

Renewal Application Instructions

It is the cardholder's responsibility to track their card's expiration date and renew their application before their card expires. For sufficient processing time, and to avoid any gaps in having an active card, a cardholder should complete a renewal 45 days before the expiration date of their existing ID card.

To renew an application, log into the registration system found on the program website at [Medical Marijuana Registration Portal](#), or visit the [Medical Marijuana Program Website](#).

If an account holder cannot remember their email address used to login, they should contact the Medical Marijuana Program for assistance. Do not create another account in the system. If an account holder cannot remember their password, they should click the 'forgot password' option on the login page, as shown below.

Login

* Email

* Password

After logging in, the applicant will have the option to renew their application by clicking the renewal button shown below.

Own Applications

Action	Barcode
<input type="button" value="Preview"/> <input type="button" value="Renewal"/> <input type="button" value="Replace"/>	G372G6YW2

Once the applicant clicks renewal, a new application will open. Most of the information from the original application will auto-populate into the new application. The applicant can change any information they would like in the new application before submitting it.

Applicants are required to sign and date in any signature area. For patients, this includes the release of information section and the attestation statement section.

Once the applicant has completed all required fields, a blue submit button (shown below) will appear at the bottom of the application. Click this button to submit your renewal application.



Renewal applications have the same requirements as the original application including:

- **The \$40 non-refundable application fee.**
 - Designated Caregivers, hospice patients and certain minor patients do not have an application fee.
 - Once a renewal is submitted, there will be a blue “Pay Now” button at the bottom of the application where an electronic payment can be made.
- For patient applications, the health care provider must complete a new written certification for each renewal.
- If a patient has a designated caregiver, each designated caregiver must also renew their application.

Contact Information:

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

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

Communication:

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