



Qualifying Patient/Caregiver Renewal Application Checklist:

Account Information

- Username and password for the application portal (<https://mo-public.mycomplia.com/>)
 - Username(email address):
 - Password:
- Any updated information: name, phone number, resident address and mailing address.

Required documentation uploads and Changes to Information in the Application

Proof of Missouri Residency (*one of the following*)

- Copy of a valid, unexpired Missouri Driver's License
- Missouri Identification Card
- Current Missouri Motor Vehicle Registration
- Recent Missouri Utility Bill

Physician Certification Form

- Applicants **must** obtain a new Physician Certification Form that is signed and dated **no later than thirty days prior to the time the applicant submits their renewal application.**
- The completed Physician Certification Form must be uploaded into the renewal application documents.
- Any new information that has changed on the form, such as new certifying physician information and new qualifying medical condition **must** be updated in the physician information section of the application.

Additional Required Items

- A legible copy of the qualifying patient's photo identification issued by a state or federal government entity.
- A Parental/Legal Guardian Consent Form for non-emancipated qualifying patient.
- A new completed Patient Authorization Form for a Caregiver Renewal application.
- A clear, color photo of the qualifying patient's face taken within the prior three (3) months. (This must not be a photo of a driver's license or passport; we suggest a selfie if the applicant does not have a recent photo.)

Additional Information and Requirements

- **Cultivation:** If the patient is seeking authority to continue to or begin to cultivate medical marijuana, details about the cultivation location, security and access will be required and must be updated if the information has changed.
- Applicants are required to select "Yes" to the following question- "Renewal applications that are submitted fewer than 30 days prior to the license expiration may not be processed prior to the license expiration date. Licensees are encouraged to submit renewal applications at least 30 days prior to expiration to ensure license reissuance prior to the expiration of their license."
- Attestation statement; Signature and date of the application; All applicable fees.