

Patient Registration Instructions

Please note: You **must** complete and submit your entire online application in one session. You **will not** be able to save and complete the application at a later time.

Before You Begin

1. The following items are required to be uploaded to complete the online application:

- **An electronic copy of a valid US federal or state government-issued photo ID and proof of Maryland address or patient's treatment at a Maryland medical facility.** This must be either a PDF or image (.jpg, .png or .gif) file not to exceed 3 MB in size.

Maryland Residents must provide:

Acceptable forms of identification:

- Driver's license or Motor Vehicle Administration identification card (both front and back)
- Military ID
- Passport

If the identification you provide is not a Maryland driver's license or MVA ID card, then you must also provide proof of a Maryland address.

Acceptable forms of proof of Maryland address:

- Utility bill
- Rental contract
- Property tax bill
- Bank statement
- Official documentation from Registrar documenting current enrollment and on-campus living status

Non-Maryland Residents must provide:

Acceptable forms of identification:

- Driver's license or Motor Vehicle Administration identification card (both front and back)
- Military ID
- Passport

Proof that the patient is in the State to receive medical treatment:

- The address of and a contact name for the Maryland medical facility where the patient is receiving treatment

If registering a minor patient who does not have a government-issued photo ID, please upload the caregiver's ID.

- **An electronic copy of a clear, color photograph taken within six months of application.** Please see detailed photo requirements below.

2. You must have a **valid, accessible email address**. MMCC will use this to communicate with you.

3. You will need to enter **the last four digits of the patient's Social Security Number**. Please be sure to have this information available when completing the application.
4. **If the patient is a minor** (under 18 years of age), you will also need the following:
 - An electronic, **notarized copy of the Minor Patient Form**
 - An electronic **copy of official proof of guardianship** for the minor patient, including birth certificate, adoption certificate or court order awarding guardianship
 - The **MMCC Caregiver ID Number** for the caregiver to be identified during the registration process. This means that the caregiver must register and receive MMCC approval prior to registering a minor patient.
5. **If the patient is in hospice care**, the patient may elect to submit a letter from the attending hospice physician in lieu of a recent photo. The letter must be from the Attending of Hospice Record ("AOHR") physician on hospice letterhead stating that the patient is a hospice patient under his or her care. It can be uploaded in either .jpg or .pdf format.

Completing the Registration Process

1. Once you have completed and submitted an online application form, a verification email will be sent to the email address you provided on your application. You **must** click the verification link in the email message to verify your email account. **Without performing this step, your application is not complete.** Completed applications will be reviewed by MMCC and you will receive a follow up email advising whether or not your application has been approved.
2. **Please retain the approval email for your records.** It contains your Username, which you will need to log in to the Patient Registry, as well as your MMCC Patient ID Number, which your physician will need in order to issue your written certification for medical cannabis.

Photo Requirements

The processing of your application will be delayed if you do not submit a photo that meets the requirements below. In general, your photo must look like a passport or driver's license photo. Specifically, it must adhere to the following requirements:

- Must be in color
- Must be an image (.jpg, .png or .gif) file no larger than 3 MB in size
- Sized to 2 x 2 inches with dimensions in a square aspect ratio; minimum acceptable dimensions are 600 x 600 pixels, maximum acceptable dimensions are 1200 x 1200 pixels
- Scanned at a resolution of 300 pixels per inch
- Taken within the last six months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera with nothing obscuring the face, such as a hat or sunglasses
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open
- Photo may not be digitally enhanced or altered to change your appearance in any way