

# Advance Directive Checklist

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There are a lot of decisions to be made as you complete your advance directive. We also want to make sure you take the proper steps to make sure your advance directive is legal so your wishes will be honored if you can't speak for yourself. Let's take this step-by-step.

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## **Step 1: Download the Advance Directive**

- Access the advance directive forms for where you live. Remember, each state has different requirements.
- Depending on the source, you may be able to complete a fillable form on your computer. If not, print the advance directive. You may want to print a few copies in case you make a mistake.
- The advance directive may start with important information about completing the form. Be sure to read this information carefully.

## **Step 2: Complete the Advance Directive**

- Select your power of attorney (POA), alternate, and second alternate.
- Complete the remainder of the advance directive to give specific instructions on the care you wish to receive under different circumstances.

## **Step 3: Making Your Advance Directive Legal**

To make your advance directive legally binding, follow the requirements for your state:

- Two witnesses over the age of 18 who are not listed in your advance directives or family members **OR**
- Get it notarized.



## **Step 4: Make Copies of the Advance Directive and Distribute To**

- Your healthcare providers
- Your local hospital
- Your healthcare agent
- Your assisted/residential living community (if applicable)
- All members of your family or those who matter most to you

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