New Mexico Department of Health
Medical Cannabis Program – Advisory Board Petition Requirements

Complete petitions must be received by the Medical Cannabis Program at least 35 calendar days before the Advisory Board is scheduled to meet to ensure a place in the Public Hearing notice. Copies of the agenda can be obtained 72 hours prior to the meeting.

A petitioner must file the following information with the Medical Cannabis Program:

1. The name, address and telephone number of the petitioner and the medical condition, medical treatment or disease sought to be added to the existing debilitating medical conditions;
2. An introductory narrative requesting the inclusion of a new medical condition, medical treatment or disease;
3. A summary or summaries of the proposed benefits from the medical use of cannabis specific to the medical condition, medical treatment or disease sought to be added to the existing medical conditions approved for participation in the program, including any credible published studies known to the petitioner;
4. Medical records from the petitioner which are relevant to the condition, treatment or disease sought to be added to the list of eligible conditions for enrollment;
5. A copy of the petitioner’s New Mexico driver’s license or comparable New Mexico state or federal issued photo identification card verifying New Mexico residence.

The petition may be presented to the Medical Advisory Board by either the petitioner or their representative.

Statement of intent to present technical evidence:

If the petitioner wishes to present technical evidence at the hearing, the petition shall include a statement of intent. The statement of intent to present technical evidence shall include:

(a) The name of the person filing the statement;
(b) The name of each witness;
(c) An estimate of the length of the direct testimony of each witness;
(d) A list of exhibits, if any, to be offered into evidence at the hearing; and;
(e) A summary or outline of the anticipated direct testimony of each witness.

For more detailed information on the petition process, see New Mexico Administrative Code 7.34.2.9 which can be found in the Medical Advisory Board link on our website.

Please submit two copies of the petition as the information will be redacted to protect the identity of the petitioner. Only the Medical Cannabis Program staff will know the identity of the petitioner, unless the petitioner wishes to meet with the Medical Advisory Board at the actual hearing. The Board is not available for individual meetings prior to the hearing.

All petitions should be either hand delivered or mailed to:

Medical Cannabis Program
New Mexico Dept. of Health
1190 St. Francis Dr, S3400
Santa Fe, NM 87505

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