



KEN BENNETT
SECRETARY OF STATE
STATE OF ARIZONA



Greetings from Secretary Ken Bennett:

The Arizona State Legislature created the Arizona Advance Health Care Directive Registry in May 2004. The Registry is a database for the storage of advance directives and the Arizona Secretary of State oversees its security and operations.

The Arizona Secretary of State's Office is pleased to provide you with this safe and confidential place to store your advance directive (Living Will, Medical Power of Attorney and Mental Health Care Power of Attorney).

Less than 25 percent of Americans have expressed their thoughts in writing about how they wish to be cared for at the end of life. Most people avoid the subject. Planning ahead by completing an advance directive helps you make thoughtful choices about your future care and will ease the stress on your family and loved ones. Congratulations on taking the first step by completing an advance directive document.

In order to honor an advance directive, your physician and healthcare institution must be aware of what it says. Arizona's Advance Health Care Directive Registry is a way for your advance directive to be available where and when it is needed. Through your password, you decide who can read your directive that is stored in the Registry.

The most important thing you can do to ensure that the health care decisions you have made in advance are followed is to talk about them. Talk to your family, friends, neighbors, clergy, doctors and other health care providers. Let them know what you do and do not want when you cannot speak for yourself. Store a copy of your advance directive in Arizona's Advance Health Care Directive Registry so it is available in an emergency.

Thank you for your interest in Arizona's Advance Health Care Directive Registry. If you have further questions about filing your directive, please refer to the Secretary of State's website at www.azsos.gov under the Advance Directive section or call (602) 542-6187 or toll-free at 1-877-458-5842 at your convenience.

Best Wishes,

A handwritten signature of Ken Bennett in black ink.

Ken Bennett
Secretary of State



Your Guide to filing Advance Directives

Secretary of State



SERVICES

Our staff is available 8 a.m. to 5 p.m. Monday through Friday except state holidays to answer questions about filing your advance directive with our office. Call (602) 542-6187.

Instructions on how to file and forms are included with this information.

We cannot assist you in the preparation of an advance directive, this can be done on your own by:

- accessing the samples in Arizona law;
- by contacting organizations that specialize in advance directives; or
- by having an attorney prepare the document for you.

Arizonans Can File Advance Directives

Arizonans can file their health care directives in a secure and confidential Advance Directive Registry at the Arizona Secretary of State's Office.

In order to file an advance directive you first need to prepare a directive if you haven't already done so.

See page 2 on preparation and filing requirements.



Prepare an advance directive if you do not have one. Samples are provided in Arizona law, or contact an attorney to help you prepare one.

The Advance Directive Registry is Unique

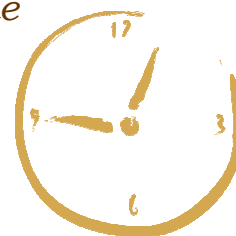
Anytime, Anyplace, and Always Available

In order to honor an advance directive, your agent, physician, hospital or nursing home must be aware of it and what it says.

The Arizona Advance Directive Registry is a place to electronically store a copy of your advance directive so it will be available where and when it is needed 24/7. Access to our central database via computer helps expedite patient's health requests.

The Arizona Advance Directive Registry also empowers you and lets you decide who will be able to review your advance directive.

The Secretary of State's Registry is maintained and operated by the Secretary of State's Office under Arizona law.



Your directive is available day or night — peace of mind for your family, friends and loved ones.

About Our Service ★ File Your Directive, Access Your Directive

The Arizona Advance Directive Registry is more than just a place to store your advance directive – it is a virtual file cabinet that holds your advance directive – so that it is available when needed.

A Free Service at no Cost to You

There is no fee to store an advance directive in the Registry. Once registered you will receive a Registry card with an identification number and a password.

You are in Control

The best part about the Registry is that *you* decide who has access to your health care directive.

You can share the password with your health care (medical) power of attorney, designated agent, or a

close family member or friend, your doctor or clinic.

Anyone in any state or country can have access to your advance directive as long as they have access to the Internet.

In the event of an emergency the Registry card can be kept in a wallet to let your wishes be known if you are unable to communicate to a doctor or health care provider.

Take Charge of Your Decisions

You can always change your mind and change your advance directive at any time.

You just need to tell your doctor or the medical team taking care of you.

