

## Designated Caregiver Application Instructions:

Welcome to the North Dakota Medical Marijuana Program. Applications will be completed and submitted online via the BioTrackTHC registration system found on the programs website under the [Medical Marijuana Registration Portal](#).

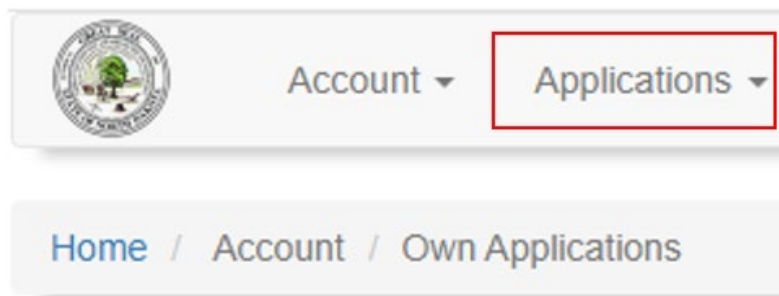
Designated caregivers may need to register an account through the BioTrackTHC system before completing their initial application. They can also choose to be listed on a patient's account (same login credentials), but there can only be one designated caregiver listed on each account in the system. Patients can have up to five designated caregivers total, but each designated caregiver must be listed on a unique account (different login credentials).

Information required to register an account includes:

- Name (how it appears on state issued ID)
- Email address
- Password (must contain at least 8 characters with at least 1 character being capitalized, 1 character being lower case, and 1 character being a number)

As part of the registration process designated caregivers will need to verify their account via a link sent to the email address listed on the account. This verification email is time-sensitive, so it is recommended to complete the registration process in one sitting.

After the account has been verified, log into the account and locate the “applications” tab at the top left corner of the screen as shown in the image below (display format may differ on mobile devices). Select “Designated Caregiver Application (First Patient)” and begin filling in the digital form.



## Required Application Information Includes:

- Name (how it appears on state issued ID)
- Date of birth (must be 21 years or older)
- Mailing Address (must be a ND address)
- Phone number
- Email address

**All information must be current to avoid any delay in the application process or receipt of an ID card.**

Applicants will be required to upload the following:

- An uploaded copy of the front of the applicant's ND state issued ID (driver's license or non-driver photo ID)
- A clear photo - This is the photo that will go on the ID card if the application is approved.
  - Photo Guidelines:
    - Entire face and head must be visible
    - Do not tilt the camera
    - Clear (not blurry/hazy/pixelated)
    - Do not use a filter (snapchat or other)
    - Eyes must be visible with the applicant looking directly at the camera
    - A plain background is best
    - Use good lighting (not too light or too dark)
    - Use a colored photo (not black and white)
    - No sunglasses
    - No hats/headgear
    - Remove eyeglasses to avoid a glare
    - Please wear a shirt
    - Do not include other people in the photo
    - Do not obstruct face with hands or other objects

**Poor quality photos, or those that do not meet the requirements, will result in a delay in application processing.**

## **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 information will populate in the fields.

- 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 complete and pass a criminal history record check (aka background check) with their initial application and every other year thereafter. The background check can also be requested at any other time by the department. Medical Marijuana Program staff will mail a fingerprint packet to a designated caregiver applicant once they have submitted their application.

The following would yield a failed background check per NDCC Chapter 19-24.1:

- Conviction of a drug-related misdemeanor within the past five years (from date of application)
- Conviction of a felony offense ever (lifetime)

A background check must be completed prior to a designated caregiver receiving their ID card for the Medical Marijuana Program. If the patient is unable to make their own decisions or cannot physically be on their own at the dispensary, the patient ID card will not be issued until the designated caregiver card is also issued.

An individual who applies to become a designated caregiver and fails the criminal history record check is prohibited from serving as a designated caregiver.

## **Criminal History Record Check Cost:**

Applicants are responsible for paying the cost associated with being fingerprinted. Applicants can go to the place of their choice that offers fingerprinting services. The fee to conduct the state and federal background check is covered by the Medical Marijuana Program.

## Patients With Terminal Illness:

If an individual is applying as a designated caregiver for a patient with a terminal illness, as specified by the health care provider on the written certification or by enrollment in a hospice program, the background check timeline will be slightly different.

In this situation, designated caregivers, upon successful completion of an application, will be issued an ID card and will have 60 days from the date the card is issued to complete their background check. Applicants will be required to submit a written attestation that they do not have a drug-related misdemeanor in the past five years or a felony offense ever. Program staff will reach out to applicants regarding this attestation once the application is submitted.

## Application Fee:

There is no application fee for designated caregivers.

## 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 at [Medical Marijuana State Laws and Administrative Rules](#).

## 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 Medical Marijuana Program 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 Account:

Applicants can log into the registration system where they completed their application at any time to view the progress of their application.

Information regarding application statuses can be found on the Medical Marijuana Program website at [Application Statuses](#).

In addition, registered patients can check their 30-day limit meter and 30-day purchase history via their online account.

Registered patients and their designated caregivers are responsible for monitoring their card expiration date and renewing their application 45 days prior to their card expiring.

## **Contact Information:**

For more information, or if you need an accommodation, please email [medmarijuana@nd.gov](mailto:medmarijuana@nd.gov) or call 701-328-1311, 711 (TTY).

Following the submission of a complete application, including the written certification by the health care provider, please allow 2-4 weeks for processing. Delays in processing could result from incomplete information, sub-par photos being submitted, or additional documentation or information not being provided when requested by Medical Marijuana Program staff.

## **Communication:**

Medical Marijuana Program staff will utilize the email address that applicants have provided on their application as the first means of communication. Therefore, it is important that applicants monitor their email inbox for important information regarding their application. Failure to do so may result in delays in the review process.