



**Jennifer J. Widmer**  
**OTTAWA COUNTY AUDITOR**  
315 MADISON STREET  
PORT CLINTON, OHIO 43452

OFFICE HOURS  
8:00 AM - 4:30 PM  
Weekdays  
(419) 734-6740  
[www.OttawaCountyAuditor.org](http://www.OttawaCountyAuditor.org)

## INSTRUCTIONS FOR OTTAWA COUNTY KENNEL LICENSES:

ORC 955.02 defines a KENNEL as 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 and that is not a high volume breeder.

## IN PERSON OR 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: **Ottawa County Auditor**. Please do not send cash.  
**Before January 31**, licensing rate is \$120.00 for the first 5 tags and \$1.00 for each additional tag. **After January 31**, statutory late penalty increases the licensing rate to \$240.00 for the first 5 tags. Your application cannot be processed without the correct fees.
4. Please return the application, check or money order, and a self-addressed stamped envelope in the enclosed return envelope. A receipt will be returned to you with your 2024 license tag(s).

**You may** purchase the tag(s) in person at the Ottawa County Auditor's Office, 315 Madison St, Port Clinton. Please bring the attached form when purchasing tags.

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.

### APPLICATION for the registration of a Kennel for the year 2024

Breeds Kept	# Males	# Females

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

Jennifer J. Widmer, Ottawa County Auditor  
315 MADISON ST; PORT CLINTON, OH 43452

License	# Tags	Fee Paid	Penalty	Total
Kennel License	--- 5 ---	\$120.00		
Add'l Tags (optional)		\$1.00 (each)	-----	
--- Office Use: 2024 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.

The undersigned says that the facts indicated above ARE TRUE.

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

Date Signed \_\_\_\_\_

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

Deputy or Agent \_\_\_\_\_