



Secretary of State
Elaine F. Marshall

North Carolina Secretary of State

IT

KB Website Manual

Advance Health Care Directives

February 24, 2023

Version 1.0

About Advance Health Care Directives

This manual covers the Advance Health Care Directives Division's section of the Soskb website. In this manual, we cover everything under the **Other Divisions > Advance Health Care** category of the Soskb website.

The screenshot shows the official website of the State of North Carolina, specifically the Secretary of State Elaine F. Marshall's page. The navigation bar includes 'Home', 'Business Registration', 'Other Divisions', 'General Interest', 'How to Guides', and 'Account'. The 'Other Divisions' menu is expanded, displaying a grid of links. A red arrow points to the 'Advance Health Care' section, which includes links for 'Directive lookup', 'Learn about directives', 'Download Forms', 'File a directive', and 'Links'. Other sections include 'Charities', 'Land Records', 'Lobbying', 'Notaries', 'Securities', 'Trademarks', and 'Uniform Commercial Code'.

<u>Advance Health Care</u>	<u>Charities</u>	<u>Land Records</u>	<u>Lobbying</u>
Directive lookup	Search our registry	Search municipal records	Lookup a lobbyist or principal
Learn about directives	Annual reports	Certified Mapper Qualifications	Register Online
Download Forms	Charities & Fundraisers Online	Register for land records training	Liaison Online Filing
File a directive	Filing	Standards & Specifications	File An Online Expense Report
Links	Renew a License		Lobby Forms
	Apply for an Exemption		Download Directory
	Check filing status		
	Download Forms		
<u>Notaries</u>	<u>Securities</u>	<u>Trademarks</u>	<u>Uniform Commercial Code</u>
Become a notary	For Investors	Register a trademark	File UCC

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Advance Health Care Directives

[Advance Health Care Directive \(Main page\)](#)

The main page for [Advance Health Care Directives](#) serves as an overview and springboard to other areas within the Advance Health Care Directives Division.

