



## High Volume Breeder Application Instructions

Below is a listing of the required forms to be completed for a high volume breeder permit.

1. High Volume Breeder Permit Application form.
2. Background Check Permission and Release form. Applicant will need to schedule a time with a WebCheck Facility (locations are provided on the ODA Website or found at this link <http://www.ohioattorneygeneral.gov/services/business/webcheck/webcheck-community-listing>) to complete fingerprinting, and must have BOTH the BCI & FBI background check completed before the application will be accepted. **Appointments at the ODA WebCheck location may be made by calling 614-728-6220.** *In order to be reimbursed by ODA for the cost of the background checks, applicants must obtain a receipt of fees paid and provide the receipt in submitting their application to ODA, along with the Background Check Reimbursement Form available on the ODA Website.*  
***\*Please note that background checks may take up to 30 days to complete after fingerprints are submitted.\****
3. Bond form or a Certificate of Insurance from insurance agency with appropriate insurance amounts. Bond forms must be payable to the Ohio Department of Agriculture. Any Certificate of Insurance must show the Ohio Department of Agriculture as a secondary insured, and must be accompanied by a letter from the insurance agency (on letterhead) indicating that the insurance provides coverage to pay for care and maintenance of the adult dogs and/or puppies in the event of loss of licensure by the High Volume Breeder and seizure of the animals by the Ohio Department of Agriculture.
4. Affidavit regarding compliance with facility and care standards as provided in the Ohio Administrative Rules.
5. Affidavit regarding number of litters produced and number of dogs sold during the last year of operation of the breeder, or if new, the anticipated number of litters to be produced and number of dogs to be sold in the upcoming year.
6. Photographs of the facility which the dogs are kept, housed, and maintained by the applicant.

### **You must have the following on file prior to being approved for a permit.**

1. Properly completed application, printed or typed.
2. For initial or new applicants, a surety bond or certificate of insurance is required as a part of permitting. The bond or certificate of insurance must be written in the exact name that is stated on the HIGH VOLUME BREEDER PERMIT APPLICATION. BONDS MUST HAVE A BOND NUMBER AND BE SIGNED. Bond amount must be in the amount required for the number of animals.
3. Appropriate permit fee. A check or money order needs to be made payable to Treasurer, State of Ohio. Ohio permits are issued annually.

After all forms and proofs have been filed and if you meet the requirements, you will be notified by mail, of the permit approval. Your permit will be issued if you meet all the requirements.



**Department of  
Agriculture**

Governor John R. Kasich • Lt. Governor Mary Taylor  
Director David T. Daniels

**Division of Animal Health  
Commercial Dog Breeders Office**  
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ALL INCOMPLETE/INCORRECT APPLICATIONS WILL BE RETURNED UNPROCESSED. NO REIMBURSEMENT OF BACKGROUND CHECK FEES SHALL BE MADE UNTIL AND UNLESS THE PERMIT IS ISSUED TO THE APPLICANT.