DAVID L. GREEN
SCIOTO COUNTY AUDITOR

602-7th STREET; RM 103
PORTSMOUTH, OH 45662

OFFICE HOURS
Monday - Friday
8:00 AM - 4:30 PM
(740) 355-8232

INSTRUCTIONS FOR SCIOTO COUNTY KENNEL LICENSES:

IT'S THE LAW
(ORC 955.01)
A kennel owner is a person, partnership, firm, company, or corporation professionally engaged in the business of breeding dogs for sale.

BY MAIL

1. Complete this form. Be sure the correct kennel owner and street 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.
3. Enclose a check or money order for the correct fees payable to: **Scioto County Auditor**. Please do not send cash. On or before January 31, licensing rate is $70.00 for the first 5 tags and $1.00 for each additional tag. After January 31, statutory late penalty increases the licensing rate to $140.00 for the first 5 tags. Your application cannot be processed without the correct fees.
4. Send the application and check or money order to: **Scioto County Auditor, 602-7th Street, Rm 103, Portsmouth, OH 45662**. All mail-in requests for dog tags **must include a self-addressed, pre-stamped envelope**.
5. A receipt will be returned to you with your new license tag(s).

IN PERSON

Tags may be purchased in person at the County Auditor's Office. Please bring the attached form when purchasing tags.

NOTE: By completing this application you are certifying that you are applying for a 2026 Kennel License on behalf of 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 transaction in accordance with O.R.C. 955.01. If you do not meet these qualifications, you are ineligible to purchase a Kennel License and you must instead purchase a 1-Year, 3-Year, or Permanent Dog License for each dog.

Certificate 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 2026

Breeds Kept	# Males	# Females

Vendor License #: _____

Owner Information

Name: _____

Street Address: _____

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

City: _____ State: _____ ZipCode: _____

DAVID L. GREEN, County Auditor
602-7th STREET, Rm 103; PORTSMOUTH, OH 45662

License	# Tags	Fee Paid	Penalty	Total
Kennel License	--- 5 ---	$70.00		
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 _____

Phone # _____ Email _____

Amount Enclosed _____ CK# _____