



**E.J. CONN**  
**JEFFERSON COUNTY AUDITOR**

301 Market St, 4th Fl  
PO Box 159  
Steubenville, OH 43952  
[www.jeffersoncountyoh.com](http://www.jeffersoncountyoh.com)

OFFICE HOURS  
Mon - Fri: 8:30am - 4:30pm  
**740-283-8511**

**INSTRUCTIONS FOR JEFFERSON COUNTY DOG LICENSES:**

All dogs three months of age or older must be licensed.  
No dog shall be harbored, kept, or owned without displaying a valid registration tag. (ORC 955.01)

**ON-LINE**

Register your dog on-line at [www.doglicenses.us/OH/Jefferson](http://www.doglicenses.us/OH/Jefferson). Only credit card payments accepted and a per dog processing fee applies. To access your pre-filled form use the Account ID and Password below.

Account ID:

Password:

**BY MAIL**

1. Complete and sign this form. Be sure the owner, street address, and pet description(s) are correct.
2. To register more than five dogs, use additional blank forms which are available at [www.doglicenses.us/OH/Jefferson](http://www.doglicenses.us/OH/Jefferson).
3. Enclose a check or money order for the correct fees payable to **Jefferson County Auditor**. Do not send cash. Before January 31, the licensing rate for a one year tag is \$20.00 per dog\*. After January 31, statutory late penalty increases the licensing rate to \$40.00 per dog. Your application cannot be processed without the correct fees.
4. Return the application, check or money order, and self-addressed stamped envelope.

**IN PERSON**

Tags may be purchased in person at the Jefferson County Auditor's Office, 301 Market St, 4th Fl, Steubenville. Please bring this completed form when purchasing tags.

**\* Qualifying for Discounted Rates**

The dog licensing fee for the Spayed/Neutered discount is \$10.00 per dog on or before January 31 and \$20.00 per dog thereafter. Proof is required on the initial registration for a discount. To qualify for the discount your dog must meet one of the following criteria.

1. Spayed/Neutered. Indicate in "Spay/Neuter" field below.
2. Advanced in years or has a medical condition preventing it being spayed/neutered. Indicate in "Adv/Med".
3. Used or intended to be used for breeding, showing, or hunting. Indicate in "Breed/Shw/Hnt".
4. Nine months or younger. As indicated in "Age, YRs/MOs" fields.

If you no longer own any dogs, please notify the Auditor's Office.

**Color Codes:** BL=Black; WH=White; GR=Gray; BD=Brindle; TA=Tan; BR=Brown; YE=Yellow; RE=Red

**Term Codes:** 1=1 Year Tag; 3=3 Year Tag; P=Permanent Tag

APPLICATION for the registration of dog(s) for the year 2024

E.J. CONN, Jefferson County Auditor  
301 Market St, 4th Fl; PO Box 159; Steubenville, OH 43952

Age		Sex	Spay/	Adv/	Breed/	Color								Hair	Breed	Dog Name	Term 1-3-P	Fee Paid	Penalty	--Office Use-- 2024 License #
YRs	MOs	(M/F)	Neuter	Med	Shw/Hnt	BL	WH	GR	BD	TA	BR	YE	RE	(S/M/L)						

I, the undersigned, declare the facts indicated here are true.

**Owner Information**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

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

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

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_

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

Total Fee Paid	\$
Total Penalty	\$
Total License Fee	\$