



**Carri L. Brown, PhD, MBA, CGFM**  
**FAIRFIELD COUNTY AUDITOR**

210 EAST MAIN STREET  
LANCASTER, OHIO 43130

OFFICE HOURS  
8:00 AM - 4:00 PM, Weekdays  
(740) 652-7020  
(740) 652-7025

**INSTRUCTIONS FOR FAIRFIELD COUNTY KENNEL LICENSES:**

ORC 955.02 defines a KENNEL as an establishment that keeps, houses, and maintains adult dogs for the purpose of breeding the dogs for a fee or other consideration received through a sale, exchange, or lease and that is not a high volume breeder.

**IN PERSON OR BY MAIL**

1. Complete this form. Be sure the correct kennel owner, street address and phone number appear on all applications.
2. List the breeds kept, along with the number of litters expected within the year. Also, include the number of males and females over 3 months of age for each breed.
3. Include the Vendor's License Number associated with your kennel registration.
4. Enclose a check or money order for the correct fees payable to: Fairfield County Auditor. Please do not send cash.  
**Before January 31**, licensing rate is **\$100.00** for the first 5 tags and **\$1.00** for each additional tag. **After January 31**, statutory late penalty increases the licensing rate to **\$200.00** for the first 5 tags. Your application cannot be processed without the correct fees.
5. Please return the signed application and a check or money order, in the enclosed return envelope. A receipt will be returned to you with your 2024 license tags.
6. If you no longer own the kennel or need to make changes to your current kennel information, please mark through the appropriate line below and return the form so we can update our records.

Tags may be purchased at the County Auditor's Office, 210 East Main St., Rm 206. Please bring this form when purchasing tags.

Certificates of registration and registration tags shall be valid only during the CALENDAR YEAR or YEARS for which they are issued. ORC Sec 955.09.

**APPLICATION for the registration of a Kennel for the year 2024**

Breeds Kept	# Litters	# Males	# Females

**Vendor's License #:** \_\_\_\_\_

**Owner Information**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
if different (e.g. P.O. Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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210 EAST MAIN STREET; LANCASTER, OH 43130

License	# Tags	Fee	Penalty	Total
Kennel License	--- 5 ---	\$100.00		
Add'l Tags (optional)		\$1.00 (each)	-----	
--- Office Use: 2024 License #s ---				

A penalty in an amount equal to the registration fee shall be assessed if Kennel License is not secured on or before January 31, or within 30 days after the person becomes the owner of such kennel. ORC Sec 955.04, 05.

The undersigned says that the facts indicated above ARE TRUE.

Signature of Applicant \_\_\_\_\_

Date Signed \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Deputy or Agent \_\_\_\_\_