

NEW JERSEY CANNABIS REGULATORY COMMISSION



Minor Patient User Guide for
Medicinal Cannabis Registry

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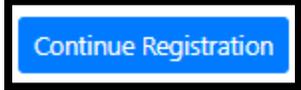
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How to Successfully Register as a Minor Patient

A minor patient will not receive an identification card; however, the program does require a photo of the minor to be obtained and placed on file for the patient. Only a parent or legal guardian can register as the caregiver for a minor patient and may have up to two (2) caregivers. In the event a minor turns the age of eighteen (18), before renewal, the patient will receive a new MCP ID card as an adult patient free of charge.

1. Verify the accuracy of the patient’s physical address entered by the health care practitioner.
 - a. If any changes need to be made, you may edit the information.
2. Select your preferred ATC (dispensary).
 - a. You may switch dispensaries at any time once your MCP ID card has been issued.
3. Read the patient certification; check the box that acknowledges the information provided on your registration is true and accurate.
4. Select the ‘Save’ button.
5. A confirmation page will appear with information to complete the registration.
 - a. Select the button ‘Continue Registration’ after reviewing this information.



6. Attach the required document(s) in the portion of the registration page labeled documents.

Documents

Attach Documents

Note:

- The size of a document can not exceed 5 MB.
- Permissible document types are as listed: JPE, JPEG, JPG, PDF and PNG.

7. Once you have attached your required document(s), select the button ‘Upload Documents’.
8. Return to the top of the registration page and select the ‘Caregiver’ tab.

Patient **Caregiver**

Caregiver List

Add New Caregiver

Caregiver ID	Name	Birth Date
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- a. You may add the other parent/legal guardian of the patient if you choose to by selecting the ‘Add New Caregiver’ button.

9. To proceed with your registration, select your name listed as it was provided by the health care practitioner.
10. Select an option to opt for a physical identification card.
 - a. Caregiver MCP ID cards for minor patients are free of charge.

*Do you want to opt for physical NJMCP ID Card? Yes No

11. Fill out each field with a red asterisk (*).
12. Check off each box in the parent/legal guardian certification and select the box stating that the information on the form is true and accurate.

Parent / Guardian / Legal Custodian Certification

- I certify that I am the parent/guardian/legal custodian of the above listed qualifying patient who is a minor.
- I am certifying the identity of the above listed minor patient.
- I am certifying the minor patient under my control is a resident of New Jersey.
- I am certifying I will control the acquisition and possession of the medicinal cannabis and any paraphernalia dispensed by an alternative treatment center for the minor patient under my control.
- By signing or checking the signature box, I attest that the information I have entered on this form is true and accurate.*

Save Reset Close

13. Select the 'Save' button.
14. Attach the required documents in the portion of the registration page labeled 'Documents'.

Documents

Attach Documents

Note:

- The size of a document can not exceed 5 MB.
- Permissible document types are as listed: JPE, JPEG, JPG, PDF and PNG.

15. If your New Jersey government issued ID does not reflect your current address, select the option *'I don't have a current ID'* and you will be prompted to attach two (2) alternate proofs of residency.
16. Once you have attached your required documents, select the button 'Upload Documents'.
17. Select the button 'Click here to Finish Application'.

Click here to Finish Application

18. You may check the status of your registration by logging into your portal.

REGISTRATION APPLICATION STATUS ?

TOMMY	<input checked="" type="checkbox"/> In Process	<input checked="" type="checkbox"/> 2 Under Review
DORI	<input checked="" type="checkbox"/> In Process	<input checked="" type="checkbox"/> 2 Under Review

Documents Required to successfully register (Minor Patient):

1. Photograph

- Taken within the last 60 days
- Taken against a plain, white background such as a wall
- No hats permitted
- No glasses permitted
- Full-face view, directly facing the camera with both eyes open and neutral facial expression
- Do not use any photo filters



Documents Required for (Parent/Legal Guardian-Caregiver)

2. Proof of NJ Residency:

Government Issued Photo ID: must reflect current physical address and cannot be expired or surrendered.

- NJ Driver's License
- NJ Non-Drivers ID issued by NJ Motors Vehicle Commission
- NJ County ID

If you do not have one of the acceptable forms of Government Issued Photo ID, please supply **two** of the following types of documents below:

- Utility Bill issued within the 90 days preceding the application date.
 - Gas, electric, water, sewer, landline phone, cell phone, cable, television, internet.
- Correspondence from the Internal Revenue Service (IRS) or the New Jersey Division of Taxation, issued within the year preceding the application date, that shows the patient's name and address.
 - Including but not limited to a 1099 Statement, 1098 Form, W-2, etc.

