



## High Volume Breeder License Application Instructions

**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 ultimate 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](http://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 WebCheck operator to select “other” and type “Commercial Dog Breeder”.

If the WebCheck Facility only offers a fingerprint card, please send your card along with required payment to the address on the fingerprint card.

**“High Volume Breeder” means 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 at least one of the following:**

- (1) In return for a fee or other consideration, sells five or more adult dogs or puppies in any calendar year to dog brokers or pet stores;**
- (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 premises of the establishment, and that have been primarily kept, housed, and maintained from birth on the premises of the establishment.**





## Application Fee

Application fees for a High Volume Breeder license are dependent on the number of puppies sold in a given year. The fees are as follows:

- 40 to 60 puppies sold \$150;
- 61 to 150 puppies sold \$250;
- 151 to 250 puppies sold \$350;
- 251 to 350 puppies sold \$500;
- 351 or more puppies sold \$750.

If the above fees do not apply \$150 is due if either of the following applies:

- Sells 5 or more adult dogs or puppies to a dog broker or pet store.
- The high volume breeder keeps, houses, and maintains, at any given time in a calendar year, more than 40 puppies that are under 4 months of age, that have been bred on the premises of the establishment, and that have been primarily kept, housed, and maintained from birth on the premises of the establishment.

## Insurance or Surety Bond Information

All High Volume Breeders must present evidence of either a Certificate Of Liability Insurance with the Certificate Holder being the State of Ohio Department of Agriculture or a Surety Bond payable to the State of Ohio. The value of this coverage depends on the number of adult dogs kept, housed and maintained at the premise and shall be in the following amounts:

- Five thousand dollars for high volume breeders keeping, housing, and maintaining not more than twenty-five adult dogs;
- Ten thousand dollars for high volume breeders keeping, housing, and maintaining at least twenty-six adult dogs, but not more than fifty adult dogs;
- Fifty thousand dollars for high volume breeders keeping, housing, and maintaining more than fifty adult dogs.

## Affidavit of Compliance with Standards of Care and Facility Construction

An affidavit must be signed indicating that the applicant's facility will remain in compliance with the standards of care and facility construction laws and rules

**This document must be notarized!**

## Affidavit of Number of Adult Dogs

An affidavit must be signed certifying the number of dogs held at the applicant's facility.

**This document must be notarized!**

## Photographs of the Kennel

**New applicants** must submit photographic evidence documenting the facilities where dogs will be kept, housed, and maintained. Photographs are not required for any renewal applicants.





**APPLICATION FOR HIGH VOLUME BREEDER LICENSE**

- New Applicant
- Renewal

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

County: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**PREMISES INFORMATION:**

Business Type:  Sole Proprietorship  Partnership  Corporation  LLC  Other

Name of Business: \_\_\_\_\_

Premises Address (If different than mailing): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

TIN/Vendor No: \_\_\_\_\_ USDA No: \_\_\_\_\_ County: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Date of Incorporation if Entity (Organizations only): \_\_\_\_\_

Has any applicant on this application ever been convicted of a felony, or any crime related to cruelty to animals or prohibitions concerning companion animals? *\*Include signed background check disclosure and release\**

- Yes
- No

How many puppies does the applicant expect to keep, house and maintain during the year?

How many puppies does the applicant expect to sell during the year?

How many puppies and/or dogs did the applicant sell during the previous year, if applicable?

If applicant expects to produce less puppies than the previous year, please explain.

**CHECK THE PROOF OF FINANCIAL RESPONSIBILITY LISTED BELOW, EITHER A BOND OR LIABILITY INSURANCE, TO BE ADOPTED BY THE APPLICANT:**

(a) A bond subject to the approval of the Director that covers claims to ensure compliance with ORC 956.01, et seq., and OAC rules; or *(\*Please attach a copy of the Certification of Bond from the providing company\*)*

(b) Liability Insurance that covers compliance with O.R.C. 956.01 et seq. and OAC rules. *(\*Please attach a copy of the Certification of Insurance from the providing company\*)*

**ANY FINANCIAL RESPONSIBILITY ADOPTED BY THE APPLICANT MUST BE IN THE FOLLOWING AMOUNTS:**

- (i) \$5,000 for high volume breeders keeping, housing, and maintaining not more than 25 adult dogs;
- (ii) \$10,000 for high volume breeders keeping, housing, and maintaining at least 26 adult dogs, but not more than 50 adult dogs;
- (iii) \$50,000 for high volume breeders keeping, housing, and maintaining more than 50 adult dogs.

