



**ANNA M. VALENCIA**  
**CITY CLERK**

**ADMINISTRATIVE RULES**

Effective: August 1, 2019  
Amended 10/16/2019  
Amended 1/17/2020  
Amended 5/07/2020

**Preface**

BY AUTHORITY VESTED IN THE CITY CLERK PURSUANT TO THE CHICAGO MUNICIPAL CODE CHAPTERS 3-56, 9-64, AND 9-68, WHICH ARE HEREBY INCORPORATED BY REFERENCE, THE FOLLOWING RULES AND REGULATIONS ARE ADOPTED HEREIN.

**By Order of the Clerk:**

Signed: Andrea M. Valencia  
Andrea M. Valencia

Date: 5/07/2020

**Section 1: Definitions**

“Bus” means a motor vehicle used for the transportation of persons that can carry 11 or more passengers.

“Chicago Municipal Code” or “Code” means the Municipal Code of Chicago.

“Chicago vehicle license” or “CVL” means the wheel tax license required under 3-56-020 of the Code.

“City” means City of Chicago.

“Curb weight” means the weight specified by the manufacturer of a vehicle with standard equipment and fluids, but not including options, driver, passengers, or cargo.

“Gross Vehicle Weight Rating” or “GVWR” means the weight specified by the manufacturer as the loaded weight of a single vehicle. The loaded weight of the vehicle includes options, driver, passengers, and cargo.

“Large truck or other vehicle” means a truck or other vehicle with a gross vehicle weight of 16,001 lbs. or more.

“Large volume purchaser” or “fleet” means a company, organization, government, or not-for-profit organization with twenty-five or more vehicles owned or leased.

“Large passenger automobile” means a passenger automobile with a curb weight of 4,500 lbs. or more and a payload capacity of 2,499 lbs. or less.

“License emblem,” commonly called a “Chicago Vehicle Sticker” or “City Sticker,” means any temporary or permanent wheel tax license sticker, or any license tag, plate, or other license emblem, issued to a holder of any wheel tax license pursuant to Chapter 3-56 of the Code or purchased by a holder of any wheel tax license pursuant to 3-56 of the Code from the City Clerk or any contractor or any of its vendors in accordance with Section 3-56-075 of the Code.

“License” shall have the same meaning as Chicago vehicle license.

“Motorcycle” means a two or three wheeled motor vehicle, as defined in the make and model list, which includes, but is not limited to motor bicycles, motor tricycles, motor scooters and mopeds; and, for the purpose of these Administrative Rules, neighborhood electric vehicles.

“Neighborhood Electric Vehicles” means a self-propelled, electrically powered four-wheeled motor vehicle which is capable of attaining on level pavement a speed of more than 20 miles per hour, but not more than 25 miles per hour, as defined under Section 9-4-010 of the Code.

“New resident” means any person who commenced residing in the City no more than 30 days prior to seeking to obtain a license; residing in the City has the meaning set forth in Section 3-56-010 of the Code.

“Passenger automobile” means car, sedan, sports utility vehicle (SUV), hatchback, station wagon, or van with a payload capacity of 2,499 lbs. or less.

“Payload capacity” means a vehicle’s gross vehicle weight rating minus its curb weight.

“Purchase period” means the annual time frame when a license is available for purchase without any late fee.

“Recently acquired vehicle” means a motor vehicle that was purchased, or where ownership or possession was otherwise acquired, within the last 30 days.

“Required purchase by date” means the day before the term-start of the CVL; provided, however, that for customers with newly acquired vehicles, the required purchase by date shall be 30 days from purchasing or otherwise acquiring ownership of the vehicle, and for a new resident, the required purchase by date shall be 30 days from commencing residence within the City.

“Small truck or other vehicle” means a truck or other vehicle with a gross vehicle weight of 16,000 lbs. or less, or a payload capacity of 2,500 lbs. or more.

“Small passenger automobile” means a passenger automobile with a curb weight of 4,499 lbs. or less.

“State Registration” means the registration certificate or certificates, registration plates, and registration stickers issued by the Illinois Secretary of State, or under the laws of another state pertaining to the registration of vehicles.

“Truck or other vehicle” means any vehicle other than a passenger automobile, a motorcycle, or a neighborhood electric vehicle. Truck or other vehicle also includes: truck, pick-up truck with closed or open bed, tractor-semitrailer unit, bus, recreational vehicle, chassis cab, or van with a payload capacity of 2,500 lbs. or more.

“VIN” means vehicle identification number.

## **Section 2: Licenses Types – Components and Eligibility**

- (a) The City Clerk shall issue Chicago vehicle licenses as provided in Chapter 3-56 of the Code. Except as provided in Sections 3-56-120, 3-56-121, and 3-56-125 of the Code, a CVL is valid only for the specific vehicle (as determined by its VIN as recorded on the state registration), license plate, and registered owner for which it was originally issued.
- (b) *Standard Licenses – Issuance According to Vehicle Type.* Except as provided in Subsection (c), the City Clerk shall issue all Chicago vehicle licenses according to the vehicle’s type. All such standard-issue licenses shall indicate one of the following license types: small passenger automobile, large passenger automobile, small truck or other vehicle, large truck or other vehicle, or motorcycle.
- (c) *Special Program License Types – Eligibility and Requirements.* Upon application and payment of applicable fee, if any, to the City Clerk, the City Clerk shall issue a license as provided in the following sections:

- (1) *Antique vehicle license.* Eligibility for an antique vehicle license shall be limited to vehicles meeting the definition of “antique motor vehicle” under 3-56-010 of the Code and bearing unexpired Illinois AV license plates (625 ILCS 5/3-804); provided, however, no antique vehicle license shall be issued with an annual residential parking permit.

The City Clerk may periodically require licensees to reapply for such license or, where the City Clerk has reason to believe the vehicle was used inconsistently with the definition of “antique vehicle” as set forth in Section 3-56-010 of the Code, the City Clerk may revoke or deny the renewal of an antique vehicle license. An antique vehicle license is not valid if used inconsistently with this subsection which includes, but is not limited to, parking on the public way in the City.

- (2) *Charitable vehicle license.* Eligibility for a charitable vehicle license shall be limited to: (A) vehicles owned by the American Red Cross; or, (B) buses designed for carrying more than ten passengers owned by churches and tax-exempt organizations used in connection with the authorized activities of such organization. Tax-exempt status shall be demonstrated by either a letter from the State of Illinois or the federal government.
- (3) *Chicago municipal vehicle license.* Eligibility for a municipal vehicle license shall be limited to vehicles owned by the City or any agency or political subdivision thereof; provided, however, no municipal vehicle license shall be issued with an annual residential zone parking permit.
- (4) *Dealer or manufacturer vehicle license.* Eligibility for a dealer or manufacturer license shall be limited to persons meeting the requirements set forth in Section 3-56-120 of the Code, whereby licenses shall be issued for unexpired dealer plates in the dealer’s or manufacturer’s possession.

Any dealer or manufacturer not licensed under this Subsection shall instead obtain a City vehicle license for each vehicle owned by the dealer or manufacturer.

- (5) *Veteran licenses.* Veteran licenses in this section shall be issued upon satisfactory proof of qualified veteran status and vehicle ownership; provided, however, that a veteran license may be issued only for a small passenger automobile, large passenger automobile, or motorcycle that is not registered or used as a taxi, jitney, livery vehicle, or any other commercial vehicle. A “qualified veteran” is (a) the registered owner of such vehicle; and (b) a U.S. Armed Forces veteran with proof documents from one of the four veteran license categories in this section. The purchaser must provide valid, government-issued photo identification and proof of qualified veteran status to the Office of the City Clerk. If a qualified veteran is presenting their

valid Illinois State Identification Card or valid Consular Identification Card without an expiration date for a veteran license, then the qualified veteran must come into an Office of the City Clerk location in person. To be eligible for a veteran license, a veteran must possess documents in one of the veteran license categories below:

*Standard veteran license pilot program.* Eligibility for a standard veteran license shall be limited to U.S. Armed Forces veterans, for not more than one vehicle registered to the veteran. Proof of veteran status is established with a valid Illinois Driver's License or Illinois Identification Card with "VETERAN" designation. If a veteran is presenting their valid Illinois State Driver's License or Illinois State Identification Card without an expiration date, then the veteran must come into an Office of the City Clerk location in person. This section shall expire on January 31, 2021.

