



# E.J. CONN JEFFERSON COUNTY AUDITOR

301 Market St, 4th Fl  
PO Box 159  
Steubenville, OH 43952  
www.jeffersoncountyoh.com

OFFICE HOURS  
Mon - Fri: 8:30am - 4:30pm  
740-283-8511

## INSTRUCTIONS FOR JEFFERSON 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. The numbers reported by breed below should include each dog more than three months of age.
2. The \$50 kennel fee includes five individual dog tags. Each additional tag costs \$1 each. Please enclose a check or money order for the correct fee payable to **Jefferson County Auditor**. **DO NOT SEND CASH.**  
**After January 31**, the statutory penalty increases the price of each kennel license to \$100. Processing of the license requires the correct fee.
3. Please return the application, check or money order, and a self-addressed stamped envelope in the enclosed return envelope. A receipt will be enclosed with your 2025 license tag(s).

Tags may be purchased in person at the Jefferson County Auditor's Office, 301 Market St, 4th Fl, Steubenville. Please bring the attached form when purchasing tags.

Certificate of registration and registration tags shall be valid only during the CALENDAR year IN which they are issued, AND 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

Breeds Kept	# Males	# Females

E.J. CONN, Jefferson County Auditor  
301 Market St, 4th Fl; PO Box 159; Steubenville, OH 43952

License	# Tags	Fee Paid	Penalty	Total
Kennel License	--- 5 ---	\$50.00		
Add'l Tags (optional)		\$1.00 (each)		
--- Office Use: 2025 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.

### Owner Information

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

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

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

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

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

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

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