

Your Advance Directive: Next Steps

After you complete your AD there are several steps you should take. Use the list below to make sure you cover all the steps. You can check them off to help you keep track.

Once the documents are complete and correct, you need to get them signed and witnessed.

- You must sign your AD in the presence of two witnesses.
 - Witnesses must be at least 18 years old.
 - Your agent, if you chose one, should not be a witness.

Virginia does not require that you sign in front of a notary, but it doesn't hurt to do so if possible.

- Sign in the presence of a notary (optional).

If you gave your agent or physician the right to do anything over your objection, you will need to get a physician or psychologist to sign the boxed-in area on the form.

- Discuss your decision with a physician or psychologist.
- Ask him/her to sign the statement that you understand this decision and the possible consequences.
 - You can get this signature before or after you and your witnesses sign. But try to get the signatures as close in time as possible.

Once your AD has all the signatures you need, you need to give copies to the relevant people. You should keep track of who you give copies to because if you want to change or revoke your AD, you will need to let everyone who has a copy know.

- You keep a copy of the original.
- Your agent gets a copy.
- Copies to your:
 - Primary care doctor _____
 - Psychiatrist or psychologist _____
 - Local hospital _____
 - Other health care providers _____
- You can also give copies to your:
 - Family members _____
 - Case manager _____
 - Clergy _____
 - Others you feel should know your wishes _____

- Scan and upload to the Virginia Advance Directives Registry:
<https://www.connectvirginia.org/adr/> (record log-in details on "My AD Tracking Sheet")