



# 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 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/Scioto](http://www.doglicenses.us/OH/Scioto). Credit card payments only. A processing fee will apply.

**BY MAIL**

- 1 - Complete this form. Be sure the correct owner, street address, and pet description(s) appear on the application.
- 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: **Scioto County Auditor**. Please do not send cash. **On or before January 31**, the one year licensing fee is **\$12.00 per dog**. **After January 31**, statutory late penalty increases the licensing fee to **\$24.00 per dog**. After July 1, any dog that becomes three months old or is brought from outside the state, may be eligible for a tag at a reduced fee.
- 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).

**Due to the COVID-19 pandemic, it is highly recommended that you utilize the On-Line or By Mail option.**

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.

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. **All tags are non-refundable and multi-year tags cannot be transferred to a different dog.**

<b>2022 LICENSE FEES</b>			
	1 YR	3 YR	Permanent
Before Feb 1st	\$12.00	\$36.00	\$120.00
After Jan 31st	\$24.00	\$48.00	\$132.00

-----Detach and Return Application with Payment-----

**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

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

APPLICATION for the registration of dog(s) for the year 2022

Age		Sex (M/F)	Color									Hair (S/M/L)	Breed	Term (1/3/P)	Fee Paid	Penalty	--- Office Use ---	
YRs	MOs		BL	WH	GR	BD	TA	BR	YE	RE	2021 License #						2022 License #	

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 \_\_\_\_\_

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

Amount Enclosed \_\_\_\_\_ CK# \_\_\_\_\_