School Bus Registration

Proof of insurance is now required on school bus registrations. When registering your school bus, you must provide the Secretary of State’s office with proof of insurance in the form of a Certificate of Liability Insurance. The Certificate of Liability Insurance must indicate the following minimal coverage:

A. Combined Single Limit
   B. $2,000,000

The Certificate of Insurance must either expire Dec. 31 of current registration year or state that the policy is continuous. The certificate also must include the following:

- Each vehicle covered by the policy.
- Name and address of the insured (must match the name and address on the vehicle registration).
- “Secretary of State” listed as certificate holder.
- Policy number.

A Certificate of Liability Insurance or a School Bus Insurance Affirmation, located on the back of the renewal, must be submitted for each vehicle.

Plates/registration renewal facility locations:

Non-Standard Plates Section
First Floor Howlett Bldg., Customer Service
Springfield, IL 62756 ........................................217-785-8627

Chicago East Facility
100 W. Randolph
Chicago, IL 60601 ........................................312-793-1010

Chicago North Facility
5401 N. Elston Ave.
Chicago, IL 60630 ........................................312-793-1010

Chicago South Facility
9901 S. Martin Luther King Jr. Dr.
Chicago, IL 60628 ........................................312-793-1010

Chicago West Facility
5301 W. Lexington Ave.
Chicago, IL 60644 ........................................312-793-1010

Joliet Facility
201 S. Joyce Rd.
Joliet, IL 60435 ........................................312-793-1010

Lake Zurich Facility
951 S. Rand Road
Lake Zurich, IL 60047 ....................................312-793-1010

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Plates/registration renewal facility locations continued

**Lombard Facility**
837 S. Westmore
Lombard, IL 60148 .................................312-793-1010

**Naperville Facility**
Hobson Plaza, 931 W. 75th, Ste. 161
Naperville, IL 60565 ............................630-548-9373

**Waukegan Facility**
617 S. Green Bay Rd.
Waukegan, IL 60085 ............................312-793-1010

**Woodstock Facility**
Eastwood Mall, 428 S. Eastwood Dr.
Woodstock, IL 60098 ............................312-793-1010

Below is a sample Certificate of Liability Insurance with specific instructions that must be followed. To prevent delay in processing your renewal, when obtaining a new Certificate of Liability Insurance from your agent, please take this sample notice with you to ensure compliance.

**Certificate of Insurance**

1. Certificate must indicate minimum coverage combined single limit.
2. Policy expiration date must be Dec. 31 of current registration year or continuous.
3. Certificate must indicate that the Secretary of State’s office will be notified in writing 30 days before the policy is canceled.
4. If the form includes the statement — “Should any of the above described policies be canceled before the expiration date thereof, notice will be delivered in accordance with the policy provision” — a separate notation is required stating that the Secretary of State’s office will be notified in writing 30 days prior to cancellation.
5. Certificate date must be dated within 90 days of transaction.