



## Registration with Health Canada Production of Cannabis for Own Medical Purposes by a Designated Person

**This form is only for applicants who are designating another person to produce cannabis for medical purposes on their behalf, under the *Cannabis Regulations***

You should **not** use this form if you wish to:

- produce your own cannabis for medical purposes
- request a Registration for Possession Only

In those 2 cases, please download the application form for:

- [‘Production of Cannabis for Own Medical Purposes’](#) or [‘Registration for Possession Only’](#)

### Application Checklist

A completed application **must** include:

1. The **original** of your medical document
2. This Registration Form (filled in completely)
3. An **original** police document issued no more than 90 days before the day you send this application

Before you send anything, please make sure **all**:

- documents have been correctly completed
- required signatures have been provided

**Note:** All signatures on the application and on the medical document **must be original**. If the original medical document is **not** included we will return the application to you as incomplete. This applies for both first and renewal applications.

We have published a [sample medical document](#) on our website for your convenience.

All documents should be mailed together at the following address:

Health Canada  
Access to Cannabis for Medical Purposes Program  
Address Locator: 0302B  
Ottawa, ON K1A 0K9

**Privacy notice:** The personal information you give to Health Canada is governed in accordance with the *Privacy Act*. We only collect the information we need to administer the Access to Cannabis for Medical Purposes Program authorized under the *Cannabis Regulations*.

**Purpose of collection:** We require your personal information to process your request for registration as per sub-sections 312(2) to 312(7) and 315(1) of the *Cannabis Regulations*.

**Other uses or disclosures:** Your personal information may be shared with provincial/territorial health care licensing authorities responsible for regulating the professional practices of health care practitioners, as per sub-section 328(2). In addition, your personal information may be shared with law enforcement to confirm that you are lawfully allowed to possess and produce a limited amount of cannabis for medical purposes. In limited and specific situations, your personal information may be disclosed without your consent in accordance with sub-section 8(2) of the *Privacy Act*.

**Refusal to provide the information:** Failure to give the required information will result in your request not being processed and your registration form and accompanying documents being returned.

**For more information:** Personal information collection is described in [Info Source](#), available online at [infosource.gc.ca](http://infosource.gc.ca). A Personal Information Bank (PIB) is under development and will be included on the same website.

**Your rights under the *Privacy Act*:** In addition to protecting your personal information, the *Privacy Act* gives you the right to request access to it. The Act also gives you the right to the correction of your personal information. For more information about these rights or about our privacy practices please contact Health Canada's Privacy Coordinator at 613-946-3179 or [hc.privacy-vie.privee@canada.ca](mailto:hc.privacy-vie.privee@canada.ca). You also have the right to file a complaint with the Privacy Commissioner of Canada if you think your personal information has been handled improperly.

FOR OFFICE USE ONLY	
Date received	

### Section 1: Application Type

**I am submitting a designated production application for the first time**

**I am currently registered and I would like to renew my registration for designated production** (Give your MCR Registration Number, which is explained in the information box in this section, then skip to section 2).

MCR Registration Number

**I am currently registered and I would like to make changes to my registration for designated production** (if selected, complete section 1A)

MCR Registration Number

#### What the MCR Registration Number is and where to find it

The MCR Registration number is your personal identifier. Health Canada uses it to track your production application and registration. You can find your MCR Registration number on your certificate, in the Registered Person section.

### Section 1A: Registration Amendment/Change Request

Please select **ONLY 1** of these 3 options:

- I currently hold an active registration certificate for designated production and I wish to make a change.** As I know I cannot hold more than 1 registration at a time, if this application results in the issuance of an additional registration I am requesting that any existing registrations in my name under Part 14, Division II of the Cannabis Regulations be revoked immediately before issuing my new registration certificate with Health Canada.
- I currently have another application in progress with Health Canada.** I wish to withdraw my previous application and have this application processed instead.
- Does not apply** because I currently do not hold an active registration certificate for personal production and I do not have another application with Health Canada in progress.

Description of proposed change(s):

Reason(s) for proposed change(s):

Date the change will take effect (if known):

Enclosed with this application is a proof of legal name change in case of a name change for the Registered Person, Designated Person or the adult responsible for the Registered Person.

**Section 2: Applicant's Information****Section 2A: Personal Information**

Last (Family or Surname) Name:		
First Name:		
<b>Date of Birth</b>	Telephone Number (home):	Telephone Number (mobile):
Year   Month   Day		
Email Address:		Fax Number (if applicable):
Preferred Official Language: English French		

**Section 2B: Applicant's Ordinary Place of Residence****For those renewing their registration:**

My ordinary place of residence has **not** changed from my current registration (If selected, please skip to Section 2C)

Address:		Apartment/Unit Number (if applicable):
City:	Province:	Postal Code:
Select what best describes the address you gave in the previous section:: Private residence (for example: house, condo, apartment) Not a private residence (for example: shelter, long-term care facility)		

**Full address checklist**

Your full address should include:

- House or building number (also known as the Civic number)
- If there is no street address, for example in rural areas, please write the Lot and/or Concession number
- Unit or apartment number (if applicable)
- Street name
- Type of street (for example, Avenue, Place, Driveway)
- Street orientation (for example, S (south) or N (north)) if applicable
- City or Town (also known as Municipality)
- Province
- Postal Code

If you have a unit number and/or apartment number you must include it. It is an essential part of the address.

