



# CHARITY A. RAUSCHENBERG HANCOCK COUNTY AUDITOR

300 S. MAIN ST.  
FINDLAY, OH 45840

OFFICE HOURS  
8:30 AM - 4:30 PM  
Weekdays  
419-424-7017

## INSTRUCTIONS FOR HANCOCK 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: **Hancock County Treasurer**. Please do not send cash. Before January 31, licensing rate is \$100.00 for the first 5 tags and \$1.00 for each additional tag. After January 31, statutory late penalty increases the licensing rate to \$200.00 for the first 5 tags. Your application cannot be processed without the correct fees.
4. Please return the application and check or money order to Hancock County Auditor's Office at 300 S. Main St, Rm 22. A receipt will be returned to you with your 2025 license tag(s).

Tags may be purchased in person at the Hancock County Auditor's Office at 300 S. Main St, Rm 22. 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 2025

CHARITY A. RAUSCHENBERG, County Auditor  
300 S. MAIN ST.; FINDLAY, OH 45840

Breeds Kept	# Males	# Females

License	# Tags	Fee Paid	Penalty	Total
Kennel License	--- 5 ---	\$100.00		
Add'l Tags (optional)		\$1.00 (each)	-----	
--- Office Use: 2025 License #s ---				

### Owner Information

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
if different (e.g. P.O. Box)  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

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 \_\_\_\_\_

🐾 **ADDITIONAL DOG TAG LOCATIONS** 🐾

Remember  
to buy your  
DOG TAG!



**BLANCHARD VALLEY VET CLINIC\***  
1611 N Main Street, Findlay  
419-422-3292

**PET SUPPLIES PLUS\***  
2033 Tiffin Ave. Suite #1, Findlay  
419-420-0120

**LEGACY LAWN & PET\***  
6566 County Road 236, Findlay  
419-427-9413

**GREAT SCOT\***  
2021 Broad Ave., Findlay  
419-422-9521

**ARLINGTON VETERINARY CLINIC\***  
17551 State Route 68, Arlington  
419-365-5341

**HUMANE SOCIETY - Yearly**  
4550 Fostoria Ave., Findlay  
419-423-1664

\*These locations may, by law, charge a \$0.75  
service fee for processing the application

\* **All other locations sales dates Dec. 1st thru Jan. 31st**

**ALL YEAR AT THE HANCOCK COUNTY AUDITORS OFFICE OR ONLINE**  
300 South Main St. Findlay Room 22  
419-424-7821  
[www.doglicenses.us/OH/Hancock](http://www.doglicenses.us/OH/Hancock)

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NOTICE

THIS FORM IS DESIGNED TO ENABLE YOU TO REGISTER YOUR DOG(S) BY MAIL. ACCORDING TO OHIO LAW EVERY PERSON WHO OWNS, KEEPS, OR HARBORS A DOG MORE THAN THREE MONTHS OF AGE, SHALL ON OR AFTER THE FIRST DAY OF DECEMBER, BUT ON OR BEFORE THE 31<sup>ST</sup> DAY OF JANUARY OF EACH YEAR, REGISTER THEIR DOG(S) WITH THE COUNTY AUDITOR.

FOR YOUR CONVENIENCE, WE HAVE INCLUDED A DOG LICENSE APPLICATION AND AN ENVELOPE, WHICH YOU MAY COMPLETE AND RETURN WITH YOUR PAYMENT. IF YOU OWN DOGS IN ADDITION TO THOSE LISTED PLEASE FILL IN ALL INFORMATION ON BLANK LINES PROVIDED ON APPLICATION FORM. SCHEDULE OF FEES IS PRINTED ON ENCLOSED APPLICATION.

**INSTRUCTIONS**

1. COMPLETE ATTACHED APPLICATION AND RETURN WITH A SELF-ADDRESSED, STAMPED ENVELOPE). **\*PLEASE INDICATE CHANGE OF ADDRESS ON APPLICATION IN SPACE BESIDE COMPUTER PRINTED NAME AND ADDRESS.**
2. IF PHONE NUMBER IS INCORRECT OR DOES NOT APPEAR ON APPLICATION, PLEASE PROVIDE CORRECT INFORMATION.
3. MAKE CHECK OR MONEY ORDER PAYABLE TO: **HANCOCK COUNTY TREASURER**
4. PLACE CHECK OR MONEY ORDER AND COMPLETED APPLICATION WITH SELF-ADDRESSED, STAMPED ENVELOPE IN RETURN ENVELOPE.
5. DO NOT SEND CASH

ALL LAWS PERTAINING TO DOGS, INCLUDING THE LICENSING OF DOGS, MAY BE FOUND IN CHAPTER 955 OF THE OHIO REVISED CODE. SECTION 955.10. **TAGS TO BE WORN.** NO OWNER OF A DOG, EXCEPT A DOG CONSTANTLY CONFINED TO A REGISTERED KENNEL, SHALL FAIL TO REQUIRE THE DOG TO WEAR, AT ALL TIMES, A VALID TAG ISSUED IN CONNECTION WITH A CERTIFICATE OF REGISTRATION. A DOG'S FAILURE AT ANY TIME TO WEAR A VALID TAG SHALL BE PRIMA-FACIE EVIDENCE OF LACK OF REGISTRATION AND SHALL SUBJECT ANY DOG FOUND NOT WEARING SUCH TAG TO IMPOUNDING, SALE, OR DESTRUCTION.