

### **Designated Caregiver Application Instructions:**

Welcome to the North Dakota Medical Marijuana Program!

Applications will be completed and submitted online via the BioTrackTHC system.

General information data fields that must be completed include:

- Applicant name
- Date of birth (designated caregivers must be 21 years or older).
  - ✓ Please Note: applicant name and date of birth should match what is on their ND state issued driver's license or ND state issued non-driver identification card.
- Address
- Phone number
- Email address
  - ✓ Please Note: all information must be current to avoid any delay in the application process.

In addition, applicants will be required to submit the following:

- An uploaded photo
  - This is the photo that will go on the ID card if the application is approved.
  - Applicant must be facing the camera directly with their full face in view. Do not tilt the photo.
  - Do not use a filter.
  - Eyes must be open.
  - The background of the photo should be plain (plain white or off-white background is best).
  - Photo should be in color and not black and white or sepia.
  - Avoid wearing dark, tinted glasses, hats or head coverings when taking the photo.
  - The system will accept various image formats, including jpeg and png.
- An uploaded copy of the front of the applicant's ND state issued driver's license or ND state issued non-driver identification card
  - ✓ Please Note: copies of the driver's license or non-driver identification card can be submitted in various formats including jpeg, png, or pdf. If uploaded images are of poor quality, it could result in a delay in the application process.

### Patient Information:

An applicant must enter the patient's 10-digit alphanumeric barcode number and click the "verify" button to match the appropriate patient to the designated caregiver. Once there is a correct match the patient's name, date of birth and email address will populate in the fields.

- ✓ Please Note: the patient barcode number is generated and assigned when a patient completes and submits their patient application.

### Criminal History Record Check:

All designated caregivers must pass a criminal history record check with their initial application and every other year after that. Per NDCC Chapter 19-24.1, anybody who applies as a designated caregiver must not have been convicted of a drug misdemeanor within the five years preceding the date of application or of a felony offense (in a lifetime). An individual who applies to become a designated caregiver and fails the criminal history record check is prohibited from serving as a designated caregiver. All fees associated with the criminal history record check must be paid by the applicant.

Information regarding the criminal history record check, including how to start the process, can be found on the Division of Medical Marijuana website [www.ndhealth.gov/MM/](http://www.ndhealth.gov/MM/).

### Application Fee:

- The **\$50 non-refundable application fee** can be paid in the following ways.
  - Online payment with a credit card, debit card, or electronic check. The online payment portal is at the end of the application. The 'pay now' button will only be activated once an applicant has completed their application in its entirety and has clicked the submit button.
    - Please Note: if the blue button at the bottom of the application says 'save' rather than 'submit', it means that there is mandatory information missing from the application. Please review the application for any missing information. Once all required information is entered, the blue button at the bottom of the application will say 'submit'.
  - Check, cashier's check, or money order made payable to the NDDoH; Division of MM.
    - Write the application barcode number (10-digit alphanumeric number) on the payment to ensure the payment gets posted to the correct account/application.

- Mail payment to:  
NDDoH, Division of Medical Marijuana  
600 East Blvd Ave, Dept 301  
Bismarck, ND 58505
- There is also a payment drop box at the physical location of the Division of Medical Marijuana. The Division of Medical Marijuana is located on the 2<sup>nd</sup> floor of the Judicial Wing (building connected to the capitol tower), door 202. The drop box is affixed to the wall across from door 202.

#### State Law and Administrative Rules:

- Applicants should be familiar with state law and administrative rules that govern the Medical Marijuana Program (NDCC Chapter 19-24.1 and NDAC Chapter 33-44-01), which can be found on the Division of Medical Marijuana website [www.ndhealth.gov/MM/](http://www.ndhealth.gov/MM/).

#### Submitting Inaccurate, Incorrect, or False Information:

- Inaccurate or incorrect information could result in a delay in processing of an application.
- An applicant who knowingly submits false records or documentation required by the Division of Medical Marijuana to receive a registry identification card will be permanently disqualified from participating in the Medical Marijuana Program.
- A material misstatement by an applicant may result in the registry identification card being suspended or revoked.

#### Your BioTrack Account:

Applicants can log into their BioTrackTHC account at any time to:

- View and edit certain information on their account
- View and edit an application that was started but not submitted
  - ✓ Please Note: once an application is submitted, the applicant will not be able to edit their application. If a change needs to be made, please contact the Division of Medical Marijuana
- View their submitted application and track where it is at in the review and approval process.
- Check the patient(s) 30-day maximum purchase limit balance.



For more information or if you need an accommodation, please call 701.328.1311.



Following the submission of all necessary application documentation, and completion of the entire patient application that the designated caregiver will be assisting, please allow 2-4 weeks for processing. You can track your application status by signing into your account. Delays in processing may result from incomplete information, payment not being received, or unclear photos or other uploaded documents.