

Application Statuses:

When an application is created in the registration system, the applicant can view the status of their application by logging into the system. The statuses and a brief description are as follows:

- 1. Saved/Waiting:** The applicant has started an application but has not submitted it to the Division. If required information is missing, the system will only allow the applicant to “save” the application. Once all required information is entered, the applicant can “submit” the application.
- 2. Submitted/Pending Third Party Approval:** The application has been submitted to the Division but is not 100% complete because a third party, such as the health care provider, has yet to complete their required information. Once the health care provider has completed and submitted the written certification, the application will move to the next status of *Initial Division Review*.
- 3. Initial Division Review:** Division staff check that all required information has been entered including a photo of the applicant, uploaded copy of the state issued ID, health care provider’s professional license number, payment. The application will not move forward in the approval process until payment is received.

If the Division has requested additional information from the applicant, the application will be moved to the *Additional Information Requested* status. If no further information is requested, the application will move to *Pending Division Approval* status.

- 4. Additional Information Requested:** The Division has requested additional information from the applicant. For example, the applicant uploaded a blurry copy of their state issued driver’s license and the Division has requested that the applicant submit a clear copy. Once all information is received and reviewed, the application will move to the *Pending Division Approval* status.
- 5. Pending Division Approval:** the application undergoes a comprehensive review and additional verification work may be done, including contacting the health care provider or requesting medical records. If the Division is waiting on information, the application will be moved to the *Pending Additional Verification* status. However, if

no further verification is needed, the application will be moved to the *Approved/Ready to Print* status.

- 6. Pending Additional Verification:** The Division has requested information for further verification of an application. This could include things like speaking with the patient's health care provider and/or reviewing the patient's medical records. Once completed, the application will go to the next status of *Approved/Ready to Print*.
- 7. Approved/Ready to Print:** The application has been approved and a registry ID card will be printed and sent to the applicant.
- 8. Denied/Pending Confirmation:** The application has not been approved and has been recommended for denial. Denial reasons could include things such as false information being provided in an application; the patient not having a debilitating medical condition listed in NDCC 19-24.1; no bona fide provider-patient relationship in existence, etc.
- 9. Issued:** The applicant's ID card has been issued.

Once an individual has submitted an application to the Division, they cannot edit the application. If any changes need to be made to the application, the applicant should contact the Division at 701.328.1311 or by email at medmarijuana@nd.gov.