

## Common Mistakes

The Medical Marijuana Registry is returning a large number of application packets and change requests due to easily preventable mistakes. Below is a check-list that may help prevent some of the most common reasons for returning requests. Please take the time to review your materials to avoid having your request returned and delaying the issuance of your card.

1. No cross outs and no white outs.
2. Include a legible photocopy of your Colorado driver's license or ID.
3. Include a legible photocopy of your care-giver's Colorado driver's license or ID (if you are naming a care-giver).
4. Use BLUE ink when completing the Change of Address or Care-giver form.
5. The Change of Address or Care-giver Form must be sent within ten days of the event.
6. Signatures of patients must be notarized.
7. The care-giver can not be the notary.
8. Use the current version of application and other forms.
9. Be sure to sign your check or money order.
10. Be sure your check or money order is for the proper amount (\$90).
11. The check or money order may only be for one patient.
12. Forms must be submitted by the patient, not the care-giver or dispensary.
13. The application packet must include:
  - a. The application form
  - b. Physician's Certification
  - c. Copy of patient's and care-giver's ID's
  - d. Payment of \$90 fee.
14. All items in the application packet (see #12 above) must be sent to the Registry at the same time and in one envelope. The Registry can not match items sent separately.
15. Incomplete application packets will be rejected. Rejected packets will be returned to the patient.