

Arizona Advance Directive Filing Guide

Prepare an Advance Directive

1. Choose and prepare an Advance Directive to file.
 - The Directive can be any one or a combination of these forms:
 - Living Will
 - Health Care/Medical Power of Attorney
 - Mental Health Care Power of Attorney
 - Pre-Hospital Medical Directive (Do Not Resuscitate)
2. If you do not feel comfortable in preparing a Directive, you may contact an attorney or refer to the [State Bar](#).
3. Once you have completed your Advance Directive, make sure it is properly signed by a witness or notarized.

Instructions to register an Advance Directive

1. Print a copy of the [Registration Agreement](#).
2. Read the Registration Agreement carefully and complete the form.
3. Attach a legible and clearly readable **copy** of your Advance Directive to the Registration Agreement.
Do not send your original advance directive documents.
4. Sign and date the Registration Agreement and return it:

Filing By Mail:
Secretary of State
Attn: Advance Directive Dept.
400 W. Congress, Ste. 141
Tucson, AZ 85701

In-Person Filing:
Phoenix Office
State Capitol Executive Tower
1700 W. Washington Street
Second Floor, Ste. 220

Tucson Office
Arizona State Complex Building
400 W. Congress
First Floor, Ste. 141

Note: As has been previously stated, our office can only accept certain documents for filing. Any submission including extra forms will still be processed; however, some documents should not be submitted with your directive. Here is an incomplete list of such documents:

- Financial documents
- Living trusts
- Power of attorney for financial/property (non-medical)
- Last will and testaments
- Organ donations

Verification Process of Registration

1. A printed record of the registration and a wallet card will be returned by mail. Review both for accuracy.
 - If the information is accurate check the box "no corrections required"
 - If the information is inaccurate check the box "the information is not correct"
2. Sign the verification form and return it to the Secretary of State's Office.
You will not be able to view your filings online until we receive your signed verification letter.
3. If needed the Secretary of State's Office will make corrections as specified by the program participant.

Activation of Registration

Once the office receives verification that the information on file is correct, the registration is officially activated. Keep the wallet card with member ID and password handy.

Contact Your Health Care Provider

You can share your password with your appointed medical power of attorney, your doctor and the hospital or clinic where you receive medical care, and/or whoever you choose.