



Medical Marijuana Registry

Tips for Successful Submissions

The Medical Marijuana Registry frequently returns application packets and forms due to easily preventable mistakes. Below is a checklist to help you avoid delays in application or forms approval.

- 1. Schedule an appointment with a doctor who has a M.D. or D.O. license in good standing with the Colorado Medical Board. You may verify the doctor's status at www.doradls.state.co.us/alison.php.
- 2. Renewal patients please begin your re-application process 45 – 60 days before the expiration date on your current card.
- 3. Use the current version of application and other forms.
- 4. Fill forms out completely. Write neatly.
- 5. If you make a mistake, complete a new form. Do not cross-out, write-over or use white-out to correct information.
- 6. Sign and date forms in front of a Colorado notary.
 - a. The notary may not be the caregiver, patient's physician or person signing the form of payment.
 - b. The dates of your signature and the notary's signature must be the same.
- 7. If a fee is required, include a form of payment.
 - a. Make the check or money order out to CDPHE.
 - b. The patient's name must be on the form of payment.
 - c. Verify the check or money order is made out for the correct amount.
 - d. If using a check, the Registry does not accept temporary checks.
 - e. If you qualify for a fee waiver, submit a Request for Fee Waiver/Tax-Exempt Status form.
- 8. Include all required IDs.
 - a. Include a copy of your Colorado driver's license or state ID.
 - b. If you do not have a Colorado ID, submit your out-of-state ID and proof of Colorado residency.
 - c. If a caregiver is listed on your form, include a copy of the caregiver's ID.
- 9. Incomplete forms or application packets will be rejected and returned to you. Completed application packets include:
 - a. The Application
 - b. A Physicians Certification.
 - b. A copy of the patient's ID.
 - c. If a caregiver is listed, a copy of the caregiver's IDs.
 - d. If the patient does not have a Colorado ID, include proof of residency paperwork.
 - e. A check or money order to cover fees or a Request for Fee Waiver/Tax-Exempt Status.
- 10. Submit forms and all supporting paperwork to the Registry in the same envelope. The Registry cannot match items sent separately.
- 11. Send all forms within the required timeframe. Applications must be received at the Registry within 60 days of the physician's signature on the Physicians Certification. All other forms must be received within 10 days of the notary's signature.