FOR OFFICE USE ONLY  
DATE RECEIVED STAMP

Is applicant currently in compliance with the housing and care standards established in the Ohio Administrative Code?

- Yes
- No

*\*If yes, please attach affidavit that facility is and will continue to be maintained in compliance with the standards and Photographic evidence of facility where dogs are held, kept and maintained by applicant. Applicant will be subject to an inspection to confirm.*

*\*Please also attach an affidavit of the number of adult dogs that are kept, housed, and maintained by the applicant.*





**APPLICATION FOR HIGH VOLUME BREEDER LICENSE**

- New Applicant
- Renewal

**Date Veterinarian last saw dogs/ puppies:**

**Veterinarian:**

**Alternate Veterinarian:**

**Phone No:**

**Phone No:**

**Address:**

**Address:**

**For renewal applications, is applicant currently in compliance with payment of required sales tax established in the Ohio Revised Code 5739?**

- Yes
- No

To the best of my knowledge and belief, the foregoing statements concerning the possession of adult dogs and breeding of puppies are true and accurate. For the duration of the license and one year following its expiration, Applicant hereby agrees to maintain records of the number of adult dogs in Applicant's possession, number of puppies bred during the calendar year, and copies of all documentation submitted to the Ohio Department of Agriculture. 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.

**Signature of applicant:**

**Date:**

**PAYMENT REQUIRED:**

**TOTAL AMOUNT MUST BE ENCLOSED TO COVER THE FEE BELOW , CHECK OR MONEY ORDER MADE PAYABLE TO: THE OHIO DEPARTMENT OF AGRICULTURE**

**Mail completed form to:**

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

Fees:

- For 40 to 60 puppies sold annually.....\$150.00
- For 61 to150 puppies sold annually.....\$250.00
- For 151 to 250 puppies sold annually.....\$350.00
- For 251 to 350 puppies sold annually.....\$500.00
- For 351 or more puppies sold annually.....\$750.00

If the above fees do not apply please read below for fees due, if applicable: .....\$150.00

**Sells 5 or more adult dogs or puppies to a dog broker or pet store.**

**The high volume breeder keeps, houses, and maintains, at any given time in a calendar year, more than 40 puppies that are under 4 months of age, that have been bred on the premises of the establishment, and that have been primarily kept, housed, and maintained from birth on the premises of the establishment.**

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

**OFFICE USE ONLY:**

**Check No:**

**Date of Check:**

**Amount of Check:**

**Credit Card Approval No:**





## 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: \_\_\_\_\_





**AFFIDAVIT OF COMPLIANCE WITH  
STANDARDS OF CARE AND FACILITY CONSTRUCTION**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

PERSONALLY appeared before me, the undersigned authority in and for said county and state \_\_\_\_\_ (Affiant), who, having been first duly sworn by the undersigned Notary Public, deposes and says:

1. Affiant is of legal age and is eighteen years or older.
2. Affiant, in making this statement to the Ohio Department of Agriculture, swears and affirms that he/she is certifying that the facility where the adult dogs and puppies in Affiant's possession are currently held are in compliance with standards of Ohio Revised Code Section 956.01, et seq., and the Ohio Administrative Code Chapter 901:1-6.
3. Affiant further swears and affirms that the conditions in which the adult dogs and puppies are currently kept are and will continue to be in compliance with Ohio Revised Code Section 956.01, et seq., and Ohio Administrative Code Chapter 901:1-6.

Affiant swears and affirms that all of the information given in this statement is true to the best of his/her knowledge and belief.

\_\_\_\_\_  
Signature of Applicant for High Volume Breeder License

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary  
Notary Seal

My Commission Expires:





**AFFIDAVIT OF NUMBER OF ADULT DOGS**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

PERSONALLY appeared before me, the undersigned authority in and for said county and state \_\_\_\_\_ (Affiant), who, having been first duly sworn by the undersigned Notary Public deposes and says:

1. Affiant is of legal age and is eighteen years or older.
2. Affiant, in making this statement to the Ohio Department of Agriculture, swears and affirms that there are \_\_\_\_\_ (number) adult dogs at the address supplied on the High Volume Breeder License Application for the year \_\_\_\_\_.

Affiant swears and affirms that all of the information given in this statement is true to the best of his/her knowledge and belief.

\_\_\_\_\_  
Signature of Applicant for High Volume Breeder License

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary  
Notary Seal

My Commission Expires:

