Assigned public chauffeur license number
- ▶ If an applicant meets all the application requirements, applicant will be issued a public chauffeur license.
- ▶ If an applicant does not meet all application requirements or if an applicant's criminal background check requires further investigation, applicant may be required to submit additional documentation.
- ▶ If an applicant does not meet all application requirements, BACP will send out a certified letter in the mail denying the license application containing the basis of the denial. License denials may be appealed.

If you have any questions regarding the public chauffeur licensing process or the status of your application, please e-mail BACPPV@cityofchicago.org.

If you have been issued a public chauffeur license number, please reference that number in your communication.