

Application Statuses:

When an application is created in the registration system, the applicant can view the status of their application by logging into the system. The statuses and a brief description are as follows:

- 1. Saved/Waiting:** The applicant has started an application but has not submitted it yet. If required information is missing, the system will only allow the applicant to “save” the application. Once all required information is entered, the applicant can “submit” the application. Applicants should review all information to see if any information is missing.
- 2. Submitted/Pending Third Party Approval:** The application has been submitted but is not 100% complete because a third party, such as the health care provider or a designated caregiver, has yet to complete their required information. This would include the written certification from the healthcare provider or the designated caregiver’s application. Once the third party information has been completed, the application will move to the next status of *Initial Division Review*.
- 3. Initial Division Review:** Program staff check that all required information has been entered including a photo of the applicant, uploaded copy of the state issued ID, health care provider’s professional license number, payment. The application will not move forward in the approval process until payment is received.

If the Medical Marijuana Program staff has requested additional information from the applicant, the application will be moved to the *Additional Information Requested* status. If no further information is requested, the application will move to *Pending Division Approval* status.

- 4. Additional Information Requested:** Medical Marijuana Program staff have requested additional information from the applicant. For example, the applicant uploaded a blurry copy of their state issued driver’s license and Medical Marijuana Program staff has requested that the applicant submit a clear copy. Once all information is received and reviewed, the application will move to the *Pending Division Approval* status.
- 5. Pending Division Approval:** the application undergoes a comprehensive review and additional verification work may be done, including contacting the healthcare provider or requesting medical records. If Program staff is waiting on information, the application will be moved to the *Pending Additional Verification* status.

However, if no further verification is needed, the application will be moved to the *Approved/Ready to Print* status.

- 6. Pending Additional Verification:** Medical Marijuana Program staff have requested information for further verification of an application. This could include things such as speaking with the patient's health care provider and/or reviewing the patient's medical records. Once completed, the application will go to the next status of *Recommended for Approval*.
- 7. Recommended for Approval:** The application has been approved and an ID card will be issued and printed with the next batch.
- 8. Denied/Pending Confirmation:** The application has not been approved and has been recommended for denial. Denial reasons could include false information being provided in an application, the patient not having a debilitating medical condition listed in NDCC 19-24.1, no bona fide provider-patient relationship in existence, etc.
- 9. Issued:** The applicant's ID card has been issued. The applicant has access to the electronic ID card and the printed card will be mailed to the applicant.

Once an individual has submitted an application it cannot be edited by the applicant. If any changes need to be made to the application, the applicant should contact the Medical Marijuana Program by email at medmarijuana@nd.gov or by calling 701-328-1311. The applicant should be prepared to provide their application barcode number with their inquiry.