



**KATIE HOBBS**  
SECRETARY OF STATE

January 7, 2019

Greetings from Secretary of State Katie Hobbs:

Thank you for sending your health care directive to the Arizona Health Care Directive Registry for safe and confidential storage. And congratulations on giving your family and loved ones a great gift by planning for your future health care in advance. There are a few items that are enclosed with this letter.

**If this is a new registration, your advance directive has now been added to the registry.**

- Review the cards and Verification form that is enclosed for accuracy.
- If your personal information is correct, mark the “no corrections required” box on the Verification form. If corrections\* are needed mark the “information is not correct” and specify the correction. Sign and return this form.
- Review your enclosed copy of your health care directive. If corrections are needed, you must complete a new Registration Agreement form and attach a corrected copy of the directive.

**If you are updating your registration, your information has been changed in the registry.**

- Unless you requested a replacement card, you will continue to use the previous card mailed
- Review the Verification form that is enclosed for accuracy.
- If your personal information is correct, mark the “no corrections required” box on the Verification form. If corrections\* are needed mark the “information is not correct” and specify the correction. Sign and return this form.
- If you were updating your directive, review your enclosed copy of your health care directive. If corrections are needed, you must complete a new Registration Agreement form and attach a corrected copy of the directive.

**Please make sure that the verification form is returned to our office. Until the verification card is filed with us, your card will not work when you try to log-in online. If you have questions about this process, please contact us at (602) 542-6187.**

\*Please note that only changes to your Registration Agreement are to be indicated on the verification form. If you have changes to your health care directive you must submit an entirely new health care directive that includes the desired changes. Submitting only the page that contains the desired changes is not valid. If you are sending a new health care directive please remember to also send a new Registration Agreement and to check the box marked “Replace a health care directive(s) now in the Registry with a new one.”

Best Wishes,

A handwritten signature in black ink, appearing to read "Katie Hobbs", with a long horizontal flourish extending to the right.

Katie Hobbs  
*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.

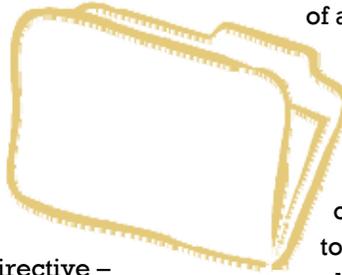
The Secretary of State's Registry is maintained and operated by the Secretary of State's Office under Arizona law.



*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.



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.

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.

### 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.

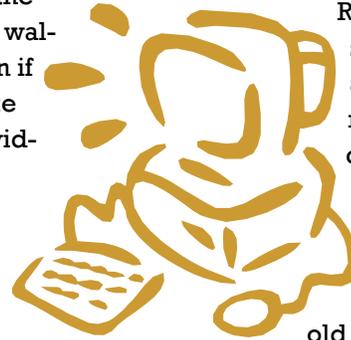
You can share the password with your health care (medical) power

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.



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
- Pre-Hospital Medical Care Directives, also known as the Orange form or Orange card A.R.S. §36-3262.

Samples of these directives are in the referenced statutes above and can be found online at [www.azleg.gov](http://www.azleg.gov).



# 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

tronic 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](http://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.**



ARIZONA ADVANCE DIRECTIVE REGISTRY  
Office of the Secretary of State  
1700 W. Washington Street, Fl. 7  
Phoenix, AZ 85007  
www.azsos.gov  
(602) 542-4285

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ARIZONA DEPARTMENT OF STATE

OFFICE OF THE



**KATIE HOBBS**  
SECRETARY OF STATE

PROVIDING ACCESS  
*Preserving Arizona*  
Arizona State Library, Archives, & Public Records

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**