

How do I register with the Board of Pharmacy as a Registered Agent?

If a patient, or a patient's parent or legal guardian, has requested that you act as their registered agent to receive cannabis oil products for them, you must first register with the Board of Pharmacy. You may only act as a registered agent for two patients at any given time. You will not be allowed to purchase cannabis oil products from a pharmaceutical processor or receive such products by delivery, until you have completed this registration process.

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. Go to <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 create a User ID and Password that you will use to complete the patient or parent/guardian registration.
 - Once you have completed this step, you can now log in.

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

3. On the Application for Licensure screen:

- Select **Pharmaceutical Processing** from the **Profession** dropdown.
- Select **Registered Agent For Cannabis Oil**

- Select **Initial Application** from the *Obtained By* dropdown

Click the Start Application button.

Virginia Department of
Health Professions

Initial Applications

Menu
Licensing Home Page
Logout

Application for Licensure

Select the profession, type and application method for the license you'd like to submit application.

License Type Selection

Profession:

License Type:

Obtained By Method:

[What is an obtained by method?](#)

4. Complete the registration process and pay the \$25 fee.
5. Scan and email, fax, or mail the following documentation to the board at the address below for the application to be considered complete:
 - Proof of residency of the agent, such as a government-issued identification card or tax receipt;
 - Proof of identity of the agent in the form of a government-issued identification card;
 - Proof of the qualifying agent's age in the form of a birth certification or other government-issued identification.
6. Please allow 30 days for processing the registration application. You will receive an email if additional information is needed or when the application is approved. Once approved, the registration card will be mailed to the address of record listed on the application.

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