



Dog Broker Application Instructions and Checklist

Please follow checklist below for all documents required to complete application process. Failure to complete all requirements will result in a delay of issuing license and/or the return of your incomplete application.

Application

Please complete all lines. If it does not apply to you please type or print N/A. Remember to sign and date application. Include the Background Check Disclosure form. As this is a part of your application.

State of Ohio Background Check and Reimbursement Form

Prior to ODA approving your application, a state of Ohio background check (**BCI only**) must be completed and sent to ODA. You can find the WebCheck Facility that is closest to you at www.ohioattorneygeneral.gov/services/business/webcheck/webcheck-community-listing. Once completed, please include your receipt or a copy of your receipt along with your completed application to be reimbursed for the cost of the BCI background check. If you are asked for a code, please advise the Web Check operator to select “other” and type “Commercial Dog Breeder”. If the Web Check Facility only offers a fingerprint card, please send your card along with required payment to the address on the fingerprint card.

Application Fee

The application fees for a dog broker license is \$500.00. Failure to include payment with your application will delay the issuance of your license.





Dog brokers please be advised of the following changes:

On September 28, 2018, new license requirements for High Volume Dog Breeders went into effect. The new definition of a high-volume breeder is as follows: an establishment that keeps, houses, and maintains six or more breeding dogs (*“breeding dog” means an unspayed adult female dog that is primarily used for producing offspring*) and does one of the following:

1. In return for a fee or other consideration, sell five or more adults dogs or puppies in any calendar year to a dog broker or pet store.
2. In return for a fee or other consideration, sells forty or more puppies in any calendar year to the public; or
3. Keeps, houses, and maintains, at any given time in a calendar year, more than forty puppies that are under four months of age, that have been bred on the premise of the establishment, and that have been primarily kept, housed, and maintained from birth on the premises of the establishment.

If any of these are applicable, please see the “High Volume Dog Breeder Application” and call the Ohio Department of Agriculture Commercial Dog Breeders office for more details.





APPLICATION FOR DOG BROKER LICENSE

- New Applicant
- Renewal

Name of Applicant:	Date of Birth:
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Mailing Address:

City:	State:	Zip Code:
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County:	Email:
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Phone No:	Cell No:	Fax No:
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PREMISES INFORMATION:

Business Type: Sole Proprietorship Partnership Corporation LLC Other

Name of Business:

Premises Address (If different than mailing):

City:	State:	Zip Code:
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TIN/Vendor No:	USDA No:	County:
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State of Incorporation:	Date of Incorporation if Entity (Organizations only):
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Has applicant ever been convicted of a felony, or crime related to cruelty to animals or prohibitions concerning companion animals?

Include signed background check disclosure and release

- Yes
- No

If this is a renewal of the dog broker license, is applicant currently in compliance with payment of required sales tax established in Ohio Revised Code 5739?

- Yes
- No

PAYMENT REQUIRED:

A check or money order in the amount of \$500 must be enclosed in order to process this application. Failure to include requisite payment will result in the application being returned as incomplete.

Call to pay using a Credit Card 614-728-6220

Please mail this completed form to:

**Ohio Department of Agriculture
Attn: Commercial Dog Breeders Office
8995 East Main Street
Reynoldsburg, Ohio 43068**

SIGNATURES:

To the best of my knowledge and belief, the foregoing statements concerning the purchase and resale of adult dogs and puppies are true and accurate. For the duration of the license and one year following its expiration, Applicant hereby agrees to maintain records indicating (i) proof of where the adult dogs and/or puppies were purchased or bred; (ii) proof of resale or disposition of the adult dogs and/or puppies, to include proof of disclosure to the purchaser as to where the adult dogs and/or puppies were obtained; and (iii) copies of all documentation submitted to the Ohio Department of Agriculture and advertisements used by Applicant to sell or advertise dogs or puppies for sale. Applicant further consents to inspection of Applicant's records at any time by the Ohio Department of Agriculture or its agents pursuant to section 956.10 of the Ohio Revised Code. Applicant hereby agrees to remain in compliance with Chapter 956 of the Ohio Revised Code and 901:1-8-05 of the Ohio Administrative Code.

Signature of applicant:	Date:
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OFFICE USE ONLY:

Check No:	Date of Check:	Amount of Check:
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Credit Card Approval No:		
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****This application and any other documents provided by applicant will constitute a public record and thus may be publicly available to anyone who requests it.****





Background Check Disclosure, Authorization and Release for High Volume Breeder and/or Broker License Application

Section I: Disclosure

This form, which you should read carefully, has been provided to you because the Ohio Department of Agriculture may request investigative reports on you from various public and private reporting agencies. The Ohio Department of Agriculture will use any such report(s) solely for a determination of whether to grant a high volume breeder and/or broker license.

Investigative reports may be obtained from a background check vendor and/or public agencies and provided to the Ohio Department of Agriculture. The types of information that may be obtained include but are unlimited to: Social Security Number verification, criminal records check, public court records check etc. Any such reports are public records under Ohio's public record laws unless specifically exempt from disclosure.

Section II: Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of investigative reports to the Ohio Department of Agriculture in conjunction with my application for a High Volume Breeder and/or Broker License. I also authorize disclosure to the Ohio Department of Agriculture and/or the background check vendor of information concerning my criminal history and all other information the Ohio Department of Agriculture deems pertinent by any individual, corporation or other private or public entity, including without limitation the following: law enforcement agencies; federal, state and local courts; and other applicable sources. I hereby release and hold the vendor and the Ohio Department of Agriculture and its employees and appointees harmless from any and all liability with respect to the investigations, verifications, and/or the use of any information relevant to my license application.

I understand that if I am approved for a license, my consent will apply throughout the term of my license to the extent permitted by law.

This Disclosure, Authorization and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by the Ohio Department of Agriculture.

I understand that providing any false information or omitting any material information on my application for High Volume Breeder and/or Broker License may be sufficient grounds for rejection of the application or termination of the license whenever discovered.

Printed Name: _____

Signature: _____

Date Signed: _____

