



City of Chicago
Business Affairs and Consumer Protection
Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608
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PUBLIC CHAUFFEUR LICENSE APPLICATION CHECKLIST:
Steps to Apply for a City of Chicago Taxicab or Livery Chauffeur License

MINIMUM QUALIFICATION REQUIREMENTS:

Refer to the Municipal Code of Chicago (MCC) Chapter 9-104 (www.amlegal.com) and the Public Chauffeur Rules and Regulations (chicago.gov/bacp) for a comprehensive list of qualifications for public chauffeur licenses. "Application date" or "date of application" is the date you submit your completed public chauffeur license application to the Department of Business Affairs and Consumer Protection (BACP). **Please note the date restrictions for required documents.**

- Be at least 21 years of age as of the date of application.
- Possess an active, permanent, driver's license which is in good standing. The driver's license must be issued by the State of Illinois or other U.S. State for a minimum of one year prior to application date.
 - ▶ 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.
- National/FBI/State level criminal background check. The TCN Fingerprint receipt of the background check must be submitted to our office within 30 days from date of fingerprinting. The results of the criminal background check are good for 6 months from date of fingerprinting.
 - ▶ Refer to MCC 9-104 for specific criminal history or driving history, including DUIs, which may disqualify an applicant.
- Complete and pass the applicable public chauffeur course and final licensing examination within 6 months of the date of application.
- City of Chicago, Department of Finance debt clearance or authorized payment plan dated within 60 days from the date of application.

STEP 1: TAKE AND PASS THE APPROPRIATE PUBLIC CHAUFFEUR TRAINING COURSE AND PUBLIC CHAUFFEUR LICENSING EXAM WITHIN 6 MONTHS OF APPLICATION DATE

- Register for the Taxi Chauffeur Training Course to qualify for a Taxi Chauffeur License OR Livery Chauffeur Training Course to qualify for a Restricted Livery Chauffeur License.
- Complete and Pass a BACP-approved public chauffeur training course.
- Take and Pass the written public chauffeur licensing exam at the end of the approved course.
- Receive Certificate of Course Completion from a BACP-approved public chauffeur training school.

STEP 2: COMPLETE ALL OF THE FOLLOWING REQUIREMENTS PRIOR TO SUBMITTING YOUR APPLICATION FOR A PUBLIC CHAUFFEUR LICENSE TO BACP

- Establish proof of driver's 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 that the license is in good standing. Driving record should list driving history for last three years (if applicable).
- Obtain an original, certified, copy of your current driving record**
 - ▶ If licensed in Illinois, applicants will need an **original** abstract of their driving record (dated no more than 60 days prior to application date) issued by the Illinois Secretary of State that contains both COURT PURPOSES and SUPERVISION records. **The "Public" abstract is NOT accepted.** Go to <https://www.ilsos.gov/>.

- ▶ If licensed outside of Illinois, applicants will need an original, **CERTIFIED**, copy of their driving history record issued by the state where licensed and that is dated no more than 60 days prior to application date. Records must be comparable to the Illinois Court Purposes and Supervision records.

Get fingerprinted and pass a National/FBI/State criminal background check at a BACP-Approved fingerprint agency.

- ▶ Submit to fingerprinting at a BACP-approved agency and complete a National/FBI/State criminal background check. Contact a BACP-approved fingerprint agency for locations, hours of operations, and prices. An updated list of approved agencies may be found on chicago.gov/bacp.
- ▶ TCN Fingerprint receipt should be submitted with the Public Chauffeur application and should be submitted no more than 30 days after the date that you were fingerprinted. If the fingerprints are submitted more than 30 days after the date that you were fingerprinted, the fingerprints will expire in the system, and you will need to be re-fingerprinted at your own expense. Fingerprint results are good for 6 months.
- ▶ Inform the BACP-Approved 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 both (1) National/FBI and State level and (2) that the background check results will be sent directly to BACP.
- ▶ Keep a copy of your paid TCN fingerprint 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 90 days to be transmitted.

Obtain a debt clearance from the Department of Finance

- ▶ Obtain a debt clearance from the City of Chicago's Department of Finance by emailing a completed [Affidavit Of Disclosure of Indebtedness form](#) to the email address of DOFChauffeurLicense@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. The debt clearance should be dated no more than 60 days prior to the date of application.
- ▶ Outstanding debt owed to the City of Chicago must be resolved by (1) full payment or (2) entering into an approved payment plan. All payment plans must be current. If disputing debt in a court of law, applicant must present current court documents to the Department of Finance prior to requesting a debt clearance.

STEP 3: APPLY FOR A PUBLIC CHAUFFEUR LICENSE

BACP Public Vehicle Operations Facility
2350 W. Ogden Ave., 1st Floor, Chicago, IL 60608
Monday thru Friday between 8:30 am and 12:00 pm

INITIAL VISIT: SUBMIT NEW PUBLIC CHAUFFEUR APPLICATION & DOCUMENTATION

- ▶ Bring all of the following to BACP Public Vehicle Operations Facility when submitting an application:
 - Completed PUBLIC CHAUFFEUR LICENSE APPLICATION FOR NEW APPLICANTS
 - Course completion certificate that is dated within 6 months prior to application date. Passage of final exam will be verified with the chauffeur school.
 - Fingerprinting agency receipt that lists TCN#. TCN Fingerprint Receipt must be dated within 30 days prior to application date. Fingerprint **results** are good for 6 months. A license will not be issued to an applicant that has not passed the background check.
 - Active, permanent, state-issued driver's license that was issued at least one year prior to application date.
 - Certified copy of driving record dated within 60 days prior to application date.

- Documentation of A **MINIMUM** of 1-year driving history in the form of court-purposes and supervision driving record. Driving record should list at least the last three years of driving history, if applicable. Driving record must be dated within 60 days of application date.
- Department of Finance debt clearance dated within 60 days of application date.
- Payment of non-refundable license fee of \$5.00

- ▶ Once application is submitted and applicable fee paid, BACP will assign applicant a public chauffeur license number and, if applicable, give applicant the following:

REQUIREMENTS FORM - for moving violations on driving record(s) or other missing requirements.
NOTE: Applicants with three or more moving violations on their driving record(s) within a 12-month period will be denied. Applicants with two moving violations will be required to complete a class.

FINAL VISIT: PICK UP YOUR PUBLIC CHAUFFEUR LICENSE

- ▶ Once your application is approved, you will be contacted by BACP Personnel and told to report to the BACP Public Vehicles Operations Facility. If you wish to obtain the license number assigned to your application, you may check the City's data portal at the City of Chicago Public Chauffeur Data Portal. Search by your name. New applications will be listed in "pending" status.
- ▶ Bring the following documents with you:
 - Active, permanent, state-issued driver's license.
 - Assigned public chauffeur license number.
 - Original court purposes and supervision driving abstracts dated within last 60 days.
 - Class Completion certificate from a BACP-approved public chauffeur training school dated within 6 months.
 - \$5.00 for the non-refundable license fee.
- ▶ If an applicant meets all the license requirements, applicant will be issued a public chauffeur license.
- ▶ If an applicant's criminal background check or any other license requirement requires further investigation, applicant may be required to submit additional documentation to BACP.
- ▶ If applicant does not demonstrate competency, the applicant may be required to take additional training.
- ▶ If an applicant does not meet all license requirements, BACP will mail a letter to the applicant denying the license application.

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.