



# ANITA LOPEZ

## LUCAS COUNTY AUDITOR

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### Vendor Requirements

1. Submit a Surety Bond – Minimum ONE YEAR, \$5,000.00 bond which covers 2 boxes of 100 dog licenses. If more boxes of licenses are needed please increase your bond \$2,500.00 per each extra box needed. Tag deliveries will only be made upon request to the Lucas County Auditor's office by phone or email.
2. The Lucas County Auditor's office must have the Lucas County Dog Licensing Agent Agreement filled in, signed and dated by November 22, 2021.
3. Dog License, key fobs, and key rings will be delivered in November. The Lucas County Auditor representative will have you sign a Dog License Distribution Form each time licenses are delivered stating the dog license range you've received.
4. Dog Licenses are to be sold in order.
5. Vendors will enter Dog License Applications online. Register at <https://lcapps.co.lucas.oh.us/lclogin/miniregister.aspx>. Once Registered login at <https://lcapps.co.lucas.oh.us/onlinedogtags/login.aspx> to enter online.
6. Dog Licenses are \$25.00 per the O.R.C 955: Dogs from December 1, 2021 through January 31, 2022.
7. After the deadline a late fee of \$25.00 will be applied to the dog license fee starting February 1, 2022.
8. Starting July 1, 2022 fees are prorated depending on the age of the dog or if the dog came from out of state. Fee sheet is attached.
9. Vendor may charge .75 per application, NOT per tag.
10. Vendors will be billed by email based on the Dog Tags sold each month.
11. If a tag/application is missing a poster will be posted in the front entrance on a window or door in a visible location. Vendor has 48 to 72 hours to locate the missing tag/application or immediately cease selling tags until found.
12. In November a Lucas County Auditor representative will pick up all remaining tags, key fobs, and key rings.