



**CITY OF URBANA / CITY OF CHAMPAIGN
INSTRUCTIONS FOR VEHICLE FOR HIRE DRIVER LICENSING**



Please note **AUTOMATIC DENIAL** of your license can be a result of the following:

- If you have been convicted of a felony within four (4) years of the date of application;
- If you have been released from prison or jail for a felony conviction within 4 years of the date of application; or
- If you previously held a taxicab driver license and your license was revoked during the preceding six months.

If this applies to you, you need not go any further: **RETURN THE APPLICATION.**

SUBMIT TO URBANA POLICE DEPARTMENT:

- Completed application and police record search form.
- The license period is July 1st to June 30th of each year.
- **Renewal applicants must renew by June 25th of each year, or pay a \$25.00 late fee.**
- Applicant's signature must be notarized in presence of a notary.
- Notary Publics are available at the Police Department and the City Building.

BACKGROUND INQUIRY:

- Annual background check required through the Illinois State Police.
- First time applicant, or if a gap in renewal licensing, requires a Live Scan Fingerprint submission - fee \$40.00, plus a \$15.00 State submission fee for a total of \$55.00.
- Renewals licenses require an on-line background check - fee \$10.00.
- To schedule an appointment for fingerprints with the Urbana Police Department call 384-2320.

PROCEED TO THE FINANCE DEPARTMENT:

- Photograph taken – **No hats, sunglasses or hoods allowed.**
- License fee \$50.00.
- **License renewals processed after June 25th will incur a \$25.00 late fee.**
- All fees are payable to the City of Urbana.
- We accept personal checks, money orders, cashier checks, credit/debit cards and cash.

PROVISIONAL LICENSE ISSUED:

- Provisional license and ID badge valid for sixty days.
- Notice of background inquiry completion and final approval mailed to applicant.
- After receiving approval, return provisional license and ID badge to the City of Urbana Finance Department to obtain annual license. If provisional license and badge are not returned, a replacement fee will be charged to the driver.

The licensing process is 20 – 30 minutes long. License applications are not accepted after 4:30 PM.

If you have any question please contact the City of Urbana Finance Department, (217) 384-2346.