**Please note:** postal boxes are not accepted as a place of residence. Applications using only a postal box as the ordinary place of residence under Section 2B will be returned. Postal boxes can be **included as part** of the mailing address in section 2C.

**Section 2C: Mailing Address (If different from Ordinary Place of Residence)****For Renewals Only:**

My mailing address has **not** changed from my current registration (If selected, skip to Section 3)

Address:		Apartment/Unit Number (if applicable):
City:	Province:	Postal Code:

### Section 3: Responsible Adult (if applicable)

The application and related documents may be submitted by an adult who is responsible for the applicant. In this form we refer to this individual as a “Responsible Adult.”

The role of a Responsible Adult includes more than completing and signing the application form on behalf of an applicant. It carries a degree of responsibility for the individual, such as a willingness to:

- be responsible for the individual’s use of cannabis for medical purposes
- help administer the cannabis
- be responsible for the security of the cannabis

A Responsible Adult must complete these 3 steps:

1. Give their contact information in Section 3A
2. Confirm that the information on this form is correct and complete
3. Sign attestations listed in Section 11 of this registration form

As a Responsible Adult, you are **not** authorized to produce cannabis on behalf of the applicant. If the applicant wishes to designate you to produce cannabis on their behalf, they need to identify you as the designated person, in section 5 of this form.

### Section 3A : Responsible Adult’s Information

Last (Family or Surname) Name:

First Name:

**Date of Birth**

Year | Month | Day

**Preferred Official Language:**

English  
French

### Section 4: Original Medical Document

You **must** include an original medical document completed and signed by your supporting health care practitioner if you are:

- submitting a first application
- renewing an application

There is no requirement for how the medical document is presented, but it must meet all the requirements outlined under subsection 273(1) in the *Cannabis Regulations*.

Your health care practitioner may wish to use Health Canada’s [Sample Medical Document](#), which already includes all the required fields.

**Section 5: Designated Person's Information****Section 5A: Personal Information**

Last (Family or Surname) Name:				
First Name:				
<b>Date of Birth</b>			Telephone Number ( <b>home</b> ):	Telephone Number ( <b>mobile</b> ):
Year	Month	Day		
Email Address:				Fax Number (if applicable):
Preferred Official Language: English French				

**Section 5B: Designated Person's Ordinary Place of Residence**

<b>For Renewals Only:</b> The Designated person's ordinary place of residence has not changed from the current registration (skip to Section 5C)		
Address:		Apartment/Unit Number (if applicable):
City:	Province:	Postal Code:

**Section 5C: Designated Person's Mailing Address (If different from Ordinary Place of Residence)**

<b>For Renewals Only:</b> The Designated Person's mailing address has not changed from the current registration (skip to section 6)		
Address:		Apartment/Unit Number (if applicable):
City:	Province:	Postal Code:

**Section 6: Police Document**

You **must** include a document issued by a Canadian police force **less than 90 days before the day you send this application**.

This document must establish that, within the 10 years before the date the document is issued to the person designated to produce for the applicant, the designated person has not:

- been convicted, as an adult, of a designated offence or a controlled substance offence as defined in the *Cannabis Regulations*. Please note that this police check does **not** need to include non-drug related offences.
- received an adult sentence, as a young person, within the meaning of subsection 2(1) of the *Youth Criminal*

*Justice Act*, in respect of a designated offence or a controlled substance offence.

When asking the Canadian Police force in your area for a Police Document, please tell them that we **only** need information related to these 2 items. To protect your privacy, do not send information about anything more than we ask for. If you send more information, **we will not take it into consideration** in the registration process, and we will take all necessary precautions to protect your personal information.

## Section 7: Production Site

### What is a full address for the production site?

In this section please give the **full** address of the site for which you are seeking authorization to produce. The full address of the production site should include:

- House or building number (also known as the Civic number)
- If there is no street address, for example in rural areas, please give the Lot and/or Concession number
- Unit or apartment number (if applicable)
- Street name
- Type of street (for example, Avenue, Place, Driveway)
- Street orientation (for example S (south), N (north) if applicable)
- City or Town (also known as the Municipality)
- Province
- Postal Code

If you have a unit number and/or apartment number you **must** include it. It is an essential part of the address.

