PUBLIC CHAUFFEUR LICENSE APPLICATION CHECKLIST:
Steps to Apply for a City of Chicago Taxicab or Limo Chauffeur License

MINIMUM PRE-REQUISITE QUALIFICATIONS:
Refer to the Municipal Code of Chicago (MCC) Chapter 9-104 (www.amlegal.com) and the Public Chauffeur Rules and Regulations (www.cityofchicago.org/bacp) for a comprehensive list of qualifications for public chauffeur licenses.

☐ Must be at least 21 years of age on application date.
☐ An active permanent driver’s license in good standing with the State of Illinois or other U.S. state it was issued in. A temporary driver’s license will not be accepted.
☐ National/FBI level criminal background check clearance.
  ► Refer to MCC 9-104 on specific criminal history or driving history, including DUIs, which may disqualify an applicant
☐ Complete and pass the applicable public chauffeur course and licensing examination.
☐ Drug test and physical examination clearance.
☐ City of Chicago debt clearance or authorized payment plan.
☐ In current good standing with court ordered child support payments.

STEP 1: TAKE AND PASS THE APPROPRIATE PUBLIC CHAUFFEUR TRAINING COURSE AND PUBLIC CHAUFFEUR LICENSING EXAM*
Olive-Harvey College, City Colleges of Chicago
10001 South Woodlawn, Chicago, IL 60628
(773) 291-6570 ● (773) 291-6572 ● www.ccc.edu/colleges/olive-harvey

☐ Pass English Proficiency Exam.
☐ Register for Public Chauffeur Taxicab Driver OR Limo Driver Training Course.
☐ Complete and Pass the appropriate Public Chauffeur Training Course.
☐ Receive Certificate of Completion.
☐ Take and Pass the appropriate written public chauffeur examination at Olive-Harvey College.
☐ Receive Certificate of Passing.

*Applicants that qualify may submit a request to be exempt from the Taxicab Driver Training Course.

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

☐ Establish proof of a continuous 3-year driver license history
  ► Applicants must present documentation that proves that they have held a State of Illinois or other U.S. state issued driver’s license for three continuous years in good standing. If an applicant is unable to establish this history, or if there is a lapse in driving record during the most recent three-year period, the applicant is required to complete both classes listed below:

<table>
<thead>
<tr>
<th>2-Hour Driving Range</th>
<th>Olive-Harvey College, 10001 S. Woodlawn Ave. (773) 291-6100 <a href="http://www.ccc.edu/colleges/olive-harvey">http://www.ccc.edu/colleges/olive-harvey</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Hour Safety Driving School</td>
<td>Olive Harvey College / Flash / Yellow / Blue Ribbon / Chicago Carriage / Dispatch / Nova Driving School</td>
</tr>
</tbody>
</table>

► Once required classes are completed, applicant must bring the CERTIFICATE OF COMPLETION to BACP Public Vehicle Operations Facility at time of application.
■ Obtain a copy of your driving record

▶ If licensed in Illinois, applicant will need an original abstract of his or her driving record (no more than 30 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.

▶ If licensed out of Illinois, applicant will need an original certified copy of his or her driving history record (no more than 30 days old) from that state.

■ 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.

▶ An applicant may submit to fingerprinting and background check process before or while enrolled in the Olive-Harvey training program.

▶ Contact below listed approved agencies for locations, hours of operations, and pricing:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accurate Biometrics</td>
<td><a href="http://www.accuratebiometrics.com">www.accuratebiometrics.com</a></td>
<td>773-685-5699</td>
</tr>
<tr>
<td>A Fingerprinting US Photo</td>
<td><a href="http://www.fingerprintingchicago.com">www.fingerprintingchicago.com</a></td>
<td>312-782-8144</td>
</tr>
<tr>
<td>On Q Protection and Investigation Services, LLC</td>
<td><a href="http://www.onqpi.com">www.onqpi.com</a></td>
<td>773-697-4249</td>
</tr>
<tr>
<td>Trace Identity Services, Inc.</td>
<td><a href="http://www.traceidentitysi.com">www.traceidentitysi.com</a></td>
<td>708-754-2900</td>
</tr>
</tbody>
</table>

▶ Inform the chosen fingerprinting and background 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 number 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 not be transmitted for 3 to 4 weeks.

▶ The most updated list of BACP approved fingerprinting and background check agencies is posted at the BACP Web page at www.cityofchicago.org/bacp.

■ Obtain a debt clearance from the Department of Finance

▶ Obtain a debt clearance from the City of Chicago Department of Finance located in City Hall, Room 107A, at 121 N. LaSalle St., Chicago, Illinois and present it with your application.

▶ Outstanding debt owed to the City of Chicago must be resolved by (1) full payment or (2) entering into an approved payment plan. If applicant is disputing debt in a court of law, 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 3: APPLY FOR A PUBLIC CHAUFFEUR LICENSE.
BACP Public Vehicle Operations Facility, 2350 W. Ogden, Chicago, Illinois
Monday thru Friday between 8:30am and 11:30am

☐ INITIAL VISIT: SUBMIT COMPLETED & SIGNED NEW PUBLIC CHAUFFEUR APPLICATION

► Bring all of the following to BACP Public Vehicle Operations Facility when submitting application:

- Olive-Harvey College issued course completion grade report
- Fingerprinting agency receipt that lists TCN
- Valid permanent state issued driver’s license
- Secretary of State issued original court purposes & supervision driving record abstract, less than 30 days old
- Documentation of continuous 3-year driving history OR certificate of completion of required driving courses
- Department of Finance Debt Clearance
- Application fee of $15.00.

► Once application is submitted and applicable fee paid, BACP will assign applicant a public chauffeur number and give applicant the following forms:

1. **DRUG TEST AUTHORIZATION FORM (DTAF)** - MUST BE COMPLETED within 24 hours of the time-stamp on it. For a list of BACP approved drug testing facilities, visit [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp).
   NOTE: Applicants are not required to return to BACP within 24 hours with the DTAF results.

2. **PHYSICAL EXAMINATION FORM** – must be less than four months old at time of application. The physical examination must be performed by and the physical examination certificate completed and signed by any Illinois licensed physician.
   NOTE: Applicants with valid current state issued commercial driver’s license (CDL) are not required to complete a physical examination.

3. **REQUIREMENTS FORM** - for moving violations on driving record(s), if applicable.
   NOTE: Applicants with three or more moving violations on their driving record(s) within the 12-month period preceding the date of your application will be denied.

☐ 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 that your FBI/National level criminal background check results have been submitted to BACP.

► Bring the following documents with you:

- Drug test results in a sealed envelope.
- If applicable, physical examination certificate completed by an Illinois licensed physician.
- If applicable, Certificate of Completion for moving violations on your driving record.

► If an applicant meets all the application requirements, he or she will be issued a public chauffeur license.

► If an applicant does not meet all application requirements or if his or her criminal background check requires further investigation, an 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 with 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 refer to the number in your communication.