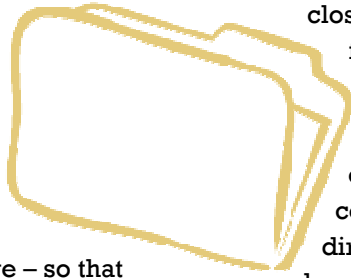
As long as you can speak for yourself, you are in charge of your decisions.

If you wish to change your advance directive simply complete a new one and make sure it is dated.

The advance directive with the most recent date is the one that will be followed.

Remember to send the new advance directive to update the Registry as soon as you can, so that it can replace the old one on file. See the

instructions on page 3 on how to re-file with us.



Get Started ★ Prepare an Advance Directive

Choose and Prepare an Advance Directive to File

Our office cannot answer legal questions about how to prepare advance directives.

We are merely the filing office for the Registry.

Samples of directives are provided in Arizona law (see gray box to the right).

If you do not feel comfortable in preparing an advance directive by yourself we encourage you to contact an attorney or one of the

many organizations that provide this type of service.

Types of Directives that Can Be Submitted For Registry Inclusion

The advance directives defined in Arizona law are included in the Registry as they have legal status.

Only directives that concern your future health care and health care choices are included in the Registry.

Documents Ineligible for Inclusion in the Advance Directive Registry

Financial documents such as Last Will & Testaments, or Living Trusts are ineligible for submission into the Registry.

Arizona State Law Defines Advance Directives

Directives Include:

- Health Care (Medical) Power of Attorney A.R.S. § 36-3224
- Mental Health Care Power of Attorney A.R.S. § 36-3286
- Living Will A.R.S. § 36-3262

Sample of these directives are in the referenced statutes above and can be found online at www.azleg.gov.

Pre-Hospital Medical Care Directives, also known as the Orange form or Orange card, are also ineligible.



Get Started ★ File Your Advance Directive in the Registry

Instructions for the SOS Registration Agreement

Read the instructions on the Registration Agreement included with this guide and fill in all the blank spaces on both sides. Sign and date it.

If you have any questions about the registration of your advance directive, call Business Services at (602) 542-6187; or Toll Free at (800) 458-5842.

Submit the Form and Directive to the Office for Processing



Attach a copy of your advance directive to your completed Registration Agreement.

The copy of your advance directive must be legible and clear. **Do not send your original advance directive forms.**

Submit in person or by mail to:
Arizona Advance
Directive Registry
Arizona Secretary of State
1700 W. Washington Street, 7th Fl.
Phoenix, AZ 85007

The office does not accept electronic filings of these documents.

Our Checks and Balance System

Once your advance directive is processed, you will be sent the Registry wallet card and password. You will then be asked to verify your file for accuracy.

It only becomes activated upon notification from you that the information filed is accurate.

When the printed record of the registration is returned by mail, review it.

Check the appropriate box marking either “no corrections required” or “the information is not correct.”

Sign the form and return it to the Secretary of State’s Office.

Registration and Activation of Your Directive

The Secretary of State’s Office will activate your registration when a verification form



marked “no corrections required” is signed and returned.

Your Registry becomes active upon receipt of verification form indicating no corrections required.

Receipt of the Registry Wallet Card

Keep the wallet card with your file number and password handy.

As stated on page 2, trust your password only to close family members, friends and physicians.

If you designate someone as your agent in an advance directive on file at the Secretary of State make sure to give them a copy of the information provided on your Registry wallet card.

Also provide the information on how to access your directive included below.

Updating an Advance Directive

The process is the same if you are changing an advance directive already on file.

Simply fill out a new two-page Registration Agreement and send the new directive to us.

How to Access Your Directive in the Registry

Go to www.azsos.gov

Click on the “Advance Directives Link”



Click on “View Your Advance Directive”

You will be re-directed to the login page. Use your User ID and Password on your Registry Wallet Card.

A “Welcome” screen appears. On this page you can view your directive and view your contact information. When done, log out.

How secure is secure?
This Web page is encrypted.
Information exchanged with any address beginning with https is encrypted using SSL before transmission.

**For more info
contact
ad@azsos.gov**



Arizona Advance Directive Registry

**Enclosed is the information you requested from the
Arizona Secretary of State's Office about
The Arizona Advance Directive Registry**

Rev. 12-04-09



ARIZONA ADVANCE DIRECTIVE REGISTRY

The Honorable KEN BENNETT

Secretary of State

1700 W. Washington Street, 7th Floor

Phoenix, AZ 85007

www.azsos.gov

(602) 542-4285