***Note: We do not accept a 1040 Form or 1095 Form.**

- Federal, State, or local government correspondence issued to the applicant within the 90 days preceding the application date, that shows the patient's name and address.
 - Examples: Social Security Administration (SSA) documents, jury summons or court issued notices, property tax bills.
- Bank statements issued within each of the three months preceding the application date, which shows the patient's name and address (this means you must submit 3 statements)
- A deed or title to real residential property.
- 3 Consecutive pay stubs that show the applicant's name and New Jersey address (this means you must submit 3 stubs scanned into one PDF)

3. Proof of Government Assistance:

- Senior Citizen, age 65 and older (no proof required)
- Military Veteran (submit DD-214 Form)
- Social Security Disability (SSD) or Supplemental Security Income (SSI)
 - Submit "Verification of Benefits" letter from SSA.GOV (Dated within the past year)
- NJ Supplemental Nutrition Assistance Program (SNAP)
- NJ Medicaid
- Current NJ Temporary Disability Benefits – issued by NJ Dept of Labor
- Medicare - Under the age of 65



How to change your Alternative Treatment Center (ATC)

A patient has the option to go to any ATC (dispensary) of choice. The patient must register to the ATC in their patient portal. Once this is done, the ATC will have access to the patient's account

1. Select the 'Patient' tab and then select the option 'Patient Information' in the drop-down menu.
2. Proceed to the portion of the page labeled 'ATC Information' and select the 'Change ATC' button.

Date of Birth	Age	Sex	SSN(Last Four Digits)	Current Status
11/10/1974	47 years 6 months	F	██████	APPROVED

ATC Information	
Current ATC:	Bergen Main Alternative Treatment Center ██████████ 07455, BERGEN Change ATC

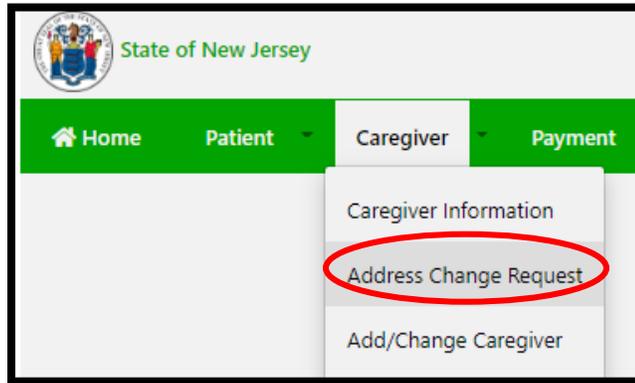
- a. The dispensary displayed in the box is the current dispensary you are registered with.
3. Select the ATC of choice from the drop-down menu and select the button 'Save'.
 - a. You will select the company of choice you are interested in purchasing from. This allows you to purchase from any of that company's locations.
4. The ATC will be displayed in the box as current ATC once you have successfully saved the information.



How to Submit an Address Change Request - Caregiver

If the caregiver has a change with their physical address, a request must be submitted online to the Cannabis Regulatory Commission. *A caregiver cannot submit a request to change the address for a patient. The patient is required to log into their account to submit a change of address request.

1. Select the 'Caregiver' tab and select the option 'Address Change Request' in the drop-down menu.



2. Select the button 'Address Change' for the caregiver.

Caregiver List				
Registry Id	Caregiver Last Name	Caregiver First Name	Date Of Birth	Address Change
202132	DS	JESSIE	05/21/1996	Address Change

3. Enter your new address; all fields required with a red asterisk (*) must be filled out.
4. Select an option to opt for a physical card.
 - o There is an associated replacement fee to obtain a physical MCP ID card.

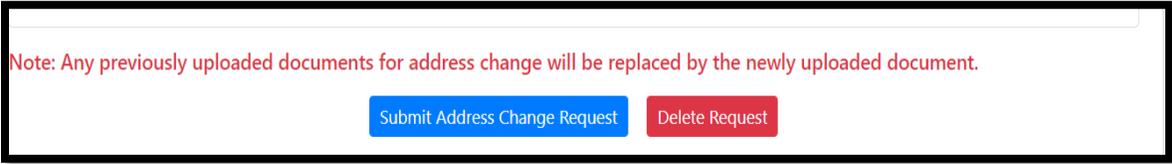
***Do you want to opt for physical NJMCP ID Card?** Yes No

5. Select the 'Save' button.
6. Select the option of documentation you will be attaching to prove residency at your new address in the portion of the registration page labeled, 'Documents'.

No.	Required Documents	Uploaded Documents
1	<input type="radio"/> Proof of ID. (If your ID is not current please select the dial button that says "I don't have a current ID") OR <input type="radio"/> I don't have a current ID	

- o If your New Jersey government issued ID does not reflect the new address, select the option 'I do not have a current ID' and you will be prompted to attach two (2) alternate proofs of residency.

7. Select the 'Upload Documents' button once you have attached your documents.
8. Select the button 'Submit Address Change Request'.



9. You may check the status of your address change request by logging into your portal.



***Note:** *If you do not complete the request within 60 days from initiating the request, your current MCP ID card will be deactivated and the request will be deleted, in which you will have to start the process over from the beginning.*



Navigating the Online Portal

Once approved by the Cannabis Regulatory Commission (CRC), a patient can log onto their account at any time by entering their username and password at <https://njmcp.crc.nj.gov/web/#/home>

The patient has access to the following:

- View a copy of their Health Care Practitioner’s Authorization Statement.
- View their current electronic MCP ID.
- View their purchase history.
- Access State Labs strain testing results.
- Add or change a caregiver.
- View the Conversion Table from ounces to grams.
- Renew their identification card.
- Update their contact information.
- File a complaint.

The caregiver has access to the following:

- View their current electronic MCP ID.
- View the purchase history.
- Access State Labs strain testing results.
- View the Conversion Table from ounces to grams.
- Renew their identification card.
- Update their contact information.
- File a complaint.