



# Medical Marijuana Program



165 Capitol Avenue, Room 145, Hartford, CT 06106-1630 • (860) 713-6066  
Fax: (860) 706-5361 • E-mail: [dcp.mmp@ct.gov](mailto:dcp.mmp@ct.gov) • Website: [www.ct.gov/dcp/mmp](http://www.ct.gov/dcp/mmp)

## Change of Records Form Instructions

**Please Note:** A qualifying patient or primary caregiver must report any changes in their application within five (5) business days of such change.

1. You may use this form to notify the Department of a change of:
  - a. Name
  - b. Home Address
  - c. Phone Number
  - d. Email Address
2. Please type or neatly print all required sections of the form.
3. If you are requesting a name change, you must first pay a **\$10 administrative fee** with your proof of name change to cover the cost of issuing you a new Registration Certificate. Upon confirmation of your name change, you must return your old card before a new card will be issued.
4. After completing the form, you must sign and date it.
5. Please be aware that you may be contacted by the Department to confirm your change of information.
6. In addition to this form, you must provide the Department with the following supporting documentation to verify your change of information.

Changed Information	Required Documents in addition to this Change of Information Form
Name	Certified document showing name change (i.e. marriage license, civil union certificate, divorce decree, probate court document)
Address	Two documents from the list below, showing your name and new address: <ul style="list-style-type: none"> <li>• Computer-generated bill from a bank or mortgage company, utility company, doctor or hospital</li> <li>• Pre-printed pay stub showing your employer's name and address</li> <li>• W-2 form property or excise tax bill, or Social Security Administration or other pension or retirement annual benefits summary statement and dated within the current or prior year</li> <li>• Medicaid or Medicare benefit statement</li> <li>• Current valid homeowner's, renter's or motor vehicle insurance policy dated within the last year</li> <li>• Current motor vehicle loan statement for a motor vehicle registered in your name</li> <li>• Residential mortgage or similar loan contract, lease or rental contract showing signatures from all parties needed to execute the agreement and dated within the last year</li> <li>• First-class mail addressed to your home address</li> <li>• Connecticut voter registration card</li> <li>• Survey of your Connecticut property issued by a licensed surveyor</li> <li>• Connecticut handgun permit</li> <li>• Official school records showing current enrollment</li> </ul>
Phone Number	Form only
Email Address	Form only

7. Please mail, e-mail or fax this form and any supporting documentation or fee to the Department of Consumer Protection, Attention Medical Marijuana Program, at the above addresses.



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## Change of Records Form

### Section A: Patient Information (Required)

Last Name:	First Name:
Date of Birth:	Patient or Caregiver ID number (from your card):

### Section B: Change Request (Required)

- Please check all changes that apply.
- For each option selected, complete all blanks in the corresponding portion of this form.

Change of name    Change of address    Change of phone number or e-mail address

### Section C: Change of Name

New Name	Last Name:	First Name:	Middle Initial:
Supporting Documents	I have included a copy of the following certified document to prove my name change: <input type="checkbox"/> Marriage License <input type="checkbox"/> Civil Union Certificate <input type="checkbox"/> Divorce Decree <input type="checkbox"/> Probate Court Document		

### Section D: Change of Address

Old Address	Home Address (including Apartment or Suite #):		
	City:	State:	ZIP:
New Address	Home Address (including Apartment or Suite #):		
	City:	State:	ZIP:
Supporting Documents	Please be sure to include two documents from the list on page 1 of this form, showing your new address.		

### Section E: Change of Phone Number or E-Mail Address

Phone Number	Prior Phone Number:	New Phone Number:
E-Mail Address	Prior E-Mail Address:	New E-Mail Address:

**I hereby certify that the above information is correct and complete.**

I have reviewed this form and, to the best of my knowledge, it is accurate and complete. I certify under penalty of law (Connecticut General Statute Section 53a-157b) that the above information is the truth to the best of my knowledge.

I understand that the Department of Consumer Protection may contact me to confirm my change of information.

Signature: 	Date Signed:
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