**Please note:** postal boxes are not accepted as a production site. Postal boxes can only be included as **part** of the mailing address in section 2C.

As per section 308 of the *Cannabis Regulations*, Health Canada may ask for more information related to the processing of your application.

## Section 7A: Production Site

### For Renewals Only:

My Production Site information has not changed from my current registration (if selected, skip to Section 8)

Please choose **only 1** of these 3 options:

I, **the designated person**, will produce cannabis plants:

at my ordinary place of residence (section 5B of this application form).

**Skip to section 9**

at the Applicant's ordinary place of residence (Section 2B of this application form).

**Skip to section 9**

at a site other than either my ordinary place of residence or the Applicant's ordinary place of residence, as indicated here:

Address (production site):

Apartment/Unit Number (if applicable):

City:

Province:

Postal Code:

Are you or the applicant the sole owner(s) of the proposed site (indicated in section 7) where you will produce your cannabis plants?

Yes, **skip to Section 9**

No, **complete Section 8**

**Section 8: Production Site Owner(s)****Production Site Owner Information**

Name of Corporation (if applicable):

Last (Surname/Family) Name:

First Name:

Residential Address:

Apartment/Unit Number (if applicable):

City:

Province:

Postal Code:

Telephone number:

**Production Site Owner Consent**Please fill in and choose **Only 1** of these 3 options:

I [full name of **Property Owner**] confirm being the sole owner of the site listed in Section 8 (the proposed production site) and I give my consent to [full name of **Designated Person**] to produce cannabis plants on my property in accordance with the *Cannabis Regulations*.

I [full name of **Property Owner**] with one or more co-owners, own the site listed in section 8 (the proposed production site). I give my consent to (full name of **Designated Person**) to produce cannabis plants on my property in accordance with the *Cannabis Regulations* and provide the name and address of each additional property owner in the space below. (Print additional copies of the page if necessary).

The production site is owned by [full name of **Name Of Corporation**] and I am authorized to sign on its behalf. If more than one signature is necessary to sign on behalf of the corporation, please use the co-owner spaces below.

Production Site (Co-)Owner's Signature:

Signature Date:



Co-Owner 1 Information and Consent (if applicable)	
<b>Production Site Co-Owner Information</b>	
Name of Corporation (if applicable):	
Co-Owner Last (Surname/Family) Name:	
First Name:	
Co-Owner's Address:	Apartment/Unit Number (if applicable):
City:	Province:
Postal Code:	Telephone Number:
<b>Production Site Co-Owner Consent</b>	
Please fill in and choose <b>Only 1</b> of these 3 options:	
<p>I [full name of <b>Co-Owner</b>] _____ confirm being the co-owner of the site listed in Section 8 (the proposed production site) and I give my consent to [full name of <b>Designated Person</b>] _____ to produce cannabis plants on my property in accordance with the <i>Cannabis Regulations</i>.</p>	
<p>I [full name of <b>Co-Owner</b>] _____ with one or more co-owners, own the site listed in section 8 (the proposed production site). I give my consent to (full name of <b>Designated Person</b>) _____ to produce cannabis plants on my property in accordance with the <i>Cannabis Regulations</i> and provide the name and address of each additional property owner in the space below. (Print additional copies of the page if necessary).</p>	
<p>The production site is co-owned by [full name of <b>Name Of Corporation</b>] _____ and I am authorized to sign on its behalf.</p>	
Production Site Co-Owner's Signature:	Signature Date:

**Co-Owner 2 Information and Consent (if applicable)**

**Production Site Co-Owner Information**

Name of Corporation (if applicable):

**Co-Owner** Last (Surname/Family) Name:

First Name:

**Co-owner's** Residential Address:

Apartment/Unit Number (if applicable):

City:

Province:

Postal Code:

Telephone Number:

**Production Site Co-Owner Consent**

Please fill in and choose **Only 1** of these 3 options:

I [Full Name Of **Co-Owner**] \_\_\_\_\_ confirm being the co-owner of the site listed in Section 8 (the proposed production site) and I give my consent to [Full Name Of **Designated Person**] \_\_\_\_\_ to produce cannabis plants on my property in accordance with the *Cannabis Regulations*.

I [Full Name Of **Co-Owner**] \_\_\_\_\_ with one or more co-owners, own the site listed in section 8 (the proposed production site). I give my consent to (Full Name Of **Designated Person**) \_\_\_\_\_ to produce cannabis plants on my property in accordance with the *Cannabis Regulations* and provide the name and address of each additional property owner in the space below. (Print additional copies of the page if necessary).

The production site is owned by [full name of **Name Of Corporation**] \_\_\_\_\_ and I am authorized to sign on its behalf.

