



**SOUTH DAKOTA
MEDICAL CANNABIS PROGRAM**
600 EAST CAPITOL AVENUE
PIERRE, SD 57501-2536

Step-by-Step Guide for Caregivers

Caregivers can NOT start the medical cannabis application process until the patient completes their application process. Once the patient completes the application and designates their caregiver(s), the system will automatically create a caregiver account that you must activate on medcannabisapplication.sd.gov.

1. Once a patient completes the application, you will receive an automatic email from noreply@sd.airlift.app. The notification may go into your junk email folder so be sure to check there if you do not receive an email in your inbox.
2. Use your browser to access <https://medcannabisapplication.sd.gov/> to start the caregiver application process.

The application can be found at <https://medcannabisapplication.sd.gov/>

Please login to your new account for the South Dakota Medical Cannabis Registry using the following credentials:

Email Address: MCProgram@state.sd.us
Password: 409lergiy8n!A2k6w7s9gh8x

You will need to change your password on first login.

Please direct any questions you have to MCQuestions@state.sd.us

Thank you,

South Dakota Medical Cannabis Program Team

3. Login using your email address and the temporary password provided. Once you successfully log in, the system will ask you to create a permanent password.
4. Caregiver Information: Fill out all the fields with asterisks (*). Hit "Next Step".
 - **ID REQUIRED:** Valid SD Driver's license, passport, tribal identification card, or SD Student ID Card can be uploaded to the Identification Copy section.
 - **PASSPORT PHOTO REQUIRED:** A valid, high-quality photo of the caregiver is required to create the caregiver's registration ID card. The caregiver's photo **must** meet the following requirements:

A high-resolution color photo that is not blurry, grainy, pixelated, or digitally altered.

- Uses a clear image of the individual's face without filters.
- Uses a plain white or off-white background.

Identification Copy

Attach a photocopy of a valid form of personal identification of the applicant (e.g., drivers license, passport, tribal identification card, SD student identification card)

Drop an image of your valid identification card here or click to browse.

Name

Upload a photo of your government-issued identification here.

Photograph

Upload a photo that clearly shows your face without any filters with a plain or off-white background. Refer to these examples of valid photos:



Drop an image of your photo here or click to browse.

Name

Upload a photo of your headshot here.

⇒ Next Step

5. Patient Information: The patient's information will be automatically populated on this page. Hit "Next Step".

Patient Information

Information

* Email

* First Name Middle Name * Last Name

* Date of Birth * Telephone Number (555) 555-5555

Address

Address 1

Address 2

City State Zipcode

⇒ Next Step

6. Background Check for Designated Caregivers: Answer the question regarding your residency and enter any alternate names that you may have used. This information will be used for background check verification purposes. Read the sworn statement and Hit "Next Step".

IMPORTANT: Designated caregivers are responsible for submitting the SD Division of Criminal Investigation fingerprint card, as well as the authorization and release form to the SD DCI and paying any necessary fee. Your application will be denied without the results of your background check. Both the caregiver online application and passing? background check results are necessary to receive your caregiver card. All background checks must be released to the Department of Health at the address below:

SD DOH - Medical Cannabis
600 E. Capitol Ave
Pierre, SD 57501

Background Check for Designated Caregivers

Have you lived in any state or country other than South Dakota within the last three years?

Yes No

Alternate Names

Other First Name You May Have Used Other Middle Name You May Have Used Other Last Name You May Have Used



Designated caregivers are responsible for submitting the Division of Criminal Investigation fingerprint card as well as authorization and release form to local law enforcement and paying any necessary fee. Your application may be denied without the results of your background check.

Sworn Statement

Pertinent to 34-20G, Licensed Caregivers may not be convicted to a violent crime that was classified as a felony in the jurisdiction where the person was convicted, this is considered a disqualifying felony offense.

I, Caregiver Test, declare under penalty of perjury under the laws of the State of South Dakota, that I have not been convicted of a disqualifying felony offense as defined according to 34-20G-1.

Subscribed to this 5th day of December, 2024, at Pierre, SD

I have met the requirements of ARSD 44:90:02:06 by submitting to the Division of Criminal Investigations (DCI) a photo of an unexpired ID, a DCI fingerprint card processed by a local law enforcement agency, and an authorization and release form releasing the results of the state-only background check to the Department of Health.

[⇒ Next Step](#)

7. Attestation: Read the attestation and hit “Attest and Submit Application”.

Attestation

I certify the information provided in this application is true and accurate to the best of my knowledge.

Submission of false, misleading, or inaccurate information in connection with this application is grounds for revocation of my South Dakota Medical Cannabis Designated Caregiver Registry Identification Card and other administrative, civil or criminal penalties.

✓ Attest and Submit Application

Dashboard: Once the caregiver application is completed, caregivers can access the following information on their dashboard:

- Status of your caregiver application
- Status of patient application associated with your application.

If a caregiver needs the Department of Health to confirm their approved caregiver status within the medical cannabis program to a third party, the caregiver must complete the “Information Release” page.