



# ALEX J. BUTLER HIGHLAND COUNTY AUDITOR

119 GOV. FORAKER PLACE; PO BOX 822  
HILLSBORO, OHIO 45133

OFFICE HOURS  
8:00 AM - 4:00 PM  
Weekdays  
(937) 393-1915

## INSTRUCTIONS FOR HIGHLAND COUNTY DOG LICENSES:

### IT'S THE LAW (ORC 955.01)

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.  
(The law applies regardless of whether the dog is kept inside or out.)

### ON-LINE

Register your dog on-line at [www.doglicenses.us/OH/Highland](http://www.doglicenses.us/OH/Highland). Credit card payments only; \$2.15/license processing fee applies. To access your pre-filled form you will need your Account ID and Password listed below.

Account ID:

Password:

### IN PERSON OR BY MAIL

1. Complete this form. Be sure the correct owner, street address, and pet description(s) appear on all applications.
2. Use this form to register 1 to 5 dogs. If you have more than 5 dogs, please list them on a separate sheet of paper and return it with this form. Ohio law requires a license for every dog more than 3 months old.
3. Enclose a check or money order for the correct fees payable to: **Highland County Treasurer**. Please do not send cash. **Before January 31**, the one year licensing rate is **\$14.00 per dog**. **After January 31**, statutory late penalty increases that rate to **\$28.00 per dog**. Your application cannot be processed without the correct fees.
4. Please return the application, check or money order, and a self-addressed stamped envelope. A receipt will be returned to you with your 2025 license tag(s).

**You may** purchase the tag(s) in person at the Highland County Auditor's Office, 119 Gov. Foraker PL, Hillsboro. Please bring the attached 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.

Dogs may be registered for a 1 year or 3 year term, or permanently. Complete each line of the application for your dog(s). In particular, choose your "Term" (1 Year, 3 Year, or Permanent -- see term codes below) and fill in "Fee Paid" based on the fee structure to the right of this paragraph. 3 Year and Permanent License may only be purchased by mail or in person at the Highland County Auditor's office. **No Refunds Permitted**

2025 LICENSE FEES			
	1 YR	3 YR	Permanent
Before Jan 31st	\$14.00	\$42.00	\$140.00
After Jan 31st	\$28.00	\$56.00	\$154.00

**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 2025

ALEX J. BUTLER, County Auditor  
119 GOV. FORAKER PLACE; PO BOX 822; HILLSBORO, OHIO 45133

Age		Sex (M/F)	Spay/ Neut	Color								Hair (S/M/L)	Breed	Dog Name	Term (1/3/P)	Fee Paid	Penalty	--- Office Use ---	
YRs	MOs			BL	WH	GR	BD	TA	BR	YE	RE							2024 License #	2025 License #

Vet/Clinic:

A penalty shall be assessed if Dog License is not secured on or before January 31, or within 30 days after the dog becomes 3 months of age, is acquired, or is brought from outside the state. ORC Sec 955.01, 05.

The undersigned says that the facts indicated above ARE TRUE.

### Owner Information

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

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

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

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

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

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

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

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