- a. *Disabled veteran license.* Eligibility for a disabled veteran license shall be limited to U.S. Armed Forces veterans, for any vehicle registered to the veteran, which bears unexpired Illinois DV license plates (625 ILCS 5/3-609(a)), or unexpired Illinois IS license plates (625 ILCS 5/3/609(b)).
  - b. *Prisoner of War veteran license.* Eligibility for a Prisoner of War veteran license shall be limited to U.S. Armed Forces veterans, for any vehicle registered to the Prisoner of War veteran, where the licensed vehicle bears unexpired Illinois PW license plates (625 ILCS 5/3-620).
  - c. *Purple Heart veteran license.* Eligibility for a Purple Heart veteran license shall be limited to U.S. Armed Forces veterans, for any vehicle registered to the Purple Heart veteran, where the licensed vehicle bears unexpired Illinois PR license plates (625 ILCS 5/3-623; 625 ILCS 5/3-506).
- (6) *Government vehicle license.* Eligibility for a government vehicle license shall be limited to vehicles owned by a local, state, or federal government, or any agency or political subdivision thereof, located in the City. Additionally, when properly authorized by the United States Department of State, a government vehicle license shall be issued for a vehicle with a current and valid vehicle registration issued by the United States Department of State.
- (7) *Disabled individual license.* Eligibility for a disability vehicle license shall be limited to not more than one vehicle per person, upon satisfactory proof of permanent disability due to: (a) the loss of the use of a limb; or, (b) other condition which limits the person to use of a wheelchair, crutches, tripod cane, or walker in order to ambulate; for a vehicle bearing permanent disability license plates, which must be registered in the name of the disabled individual or, in the case of a minor with a disability, in the name of the parent or legal guardian of the minor who resides in the same household as the minor.
- (8) *Senior license.* Eligibility for a senior license shall be limited to not more than one vehicle per qualified senior upon satisfactory proof of age and vehicle ownership; provided, however, that a senior license may be issued only for a small passenger automobile, large passenger automobile, or motorcycle which is not registered as or used as a taxi, jitney, or livery vehicle. A "qualified senior" is (a) the registered owner of such vehicle who is 65 years of age or older before the first day of the month in which the license term begins; or (b) the spouse of the registered owner, where both spouses are 65 years or older before the first day of the month in which the license term begins, and where satisfactory proof of the marital relationship to the registered owner is tendered to the City Clerk. The purchaser must possess a valid Illinois Driver's License, a valid Illinois State Identification Card, or a valid Consular Identification

Card. If a qualified senior is presenting their valid Illinois State Identification Card or valid Consular Identification Card for a senior license, then the qualified senior must come into an Office of the City Clerk location in person.

### **Section 3: Vehicle Type Designation – Make and Model – VIN**

- (a) The City Clerk shall designate a vehicle type for all vehicles licensed under Chapter 3-56 of the Code based on the vehicle's make and model, average curb weight/gross vehicle weight, and average payload capacity as applicable. The City Clerk shall promulgate a list of makes and models, and for each make and model, designate a vehicle type which shall be: small passenger automobile, large passenger automobile, small truck or other vehicle, large truck or other vehicle, or motorcycle. The City Clerk shall maintain the make and model list and make such list available for public inspection during normal business hours at the Office of the City Clerk, 121 N. LaSalle St., Room 107, Chicago, Illinois 60602. The City Clerk may also publish the make and model list online at the City Clerk's website and, upon request, provide a digital or printed copy.
- (b) The City Clerk shall determine the make and model for a vehicle according to its VIN as contained in the state vehicle registration record.
  - (1) In the event that the VIN contained in the state vehicle registration is not correct or does not meet the Federal Motor Vehicle Safety Standards (FMVSS) format and content specifications, the City Clerk shall determine the make and model; provided, however, that the City Clerk shall issue a license to said vehicle only according to the VIN as contained in the state registration record.
  - (2) If, after a CVL is issued, the VIN as contained in the state registration is modified or, if for any other reason the VIN as recorded in the state registration record and the CVL record are different, the registered owner is responsible for correcting the error with the state registration authority and the Office of the City Clerk.
- (c) A request for vehicle type designation adjustment may be submitted on a form provided by the Office of the City Clerk. An adjustment may only be approved after review of the required documentary proof establishing through clear and convincing evidence that such vehicle has been incorrectly designated. Required documentary proof may be accepted at the discretion of the Office of the City Clerk.

