



# ROBERT L. BENROTH PUTNAM COUNTY AUDITOR

245 E. MAIN STREET, STE 201  
OTTAWA, OHIO 45875

OFFICE HOURS  
Mon-Fri: 8:30 AM - 4:30 PM  
(419) 523-6686

## INSTRUCTIONS FOR PUTNAM 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/Putnam](http://www.doglicenses.us/OH/Putnam). Credit card payments only; will have a license processing fee. 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: **Putnam County Auditor**. Please do not send cash. **Before January 31**, the one year licensing rate is **\$16.00 per dog**. **After January 31**, statutory late penalty increases that rate to **\$32.00 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 Putnam County Auditor's Office, 245 E. Main Street, Ste 201; Ottawa, OH 45875. Please bring this form when purchasing dog licenses. Payment methods: cash, checks, and money orders.

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. 3-year and Permanent licenses are available for purchase Dec. 1st thru Jan. 31st, without penalty. Please contact the Auditor's Office for more information.

### **No Refunds Permitted**

### 2025 LICENSE FEES

	1 YR
Before Jan 31st	\$16.00
After Jan 31st	\$32.00

### APPLICATION for the registration of dog(s) for the year 2025

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

✓ no longer owned	Age		Sex (M/F)	Color										Hair (S/M/L)	Breed	Dog Name	Fee Paid	Penalty	Office Use - 2025 License #
	YRs	MOs		BL	WH	GR	BD	TA	BR	YE	RE	TRI							

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.

### **Owner Information**

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

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

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

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

The undersigned says that the facts indicated above ARE TRUE.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

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

Email \_\_\_\_\_