

# 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
  - All other forms will be returned.
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  
First Floor, Ste. 103

**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, all ineligible forms will be returned for your records. Here is an incomplete list of such documents:

- Financial documents
- Living trusts
- Power of attorney for financial/property (non-medical)
- Do-Not-Resuscitate forms (orange, "DNR" form should be kept somewhere visible at your home.)
- 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.