



JULIE A. ADKINS
SENECA COUNTY AUDITOR

109 S. WASHINGTON STREET, SUITE 2206
TIFFIN, OHIO 44883
http://www.senecacountyauditor.org

OFFICE HOURS
8:30 AM - 4:30 PM
Monday - Friday
(419) 447-0692

INSTRUCTIONS FOR SENECA COUNTY 2017 DOG LICENSES:

IT'S THE LAW
(ORC 955.21)
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/Seneca/. Credit card payments only; \$2.00 per dog processing fee applies. To access your pre-filled form you will need your Account ID and Password listed below.

Account ID: Password:

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 - If you no longer own the dog(s) please contact our office or mark through the appropriate line below and return the form so we can update our records.
4 - Enclose a check or money order for the correct fees payable to: Seneca County Auditor. Please do not send cash. On or before January 31, the one year licensing fee is \$15.00 per dog. After January 31, statutory late penalty increases the licensing fee to \$30.00 per dog.
5 - Please return the application and check or money order in the enclosed return envelope. A receipt will be returned to you with your 2017 license tag(s).

--- Official Use Only ---
Date Received: \_\_\_\_\_
Auditor Agent: \_\_\_\_\_
Tag Info: \_\_\_\_\_

IN PERSON

You may purchase tag(s) in person at: Seneca County Auditor's Office, 109 S. Washington Street, Suite 2206, Tiffin, OH 44883

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.

Table with 4 columns: License Type, 1 YR, 3 YR, Permanent. Rows: Before Jan 31st, After Jan 31st.

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 Seneca County Auditor's office.

Multi-year tags are non-refundable and cannot be transferred to a different dog.

-----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

APPLICATION for the registration of dog(s) for the year 2017

JULIE A. ADKINS, Seneca County Auditor
109 S. WASHINGTON STREET, SUITE 2206; TIFFIN, OHIO 44883

Main application table with columns: Age, Sex, Color, Hair, Breed, Term, Fee Paid, Penalty, Office Use (2016 License #, 2017 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.

The undersigned says that the facts indicated above ARE TRUE.

Owner Information

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

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

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

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

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

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

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

Date Received \_\_\_\_\_ Auditor Agent \_\_\_\_\_