

### Renewal Application Instructions

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

To renew an application, log into the registration system using this link <https://mmregistration.health.nd.gov> , or visit the Medical Marijuana Program website <https://www.hhs.nd.gov/mm>.

\*\*If an account holder cannot remember their email address used to login, they should contact the Medical Marijuana Program for further guidance. 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.

Login

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\* Email

\* Password

After logging in, the applicant will have the option to renew their application by clicking the **renewal** button:

Own Applications

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Action	Barcode
<input type="button" value="Preview"/> <input type="button" value="Renewal"/> <input type="button" value="Replace"/>	G372G6YWL2

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

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

Once the applicant has successfully completed all required fields, a blue **submit** button will appear at the bottom of the application, and the applicant can submit their renewal.



All renewal applications have the same requirements as the original application including the non-refundable 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](mailto:medmarijuana@nd.gov) or call 701.328.1311.

Following the submission of a complete application, including payment and the written certification by the healthcare provider, please allow 2-4 weeks for processing. Delays in processing could result from incomplete information, payment not being received, 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.