### **Section 4: License Term**

- (a) *License term – generally.* The term for a Chicago vehicle license shall always be the first day of the license's "term-start" month through the last day of the CVL's expiration or "term-end" month. The City Clerk shall clearly indicate license expiration month and year on all license emblems.
- (b) *License term-start.*
  - (1) *Recently acquired vehicles.* The term-start for any recently acquired vehicle shall be the first day of the month in which the vehicle was acquired. See Section 14(b) for the documentation required to prove a vehicle was recently acquired.
  - (2) *New residents.* The term-start for any new resident shall be the first day of the month in which residency commenced. See Section 14(c) for the documentation required to prove date of residency commencement.
  - (3) *Renewals.* The term-start for the renewal of any CVL shall be the first day of the month immediately following the required purchase by date.



- (4) *Transfers*. The term-start for any CVL issued under Section 12 of these Administrative Rules shall be the same as Subsection (b)(1) above.
- (c) *License term-end*. Unless otherwise provided below, the City Clerk shall assign a license expiration month for any standard-issue CVL which is staggered 6 months from the expiration month of the vehicle's state registration, regardless of the year of the state registration expiration.
- (1) *Term-end for CVLs*. The term-end for a CVL shall be at least three months and no longer than 24 months after the term-start.
  - (2) *Special licenses –Term-end*. The City Clerk shall assign a term-end month in accordance with the schedule below for the following special license types:
    - a. Antique licenses shall have a term-end month of June;
    - b. Charitable licenses shall have a term-end month of October;
    - c. Dealer or manufacturer licenses shall have a term-end month of June;
    - d. Disability licenses shall have a term-end month of March;
    - e. Standard Veteran, Disabled Veteran, Purple Heart, and Prisoner of War licenses for small passenger and large passenger vehicles shall have a term-end month of November; and
    - f. Government licenses shall have a term-end month of March.
  - (3) *Motorcycle*. The City Clerk shall assign a term-end month of June for any vehicle issued a motorcycle CVL.
  - (4) *Fleets and large volume purchasers*. The City Clerk shall assign a term-end month of June for vehicles owned by large volume purchasers, rental fleet companies licensed under 3-56-121 of the Code, and commercial fleets licensed under 3-56-125 of the Code.
  - (5) *Municipal*. Municipal licenses shall not expire.
  - (6) *Taxicabs and liveries*. The City Clerk shall assign a term-end month of June for taxicabs and liveries.
  - (7) The City Clerk is authorized to assign a term-end other than those listed above if deemed necessary for the orderly administration of Chapter 3-56 of the Code and these Administrative Rules.
- (d) *Reduced-term Wheel Tax License Pilot Program*. Beginning, August 1, 2019, in addition to offering 12-month and 24-month wheel tax licenses, the City Clerk shall offer 4-month wheel tax licenses.
- (1) The 4-month wheel tax licenses shall be made available for the following CVLs: Small Passenger Automobile (SP); Large Passenger Automobile (LP); Small Truck or Other Vehicle (ST); and Large Truck or Other Vehicle (LT).
  - (2) The applicable period for renewing a valid and current wheel tax license shall include a 30-day grace period, during which a wheel tax license can be purchased without incurring any late fees under Section 3-56-050. Outside of the grace period, any late fees shall be in addition to the wheel tax license fee purchased.
  - (3) This section shall expire on July 31, 2021.

**Section 5: License Fees**

(a) For a license with a term start prior to February 1, 2020, the annual fee shall be as follows:

<b>CVL Type</b>	<b>Fee</b>
Antique (AV)	\$30.99
Senior (S)	\$31.00
Motorcycle, Motorcycle Dealer, and Neighborhood Electric Vehicle (MB)	\$46.49
Dealer or Manufacturer (D)	\$92.97
Small Passenger (P)	\$87.82
Large Passenger (LP)	\$139.48
Small Truck or Other (ST)	\$206.63
Large Truck or Other (LT)	\$464.92
Charitable (NFZ)	\$0
Disability (NFD)	\$0
Standard, Disabled, Purple Heart, or POW Veteran (NFV)	\$0
Government (NFG)	\$0
Municipal (M)	\$0

For a license with a term start February 1, 2020 or later, the annual fee shall be as follows:

<b>CVL Type</b>	<b>Fee</b>
Antique (AV)	\$32.07
Senior (S)	\$32.08
Motorcycle, Motorcycle Dealer, and Neighborhood Electric Vehicle (MB)	\$48.11
Dealer or Manufacturer (D)	\$96.21
Small Passenger (P)	\$90.08
Large Passenger (LP)	\$144.33
Small Truck or Other (ST)	\$213.82
Large Truck or Other (LT)	\$481.10
Charitable (NFZ)	\$0
Disability (NFD)	\$0
Standard, Disabled, Purple Heart, or POW Veteran (NFV)	\$0
Government (NFG)	\$0
Municipal (M)	\$0

(b) The following calculation shall be used to determine the fee for a CVL:

$$\frac{\text{Annual Price of CVL} * \text{Number of months in CVL term}}{12 \text{ months}}$$

- (1) Step 1: Multiply the annual price of the CVL by the number of months in the term of the CVL; and
  - (2) Step 2: Divide the resulting number in Step 1, by 12, rounded to the nearest penny.
- (c) Dealer or demonstration vehicles and motorcycle dealer vehicles shall not receive a prorated fee.
- (d) The credit against the Chicago wheel tax license fee pursuant to 3-56-020(c) of the Code shall be prorated based on the number of months left and the amount of the wheel tax license fee paid for such vehicle to a municipality other than Chicago. Both satisfactory proof that the situs or base for the vehicle is located outside of the City as well as a receipt from the municipality for a wheel tax license or a notarized letter from the municipality stating the term of the license, amount paid, vehicle plate, and VIN are required to obtain a credit against the Chicago wheel tax license fee.

**Section 6: License Emblem Display**

- (a) The City Clerk shall issue license emblems prominently displaying the expiration month and year of the license. License emblems shall expire on the last day of the expiration month.
- (b) It shall be unlawful for any person to display a license emblem on any vehicle other than the vehicle for which the license emblem was originally issued.
- (c) A CVL is no longer valid upon a change in ownership of the vehicle for which the CVL was originally issued, and any license emblem displayed on such vehicle must be removed. It shall be unlawful for any person to display a license emblem issued to the previous owner of a vehicle.



- (d) A license emblem must be issued and displayed by 12:00 A.M. of the first day of the term-start month, provided, however, that:
  - (1) for new residents, a license emblem must be issued and displayed no later than 12:00 A.M., 31 days after commencing residence in the City;
  - (2) for recently acquired vehicles, a license emblem must be issued and displayed no later than 12:00 A.M., 31 days after the owner acquired the vehicle; and
  - (3) a license emblem need not be displayed if the vehicle was licensed under Sections 3-56-121 or 3-56-125 of the Code. The City Clerk shall make available a list of all companies with fleet vehicles licensed under these sections and, therefore, exempt from display requirements.
- (e) A license emblem is valid when properly displayed pursuant to Section 9-64-125 of the Code and may be displayed any time after issuance, including in the purchase period prior to the required purchase by date.
- (f) Motorcycles, neighborhood electric vehicles, and dealers or demonstration vehicles shall be issued a license tag which shall be affixed to the rear license plate. If no license plate is available, the license tag must be visibly affixed to the vehicle.

**Section 7: Fleets**

- (a) Fleets consist of: (1) commercial motor vehicle fleets; and (2) rental fleets.
- (b) The owner of a fleet shall file the following documents with the City Clerk by July 15:
  - (1) a BC-11 form containing the information required under:
    - a. Section 3-56-121 of the Code for rental fleets; or
    - b. Section 3-56-125 of the Code for commercial motor vehicle fleets; and
  - (2) an independent auditor verifying the information provided in Subsection (b)(1).
- (c) The City Clerk shall not issue license emblems for fleet vehicles, but shall instead provide to the owner of the fleet proof of compliance with the wheel tax as required by Chapter 3-56 of the Code.

**Section 8: Time of Application**

- (a) The City Clerk shall receive applications for renewal of a CVL and grant the same no more than two months prior to the expiration of an existing CVL for such vehicle; provided, however, that this section shall not apply to a recently acquired vehicle or to a new resident upon presentation of proof of such to the City Clerk.