Production Site Co-Owner's Signature:

Signature Date:

### Section 9: Production Area

Please choose **Only 1** of these 3 options:

I will produce cannabis plants:

Entirely indoors

Entirely outdoors (If selected, you are confirming that):

The boundary of the land on which the production site is located does **not** have any point in common with the boundary of the land on which is located a school, public playground, daycare facility, or other public place frequented mainly by persons under 18 years of age.

Partly indoors and partly outdoors (If selected, you are confirming that):

The boundary of the land on which the production site is located does **not** have any point in common with the boundary of the land on which is located a school, public playground, daycare facility, or other public place frequented mainly by persons under 18 years of age.

#### Important:

If you choose to produce partly indoors and outdoors, the plants maybe moved from indoors to outdoors (and vice versa) but the plants **may not be** grown indoors and outdoors at the same time.

### Section 10: Applicant's Declarations and Signature (Application submitted by the Applicant)

**Applicants submitting their own application are to complete and sign Section 10. If a Responsible Adult is submitting the application on the applicant's behalf, the Responsible Adult must complete Section 11.**

**Please note: the designated producer may not submit the application on behalf of the applicant unless they are also identified as the Responsible Adult and have completed sections 3 and 11.**

I [full name of **Applicant**] \_\_\_\_\_, confirm that:

1. I will comply with applicable possession limits.
2. I will take reasonable steps to ensure the security of the cannabis in my possession that was produced under Part 14 Division II of the *Cannabis Regulations*.

**By signing section 10, you are attesting to both of these statements and that the information contained in this application is correct and complete. Any false or misleading information submitted as part of this application could result in the refusal or revocation of the registration.**

Print Name:

Applicant's Signature:

Signature Date:

### Section 11: Responsible Adult Declaration and Signature (Application submitted by Responsible Adult)

I [full name of **Responsible Adult**] \_\_\_\_\_, the Responsible Adult(s) named under Section 3A of this application form, submit this application on behalf of [full name of **Applicant**] \_\_\_\_\_, the applicant, named under Section 2 of this application form. I declare and attest to the following:

I attest to being responsible for the applicant. In my capacity of Responsible Adult, I agree to:

- be responsible for the individual's use of cannabis for medical purposes
- help administer the cannabis
- be responsible for the security of the cannabis for medical purposes of the applicant

I confirm that I will ensure that the applicant will comply with the possession limit that will be shown on the Registration

Certificate.

I declare that I will ensure that the applicant will take all reasonable steps to ensure the security of the cannabis in their possession that was produced under Part 14 Division II of the *Cannabis Regulations*.

**By signing this section, the Responsible Adult is attesting to all of the statements made in section 11 and that the information contained in this application is correct and complete. Any false and misleading information submitted as part of this application could result in the refusal or revocation of the registration.**

Print Name:

Responsible Adult's Signature:

Signature Date:

### Section 12: Designated Person's Declaration and Signature

I [full name of **Designated Person**] \_\_\_\_\_, the designated person, ordinarily reside in Canada. I declare and attest that within the past 10 years:

- I have not been convicted, as an adult, of a designated offence or a controlled substance offence.
- I have not been convicted, as an adult, of an offence committed outside of Canada that, if committed in Canada, would have constituted a designated offence or a controlled substances offence.
- I did not, as a young person, receive an "adult sentence," as those terms are defined in subsection 2(1) of the *Youth Criminal Justice Act*, in respect of a designated offence or a controlled substances offence.
- I did not receive a sentence for an offence committed outside Canada when I was at least 14 years old but less than 18 years old that, if committed in Canada, would have constituted a designated offence or a controlled substances offence and would have resulted in a longer sentence than the maximum youth sentence that could have been imposed under the *Youth Criminal Justice Act* for such an offence.

I declare that I will comply with applicable possession limits.

I declare that I will take all reasonable steps to ensure the security of the cannabis in my possession that I produced under Part 14, Division II of the *Cannabis Regulations*.

I attest that the information contained in this Application is correct and complete.

**By signing section 12 you are attesting to all of the statements in section 12, as of the date entered with the signature. Any false or misleading information submitted as part of this application could result in the refusal or revocation of the registration.**

Print Designated Person's Name:

Designated Person's Signature:

Signature Date:

### Important

- Please Make sure that you have signed and dated the declarations that apply to you. Sending an incomplete application can result in us returning the application.
- As per section 308 of the *Cannabis Regulations*, we may ask for more information (for example, proof of address, proof of identity or ownership) that we find necessary to process your application.
- Send all documents in the same envelope to:
  - Health Canada
  - Access to Cannabis for Medical Purposes Program
  - Address Locator: 0302B
  - Ottawa, ON K1A 0K9
- Please keep a photocopy of the completed application form for your files
- If you have questions about this form, please contact Health Canada:
  - phone toll-free at 1-866-337-7705
  - email us at [cannabis@canada.ca](mailto:cannabis@canada.ca)