

# MATTHEW LIVENGOOD WASHINGTON COUNTY AUDITOR

205 PUTNAM ST  
MARIETTA, OHIO 45750  
www.washingtoncountyauditor.us

OFFICE HOURS  
Monday - Friday  
8:00 AM - 4:30 PM  
(740) 373-6623 ext. 2123

## INSTRUCTIONS FOR WASHINGTON COUNTY KENNEL LICENSES:

**IT'S THE LAW**  
(ORC 955.02)  
A kennel owner is a person, partnership, firm, company, or corporation professionally engaged in the business of breeding dogs for sale.

### ON-LINE

Register your dog on-line at [www.doglicenses.us/OH/Washington](http://www.doglicenses.us/OH/Washington). Credit card payments only. A processing fee and a mailing fee will apply.

### 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: **Washington County Auditor**. Please do not send cash.  
**On or before January 31**, licensing rate is \$80.00 for the first 5 tags and \$1.00 for each additional tag.  
**After January 31**, statutory late penalty increases the licensing rate to \$160.00 for the first 5 tags.
4. Send the application and check or money order to: **Washington County Auditor, 205 Putnam St., Marietta, OH 45750**. All mail-in requests for dog tags **must include a self-addressed, pre-stamped envelope**. Due to the post office's processing procedures for the tags, the self-addressed, pre-stamped envelope **requires two (2) "Forever" stamps**.
5. A receipt will be returned to you with your new license tag(s).
6. Any dogs not part of the kennel will have to have separate dog tags.

Tags may be purchased in person at the County Auditor's Office. 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 2024

MATTHEW LIVENGOOD, County Auditor  
205 PUTNAM ST; MARIETTA, OH 45750

Breeds Kept	# Males	# Females

License	# Tags	Fee Paid	Penalty	Total
Kennel License	--- 5 ---	\$80.00		
Add'l Tags (optional)		\$1.00 (each)	-----	
--- Office Use: 2024 License #s ---				

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

**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 \_\_\_\_\_

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

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