



## APPLYING FOR YOUR MEDICAL MARIJUANA USE REGISTRY IDENTIFICATION CARD

After seeing our physician for your certification evaluation, we will enter you into the patient registry. **Your next step is completing the State's required application for an Office of Medical Marijuana Use Registry Identification Card.**

You have two options for completing your application – online or by mail. When submitting by mail, the OMMU must manually scan your items increasing your processing time. Online applications seem to be approved about 1 week quicker than paper applications, but they require you to upload digital copies of the required items.

### ITEMS NEEDED

- \$75 check or money order
- Proof of Residency
- Passport photo
- P# or registry account access (emailed to you from the State) & provided at your first appointment with us

### COMPLETING THE ONLINE APPLICATION

Once we enter you into the registry, you will receive an email from the Office of Medical Marijuana Use alerting you that an account has been created. You will receive a second email with your temporary password. Follow the directions in the email to login to your account and create your permanent password.

Once in the registry, click on the **YOUR PROFILE** tab and then **MANAGE YOUR CARD**.

Read through the application, completing each of the below steps. Taking a photo of your ID is sufficient for step #2, just make sure it is clear. You will see a confirmation when items upload successfully.

1. Upload a passport photo (see photo tips/guidelines below)
2. Upload ID/proof of residency (see below for specifics)
3. Sign at the bottom by typing your name and submit

4. Mail application & \$75 check or money order **with your patient number on it** to the  
OMMU:Office of Medical Marijuana Use  
PO Box 31313  
Tampa, FL 33631-3313

For extra security, send payment via certified mail, requiring a signature receipt so you can ensure it is received.

## COMPLETING THE PAPER APPLICATION

Download and print the required application here.

1. Fill out ALL sections clearly and legibly.
2. Sign and date this last page of the application – **DO NOT FORGET THIS STEP** or your application will be returned.
3. Staple your passport photo to the application as indicated. Be careful not to staple through your face or bend the photo.
4. Mail your application (including photo), proof of residency, and \$75 check or money order (payable to the Department of Health) to the OMMU. Write your patient number on the check.  
Office of Medical Marijuana Use  
PO Box 31313  
Tampa, FL 33631-3313

## PROOF OF RESIDENCY REQUIREMENTS

### FLORIDA RESIDENTS

Florida residents must submit one of the following items with their application:

- a) Valid Florida driver license or Florida ID card
- b) **A utility bill in patient's name including a Florida address.**
- c) Florida voter registration card

The name and address on the documents provided for proof of residency **MUST** match the name and address **on the patient's application. DO NOT use a PO BOX.**

For minor patients, the parent or legal representative must submit proof of residency of the parent or representative.

### SEASONAL FLORIDA RESIDENTS

**Patients that qualify as "seasonal", may use two** of the following instruments to prove their legal residency status:

- a) A deed, mortgage, monthly mortgage statement, mortgage payment booklet or residential rental or lease agreement.
- b) **One proof of residential address from the seasonal resident's parent, step-parent, legal guardian or other person with whom the seasonal resident resides and a statement from the person with whom the seasonal resident resides stating that the seasonal resident does reside with him or her.**
- c) A utility hookup or work order dated within 60 days before registration in the medical use registry.
- d) A utility bill, not more than 2 months old.
- e) Mail from a financial institution, including checking, savings, or investment account statements, not more than 2 months old.
- f) Mail from a federal, state, county, or municipal government agency, not more than 2 months old.
- g\*) Any other documentation that provides proof of residential address as determined by department rule.

\*At the time this post was written the OMMU did not respond to our request for items qualifying under item G.

## RENEWAL APPLICATION

Florida requires that you reapply for your card on a yearly basis. Be sure to submit your renewal application at least 45 days prior to the expiration date to avoid delays. You must keep **up with your doctor's appointments to be eligible for renewal.**

## PASSPORT PHOTO TIPS

The OMMU has strict standards for photographs. It is recommended that you have your photo taken at Walgreens, CVS, etc. Do not submit a selfie. For examples of acceptable photos see [this guide](#).

When uploading your photo to the application make sure that it is cropped to a perfect square and clear.

Do not wear glasses, headphones, hats, etc.

Do not smile. Keep your shoulders back and square to the camera.

The photo background must be solid white/off white with no glare, shadows, or interference.

Be careful not to bend the photo when stapling it to the application or when folding to mail.

# TROUBLESHOOTING TIPS

Some patients have had success by emailing or calling the OMMU 3-4 weeks after submitting their application to check on the status. Calling can be very effective in moving the process along, but be prepared for excessive wait times.

If you receive an email or mail notification that your photo has been rejected and you think this **is incorrect make sure the photo is uploaded to your registry profile. If it's not**, upload it yourself. Then contact the OMMU and ask them what needs to be corrected. Many patients are finding that it has been denied for bending (which is resolved by uploading the photo) or in error.

**DO NOT FORGET TO SIGN YOUR APPLICATION.** The signature line prints on the second **page and is easily overlooked. It's a common reason** why application processing is delayed, so be mindful to get it right the first time.

Spend the time that you are waiting to receive your card learning about available products and the purchasing process. Check out our [blog](#) for resources.

**Card Status Updates:** 800-808-9580