



CITY OF DECATUR
 FINANCE DEPARTMENT
 #1 GARY K ANDERSON PLAZA
 DECATUR IL 62523
 LICENSING – (217) 424-2709

During the term of your license you have a continuing duty to report any changes in your business and organization. This form must be used.

**VEHICLE FOR HIRE BUSINESS LICENSE
 REPORTING FORM FOR CHANGES**

DATE: _____

PLEASE PRINT

Business Name _____

Doing Business As _____ Phone # _____

Business Address _____
Street City State Zip Code

Mailing Address _____
Street City State Zip Code

Changes in the Business:

Name of new business organization: _____

Type of new business organization: _____

New doing business as name: _____

New business address _____
Street City State Zip Code

New phone # _____

New Registered Agent: _____

Address _____
Street City State Zip Code

New Insurance Carrier's name and address (new certificate of liability must be included):

Changes in Rate Schedule:

FOR CITY OF DECATUR OFFICE USE ONLY		Amount Paid \$ _____
APPROVED:		Date Paid/Submitted _____
_____		Insurance Expired _____
City Manager or Designee	Date	License Number _____
		License Issued _____

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Adding new vehicles to licenses:

Fee: \$100 per vehicle

Company	Year	Make	Model	Color	VIN #	State Registration # (License Plate #)

For each vehicle added, you must also provide:

1. A current certificate of liability insurance identifying the vehicle and naming the City of Decatur as additional insured.
2. A current (within the past 6 months) vehicle safety inspection certificate completed by an ASE Certified Mechanic.

Any other Changes made:

Applicant's Name _____ Phone # _____

_____/_____
Signature of Applicant / Title

To remove a vehicle from service, a separate affidavit must be completed. You may obtain this form from the City of Decatur Finance Office.