**Section 9: Late Fees**

- (a) A late fee of \$30.00 for a senior discounted CVL and \$60.00 for all other CVL types shall apply to a CVL issued after the grace period set forth in 3-56-040(a) of the Code; provided, however, for recently acquired vehicles or new residents, a late fee shall apply for CVLs issued after the required purchase by date.

- (b) A CVL type with no fee associated with it shall have no late fee.
- (c) A late fee shall not apply when the purchaser presents documented proof that the customer returned from serving in the United States Armed Forces and was stationed outside the City, within 30 days of obtaining the CVL.
- (d) A late fee shall not apply when the purchaser presents documented proof that the customer was hospitalized or incarcerated during the entire CVL purchase period and obtained a CVL within 30 days of being discharged or released.
- (e) In addition to any late or other fee(s), customers who are one to five months beyond the required purchase by date shall be subject to a back-charge equal to the number of months they are past due. Any customer who fails to purchase a CVL six months or more beyond the required purchase by date shall be subject to a six month back-charge. Nothing in these Administrative Rules shall prohibit the City Clerk from also assessing the penalty set forth in 3-56-150.

**Section 10: Residential Parking**

- (a) A residential zone parking permit shall be issued only in conjunction with, and for the same term as, a valid license emblem. The zone number shall be printed on the license emblem.
- (b) A residential zone parking permit issued in conjunction with a license emblem shall have the same grace period set forth in 3-56-040(a) as the associated renewal license emblem.
- (c) A residential zone parking permit is not required for motorcycles bearing a valid license emblem.
- (d) The annual fee for a residential zone parking permit shall be \$25.00; provided, however, that the annual fee for a residential zone parking permit issued in conjunction with a disability license type shall be zero.
- (e) The City Clerk shall use the following calculation to determine the applicable residential zone parking fee:

$$\frac{\text{Annual Price of Permit} * \text{Number of months in CVL term}}{12 \text{ months}}$$

- (1) Step 1: Multiply the annual fee for the permit by the number of months in the term of the CVL; and
- (2) Step 2: Divide the resulting number in Step 1 by 12, rounded to the nearest penny.
- (f) The City Clerk shall issue the replacement of a residential zone parking permit when the resident's residential zone has changed for a fee of \$10.
- (g) A residential zone parking permit shall not be valid when displayed on the following:
  - (1) Trucks or other vehicles with a GVWR of 8,000 lbs. or more;
  - (2) Commercial vehicles;
  - (3) Antique vehicles with valid antique vehicle license emblems;

- (4) Dealer vehicles;
- (5) Fleet vehicles; and
- (6) Livery vehicles, except as authorized by Section 9-64-170 of the Code.

#### **Section 11: Daily Residential Parking Permits**

- (a) The City Clerk shall issue daily residential parking permits in sheets of 15 permits. The fee for daily residential parking permits shall be \$8 for 15 permits, \$16 for 30 permits, or \$24 for 45 permits.
- (b) No more than 3 sheets may be issued in a 30-day period per household.
- (c) No more than 3 sheets may be issued in a 30-day period to a property manager/property management company per residential parking zone.
- (d) No more than 3 sheets may be issued in a 30-day period to a person with multiple addresses in a single residential parking zone.
- (e) Daily residential parking permits are valid for use upon purchase until the expiration date printed on the permits.
- (f) Proof of residency must be provided to obtain either a residential zone parking permit or daily residential parking permits. Proof of residency can be evidenced through one of the documents specified in Section 14(c) of these Administrative Rules. Proof of residency shall be valid for up to 12 months after approval by the City Clerk.
- (g) If the City Clerk determines that any member of a household knowingly sells, offers for sale, exposes for sale, or acquires for the purpose of sale, any daily residential parking permits, the City Clerk may suspend the household from purchasing daily residential parking permits for one year from the date of violation.
- (h) If the City Clerk determines a member of a household is purchasing residential parking permits in violation of the Code or these Administrative Rules, the City Clerk may suspend the household from purchasing daily residential parking permits for one year from the date of violation.

