How do I register with the Board of Pharmacy to possess cannabis oil?

Before Completing the Online Application:

To register with the Board of Pharmacy you will need to apply as a Registered Patient For Cannabis Oil or Registered Parent/Guardian of Cannabis Oil. **Important Note:** You must first obtain a valid written certification from a Board of Pharmacy-registered practitioner prior to applying for registration as a patient or parent/guardian to possess cannabis oil.

If you need assistance locating a registered practitioner, please follow the directions below:

- Go to: [https://www.dhp.virginia.gov/Pharmacy/](https://www.dhp.virginia.gov/Pharmacy/)
- Click on the License Lookup tab in the legend on the left side of the page
- In the Occupation drop down box, choose: Registered Practitioner for Cannabis Oil. Leave all other fields blank; click the Search button. This will provide you with a list of all practitioners currently registered with the Board of Pharmacy.

To begin the registration process:

The Department of Health Professions primarily licenses and regulates healthcare practitioners by their profession type. Although you are not seeking a professional license, you may encounter this terminology throughout the registration process. The registration directions below should reduce any confusion and assist you to complete the process accurately.

1. Open Internet Explorer or Firefox as a web browser. The application will not function completely using Google Chrome

2. Go to [https://www.license.dhp.virginia.gov/apply/](https://www.license.dhp.virginia.gov/apply/) to begin the registration process.

   - If you have another license issued by a board of the Department of Health Professions, enter your User ID and Password.
   - If you do not have another type of license, click the “Register a Person” tab in the upper left corner of the screen.
     - You will be required to enter your last name and social security number.
     - If you are not already in the licensing system, you will be directed to the “Initial Registration” screen.
     - Follow the directions for completing the log in registration. You will enter a User Id and Password that you will need to complete the patient or parent/guardian registration.
Once you have completed this step, you can now log in.

3. Once you have logged in you should see the Welcome screen. Select *Initial Application* from the left menu.

4. On the Application for Licensure screen:
   - Select *Pharmaceutical Processing-Cannabis Oil* from the *Profession* dropdown.
   - If you are the patient (individual) applying for registration, select *Cannabis Oil - Patient* from the *License Type* dropdown.
   - If you are the parent or legal guardian of the patient who is a minor or incapacitated adult, select *Cannabis Oil - Parent/Guardian* from the *License Type* dropdown. Once you have completed this application you must also complete the *Registered Patient For Cannabis Oil* application for the patient. The primary parent/guardian of the minor or incapacitated adult who resides with the patient must complete this.
   - Select *Initial Application* from the *Obtained By* dropdown

   Click the Start Application button.
5. Complete the registration process and pay the fee: $50 for patients; $25 for parent/legal guardian.

6. Please scan and email the following documentation to the board at: cbd@dhp.virginia.gov for the application to be considered complete:
   • A copy of the written certification issued by a registered practitioner;
   • Proof of residency of the qualifying patient and proof of residency of a parent or legal guardian, if applicable, such as a government-issued identification card or tax receipt;
   • Proof of identity of the qualifying patient and, if the patient is a minor, proof of identity of the parent or legal guardian in the form of a government-issued identification card;
   • Proof of the qualifying patient’s age in the form of a birth certification or other government-issued identification.
   • A valid Virginia Driver’s License will fulfill the requirements for proof of age, identity, and residency.

   If you are unable to email the supporting documentation, you may fax or mail it to the number/address below. However, faxed documents are often unreadable and if we need to contact you to resend your materials, it may result in a delay in processing your application.

7. Our security system will not allow us to access documents via Google Drive or the iCloud. Please email attachments as plain pdf files or as pictures. Please make sure that the documents are legible and will be readable once opened.
8. Should any additional information be needed to process the application you will be notified by email. Please ensure that you enter your email address accurately into the application.

9. Please allow 30 business days for processing the registration application. You will receive an email if additional information is needed to process the application or when your application is approved. Once approved, the registration card will be mailed to the address of record listed on the application.

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