



# 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).

### IN PERSON

You may purchase tag(s) in person at the Scioto County Auditor's Office on the first floor of the Scioto County Courthouse at 602-7th Street, Rm 103, Portsmouth, OH 45662.

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.**

2024 LICENSE FEES			
	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 2024

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	2023 License #						2024 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# \_\_\_\_\_