#### **Section 12: Transfers**

- (a) A current and valid CVL may be transferred to a newly acquired vehicle whenever the owner of any vehicle licensed under this chapter relinquishes ownership of such vehicle before the expiration of such CVL and acquires a new vehicle. Such owner shall immediately make application to the City Clerk for a transfer of said CVL to the newly acquired vehicle. A transfer may only occur when the owner of the relinquished vehicle is the same as the newly acquired vehicle. Said application shall contain: the name and address of the licensee; the VIN and license plate of the vehicle disposed of or sold; and the state vehicle registration, VIN, and date of acquisition of the newly acquired vehicle. Upon surrender of the original license emblem or upon proof that the license emblem has been destroyed, the City Clerk shall transfer the value of the original license to apply to the newly acquired CVL.
- (b) Where a CVL transferred under Subsection (a) was issued with a residential zone parking permit, and where the owner is eligible for a residential zone parking permit at the time of transfer, the City Clerk shall transfer the remaining value of the residential zone parking permit to the new license.

- (c) If the fee for the CVL originally issued is less than the fee required to license the new vehicle or, if the term of the original CVL is less than the term of the new CVL, then the fee required to be paid for such transfer shall be a sum equal to the difference between the fee paid for the original CVL and the fee for the appropriate license type and term at the time of transfer. A separate \$5.00 administrative fee shall apply to transfers; provided, however, that the administrative fee to transfer a special programs license type shall be zero, except for the transfer of an antique CVL or senior CVL, which shall be \$5.00.
- (d) The City Clerk shall not transfer a license within two months of its expiration.
- (e) The transfer of a CVL must occur within 30 days of acquiring possession or ownership of the new vehicle.
- (f) The City Clerk shall not transfer a dealer or manufacturer CVL.

**Section 13: License Emblem Replacements**

- (a) Replacement license emblems shall be issued only for the same vehicle, license plate, and owner as contained in the original CVL.
- (b) The owner of any vehicle licensed under this chapter shall promptly notify the City Clerk and the department of police whenever the license emblem issued under such license is lost, stolen, or destroyed; upon notification to each, the City Clerk shall replace such license emblem.
- (c) If a license emblem is defaced, mutilated, or the windshield was replaced, the City Clerk shall replace such license emblem.
- (d) The fee to replace any standard CVL, antique CVL, or dealer and manufacturer CVL shall be \$5.00. The fee to replace all other license types shall be zero.
- (e) License emblems that are shipped via mail and not delivered shall be replaced at no cost. The owner of the vehicle must submit a completed affidavit form stating that the owner never received the license emblem. It shall be unlawful for any person to knowingly make a false statement within the affidavit submitted to the City Clerk. If any person knowingly makes a false statement within the affidavit, then that person will be assessed the penalty set forth in 3-56-150.

**Section 14: Proof Documentation**

- (a) Valid proof of vehicle information is established with the following:
  - (1) Renewal form;
  - (2) State vehicle registration ID card; or
  - (3) Vehicle lease agreement and VSD 190.
- (b) Valid proof of new vehicle purchase date is established with the following:
  - (1) Bill of sale from a bona fide vehicle seller/dealership;
  - (2) Executed vehicle title document from the Illinois Secretary of State (in lieu of bill of sale from a bona fide vehicle seller/dealership);

- (3) Customer-copy of *validated* Illinois Secretary of State VSD 190 Form;
  - (4) Customer-copy of *validated* Illinois Department of Revenue ST-556 Form; or
  - (5) Customer-copy of *validated* Illinois Department of Revenue RUT-25 or RUT-50 Form.
- (c) Valid proof of residency with current address is established with the following:
- (1) A valid Illinois driver's license, Illinois identification card or a Chicago CityKey identification card, reflecting the customer's current address; or
  - (2) A valid government identification card (Illinois driver's license, Illinois identification card,) with an outdated current address, or any government-issued photo ID, such as U.S. Passport, U.S. Military ID, or Consular ID, and one of the following:
    - (1) Utility bill (current gas, electric, cable, satellite, or landline phone);
    - (2) Property tax bill;
    - (3) Lease, mortgage, or deed;
    - (4) State vehicle registration card; or
    - (5) Permanent change of address confirmation with the U.S. Postal Service.
- (d) Valid proof of commencement of residency is established with the following:
- (1) Lease document proving lease of residential property; or
  - (2) Mortgage document or deed proving purchase of residential property.
- (e) Valid proof of vehicle information and residency may be accepted at the discretion of the City Clerk.

Source: Administrative Rules, Effective August 1, 2019