



CITY OF  
URBANA

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



Application:

- License applications are processed **Monday through Friday, 8:00 a.m. - 4:30 p.m.** Please allow 30 minutes to 1 hour for license processing. **Applications received at or after 4:00 p.m. will not be processed until the next business day.**
- Applications are available online at <https://www.urbanaininois.us/Businesses-3> or at the **Urbana Police Department**, 400 S. Vine St., Urbana, IL 61801.
- Submit completed application and police records search to the Urbana Police Department (UPD).
- Applicant's signature must be notarized in presence of a notary. Notary Publics are available at the UPD.
- **The license period is from November 1<sup>st</sup> to October 31<sup>st</sup> of each year.**
- **License renewals processed after October 25<sup>th</sup> will incur a \$25.00 late fee.**

Background Check Procedure:

- **Annual state and national background check required.**  
UPD will send applicant over to Finance Department located in the same building to pay for the background check, prior to performing the background check.
- **Live Scan Fingerprint (LSF) is required for any applicant without a current LSF on file. Background fees are the following:**
  - **LSF & submission - \$73.25**
  - **Submission (if a current LSF is on file) - \$28.25**
  - **Resubmission (if current license renewal has not lapsed) - \$20.00**  
Finance Department will send applicant back over to UPD with a receipt showing background check was paid.
- **We accept Cash, Personal/Business Checks, Money Order and Cashier's Checks. We also accept Visa, MasterCard and Discover.**
- All fees are payable to the **City of Urbana.**

Application Processing:

- Upon completion of the background check, applicant will take application back over to the Finance Department.
- Photograph required – **Hats, hoodies and sunglasses are not allowed.**

Licensing Fee:

- Vehicle for hire driver licensing fee is \$50.00, plus background check fees as stated above. Total fee for driver will be one of the following:
  - **\$50.00 license fee, plus \$73.25 for LSF and submission – Total \$123.25**
  - **\$50.00 license fee, plus \$28.25 for submission only – Total \$78.25**
  - **\$50.00 license fee, plus \$20.00 for resubmission only – Total \$70.00**

Provisional License:

- Provisional license and ID badge is valid for sixty (60) days.

- Notice of background inquiry completion and final approval will be 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 \$10.00 replacement fee will be charged.

License Denial:

Any applicant denied a vehicle-for-hire driver's license based on reasons listed in *subsection (a)(4) of Section 26-28 in Chapter 26 of the Vehicle-for-Hire Code of Ordinances* shall have a right to appeal the denial decision. The applicant shall file an appeal in writing to the finance director or his/her designee no later than fourteen (14) days from the date of the denial notification letter. The appeal hearing will be held no later than thirty (30) days after the date of the filing of the appeal request. The issuing authority's human relations commission will act as the hearing body. The purpose of the appeal process is to offer the applicant an opportunity to show that, in spite of the disqualifying conviction, he/she would not present a public safety risk. Hearing procedures and rules will be established by the human relations commission and will be provided to those using the appeal process.

For questions, please contact the City of Urbana Finance Department at **(217) 384-2346**.

Thank you.