



## Patrick W. Dropsey

### Richland County Auditor

50 Park Ave East  
Mansfield, OH 44902

#### AUDITOR'S OFFICE HOURS

Monday - Friday:  
8:00 AM - 4:00 PM  
(419) 774-5501

DOG WARDEN'S HOURS  
Mon - Fri: 8:30 AM - 4:30 PM  
Sat: 10:00 AM - 2:00 PM  
(419) 774-5892

#### INSTRUCTIONS FOR RICHLAND COUNTY KENNEL LICENSES:

#### OHIO LAWS

A kennel means an establishment that keeps, houses, and maintains adult dogs for the purpose of breeding for a fee and is not a high volume breeder (ORC 955.02). A dog is tangible personal property (ORC 955.03) and sales tax is to be applied to all transactions of personal property (ORC 5739.01). When making sales subject to a tax, you will need a vendor's license from your county auditor. The fee is \$25. (ORC 5739.17)

#### INSTRUCTIONS

1. Complete this form. Be sure the correct kennel owner and street and mailing address appear on all applications.
2. List the breeds kept, along with the number of males and females over 3 months of age for each breed.

**February 2, 2026**, will be the last day to purchase at the licensing rate of \$100.00 for the first 5 tags and \$1.00 for each additional tag. **After February 2, 2026**, statutory late penalty increases the licensing rate to \$200.00 for the first 5 tags (ORC 955.04-05).

#### IN PERSON

Beginning Dec. 1, 2025, you may purchase kennel tags in person at the Richland County Auditor's Office, 50 Park Ave East, Mansfield, OH 44902 or at the Dog Warden's Office, 810 N Home Rd, Mansfield, OH 44906. Please bring this form when purchasing tags. We accept cash or checks.

#### BY MAIL

Enclose a check or money order for the correct fees payable to: **Richland County Auditor** and a self-addressed stamped envelope. Please do not send cash. Your application cannot be processed without the correct fees. A receipt will be returned to you with your 2026 license tags.

#### APPLICATION for the registration of a Kennel for the year 2026

Breeds Kept	# Males	# Females

Vendor License #: \_\_\_\_\_

#### Owner Information

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

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

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

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

Patrick W. Dropsey, Richland County Auditor  
50 Park Ave East, Mansfield, OH 44902

License	# Tags	Fee Paid	Penalty	Total
Kennel License	--- 5 ---	\$100.00		
Add'l Tags (optional)		\$1.00 (each)	-----	

--- Office Use: 2026 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 \_\_\_\_\_