



Arizona Medical Marijuana Program Registry Identification Card Renewal Fact Sheet and Frequently Asked Questions

This fact sheet is to inform the Arizona Medical Marijuana Program Registry Identification Cardholders (cardholders) about the annual card renewal process. Please read through this entire notice before attempting the card renewal process. *The card renewal application system will be available on March 15, 2012.*

Renewal Fees

Per Arizona Administrative Code (A.A.C.) R9-17-102, the application fee for a renewal application is the same as the application fee for a new application.

- Qualifying Patient Application, \$150
- Qualifying Patient Application that is eligible for Supplemental Nutrition Assistance Program (SNAP), \$75
- Minor Patient Application (includes caregiver), \$350 or \$275 if SNAP eligible
- Designated Caregiver Application, \$200 (for each application)

If you are a qualifying patient...

Please take note of the expiration date listed on the right-hand side of your registry identification card. Once the card renewal application system is available, you will not be able to renew your card more than 90 days prior to its expiration. If you do not renew your card prior to the expiration date listed on the card, your card will no longer be valid. If you choose not to renew your card and your card is allowed to expire, please note that your associated designated caregiver's card will be voided. Any intent to renew after the expiration date will require a new application for both you and your designated caregiver.

If you renew your card prior to expiration and have a designated caregiver, your caregiver's card is still active until his or her designated caregiver card's expiration date.

To access the renewal application, you will need to enter your first and last name and your current card number.

For annual renewal, you will be required to submit similar information as was required in the original qualifying patient application. However, there are several documents that must be **new or current**:

- You will need to obtain and submit a new, current physician certification.
- You will need to obtain and submit a new, current photograph.
- You will need to obtain and submit a new Patient Attestation Form signed and dated with the current date.
- You will need to obtain and submit current documentation of your SNAP eligibility. The document submitted must indicate your first and last name.
- You may need to submit a copy of your identification if your name has changed since your last application.

If you are a designated caregiver...

Please take note of the expiration date listed on the right-hand side of your registry identification card(s). Once the card renewal application system is available, you will not be able to renew your card(s) more than 90 days prior to its expiration. If you do not renew your card(s) prior to the expiration date listed on the card(s), your

card(s) will no longer be valid. If you choose not to renew your card(s) and your card(s) is allowed to expire, please note that your associated qualifying patient will be notified that your card(s) has expired.

To access the renewal application, you will need to enter your first and last name, your current card number, and the current qualifying patient card number.

For annual renewal, you will be required to submit similar information as was required in the original caregiver application. However, there are several documents that must be **new or current**:

- You will need to obtain and submit a new, current photograph.
- You will need to obtain and submit a new Caregiver Attestation Form signed and dated with the current date.
- You may need to submit a copy of your identification if your name has changed since your last application.
- You will need to obtain and mail in two new original sets of fingerprints for the renewal application if you have not mailed in fingerprints within the last six months.

Frequently Asked Questions - General

Why do I need to submit a new, current photograph when I renew my card?

According to Rule, the definition of a current photograph means "...an image of an individual, taken no more than 60 calendar days before the submission of the individual's application...". Submitting the same photograph for a renewal application would undoubtedly exceed the 60 calendar day requirement. Therefore, a new, current photograph must be submitted with the renewal application.

Will I be able to change my demographic information such as my name and address during the renewal application?

Yes, during renewal, you can make any necessary changes to your application including your name, address, email address, etc. You will need to provide identification that supports those changes when renewing.

Where can I find the forms needed for the renewal application?

All forms can be found at and are available for download on the Arizona Medical Marijuana Program page at <http://www.azdhs.gov/medicalmarijuana/forms/>.

Frequently Asked Questions – Qualifying Patients

I am a qualifying patient wishing to renew my card. However, I want to change, remove, or add a designated caregiver. Will I be able to do this?

Yes. During renewal, the qualifying patient applicant will be able to change, remove, add or designate a caregiver. The qualifying patient will also be able to maintain the status of not having a caregiver.

Why do I need to submit a new, current Physician Certification Form when I renew my card?

According to Rule, a physician's written certification must be dated within 90 calendar days of an application. Additionally, the physician must have conducted an in-person physical examination within the previous 90 calendar days. Therefore a new, current Physician Certification Form must be submitted with the renewal application. The form can be found at <http://www.azdhs.gov/medicalmarijuana/forms/>.

Will I be able to change my cultivation status during the renewal application?

Yes, during renewal, you will be able to change your cultivation status as well as make new decisions regarding a designated caregiver. Please remember that only the qualifying patient or designated caregiver can cultivate, not both.

What if I misplaced/lost/do not have my existing card? How do I obtain the card number in order to renew the card?

If you have misplaced, lost, or do not have your existing card and need the card number for renewal, please email the program support staff at m2programsupport@azdhs.gov. Please include your full name, date of birth, and a phone number where you can be reached.

Frequently Asked Questions – Designated Caregivers

Why do I need to obtain and mail in two new original sets of fingerprints?

According to Rules, if the designated caregiver's fingerprints were submitted more than six (6) months prior, two new original sets of fingerprints must be submitted as part of the renewal application.

Why is the designated caregiver's card voided if the qualifying patient's card is allowed to expire?

Any time a qualifying patient's card is not longer valid, the associated designated caregiver's card must be voided. If a qualifying patient's card is allowed to expire, the card is no longer valid and voids the caregiver's card.

What if I misplaced/lost/do not have my existing card or the qualifying patient card number for renewal? How do I obtain the card number(s) in order to renew the card?

If you have misplaced, lost, or do not have your existing cards and need the card numbers for renewal, please email the program support staff at m2programsupport@azdhs.gov. Please include your full name, date of birth, and a phone number where you can be reached.

Application Reminders

The Arizona Medical Marijuana Program would like to remind you of the following as you submit your renewal application:

- SNAP eligibility document (if applicable)
 - Please ensure the applicant's name appears on the SNAP card or eligibility paperwork. ADHS only accepts the reduced fee for those applicants who are eligible for **this** program.
- Current Photograph
 - The current photograph submitted is the photo that will appear on the front of your card. Please ensure you are:
 - Not wearing a hat or other headgear
 - Not wearing sunglasses
 - Not in the photo with any other individual
 - Taking the image against a white or off-white background
 - Not exposing inappropriate portions of your body

- Addresses
 - If you have a P.O. Box or other mailing address, please ensure you are listing this in the Mailing Address section only. You must include a residential address (unless the homeless status is selected).
- Email Address
 - The email address provided in the application is a critical component of your application. Only this email will receive notifications regarding the card approval or if there has been a deficiency noted on your application with an opportunity to correct the error(s).
- Document Images and Files
 - Please ensure the images and files uploaded to the application (i.e., photograph, identification document, attestations, physician certification form, etc.) are clear and not cut off. If not complete, ADHS will not be able to verify your information and the application will be found to have deficiencies.