

Patient Application Instructions:

Minor (under 19 years)

Welcome to the North Dakota Medical Marijuana Program!

All minor applications must be completed by the applicant's parent or legal guardian or with the assistance of the applicant's parent or legal guardian.

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
 - ✓ Please Note: applicant name and date of birth should match what is on applicant's state issued ID or certified birth record.
- 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.
- One of the following:
 - An uploaded copy of the applicant's certified birth record (birth certificate); or
 - 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, non-driver identification card and birth record 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.

- Name of parent or legal guardian and accompanying information (phone number, email address, uploaded copy of ND state issued driver's license or ND state issued non-driver identification card)
- Name of health care provider who will be completing the written certification
- Email address of health care provider who will be completing the written certification
 - ✓ Please Note: health care provider information must be correct. Misspelling of a provider name or an incorrect email address could result in a delay in the application process.

Designated Caregiver:

Minor applicants must have a designated caregiver.

- The parent or legal guardian can be the designated caregiver.
 - ✓ Please Note: if the patient's designated caregiver is the parent or legal guardian and the patient resides with that person, the application fee for the minor patient will be waived.
- Somebody other than the parent or legal guardian can be the designated caregiver.
- A designated caregiver must submit a separate application specific to designated caregivers in order to receive a registry ID card and be able to purchase, assist in the use of, or possess products under the Medical Marijuana Program on behalf of a registered patient.
 - ✓ Please Note: a designated caregiver must provide the patient barcode number and patient name as part of their application.

Medical Release of Information:

- As part of the application, an applicant's parent or legal guardian must sign a medical release of information. This is required by state law for the program to certify the applicant as a Medical Marijuana Program participant.
 - Please Note: to prevent delays in the application process, it may be beneficial for an applicant to also complete a release of information from their health care facility that will allow the Division of Medical Marijuana access to medical information related to a patient's qualifying medical condition. An applicant should consult with their health care facility regarding this.

Written Certification (to be completed by the patient's health care provider):

- Once an applicant has submitted their health care provider's full name and email address, the provider will be notified to complete the written certification for the applicant/patient. The applicant does **not** provide the written certification, as it will come directly from the health care provider.
 - Please Note: to avoid delays in processing the application, please ensure the health care provider's name is spelled correctly and their work email address is entered correctly.

Application Fee:

- **Please contact the Division prior to paying the minor patient application fee.** The application fee for a minor applicant may be waived if the parent or legal guardian is the applicant's registered designated caregiver and the applicant resides with this registered designated caregiver. However, the designated caregiver applicant will be required to pay their \$50 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 2nd 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.

Process if Minor Patient Turns 19 Years Before Card Expires:

If a minor patient turns 19 years old prior to their minor patient ID card expiring, there are two options:

- The patient can keep the minor ID card until the expiration date. This would limit the patient to pediatric products only and would still require the patient to have a designated caregiver to purchase product on their behalf.
- The patient can complete a non-minor patient application. This would require the following:
 - The health care provider to submit a new written certification
 - The \$50 application fee
 - The patient to determine whether or not they wish to have a designated caregiver. If they wish to have a designated caregiver, the designated caregiver must also complete a new application (see designated caregiver application instructions).

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

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 BioTrackTHC 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 their 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 receipt of a written certification from the patient's health care provider, 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.