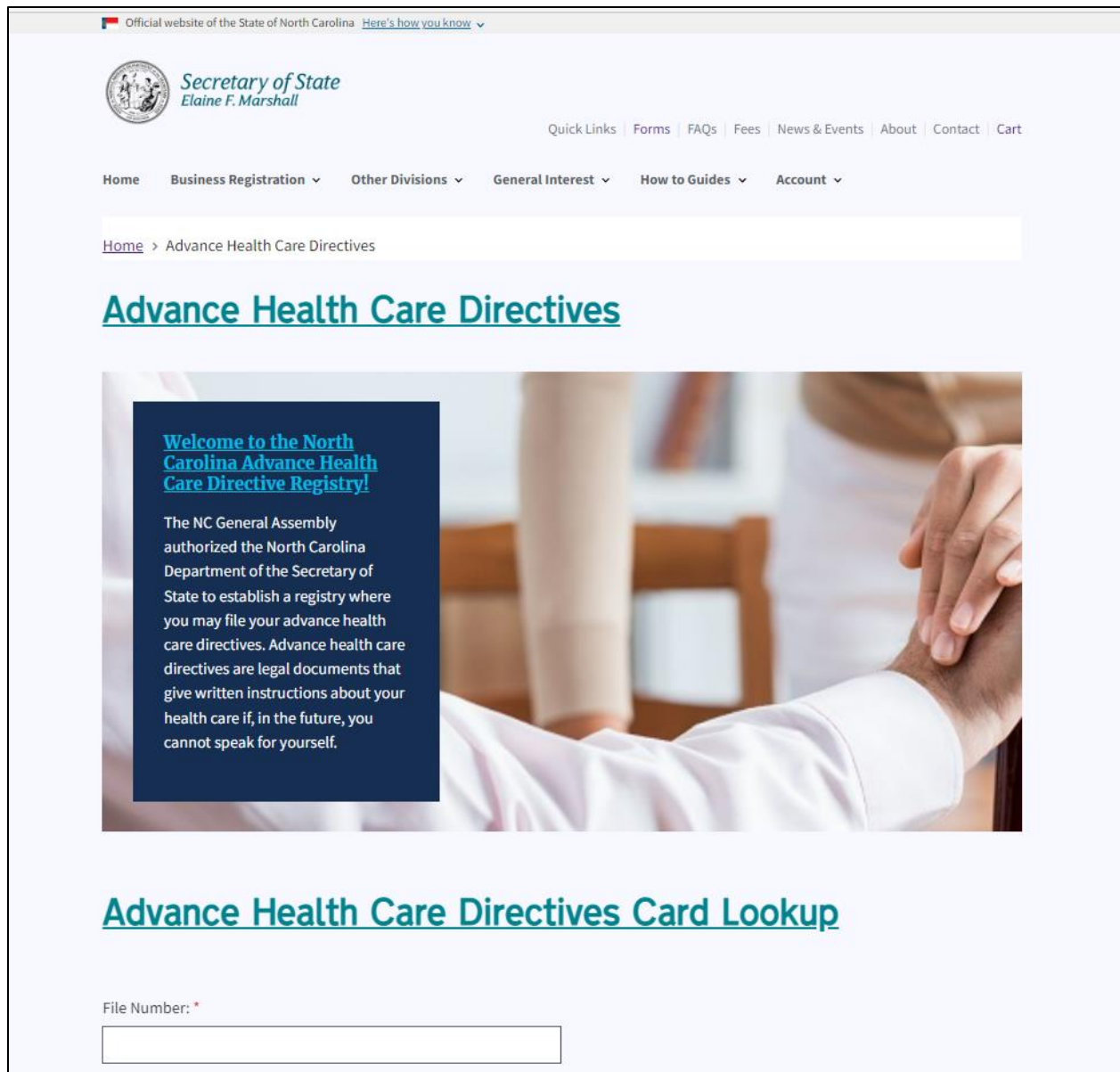


Figure 1. Adv. Health Care Directives main page

In the middle of the page, you find an [Advance Health Care Directives Card Lookup](#) with two entry fields: **File Number** and **Registrant's Password**. Beneath that is a blue Lookup button.

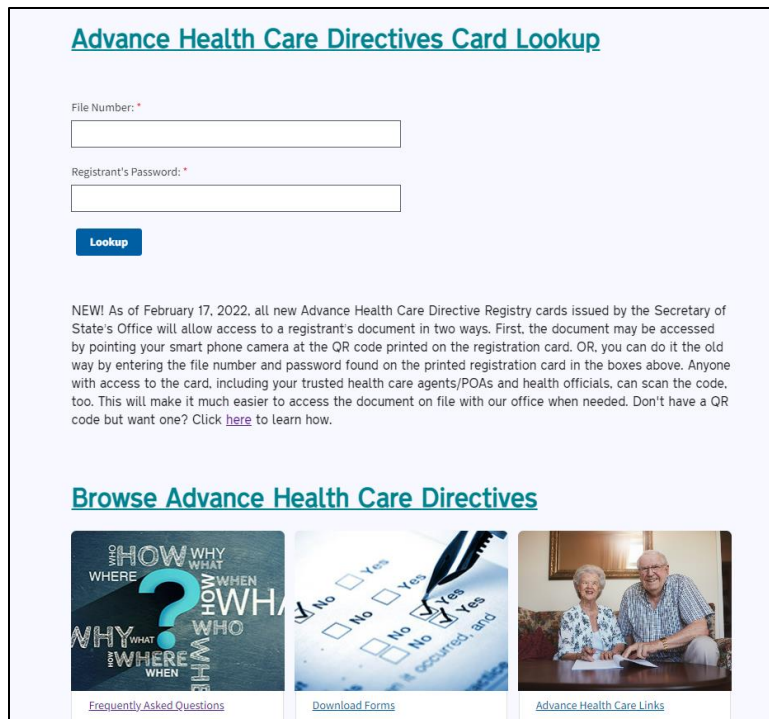


Figure 2. Directives lookup page

How to look up your Advance Health Care Directives Card

To look up your **Advance Health Care Directives Card**, fill in the two entry fields and click **Lookup**.

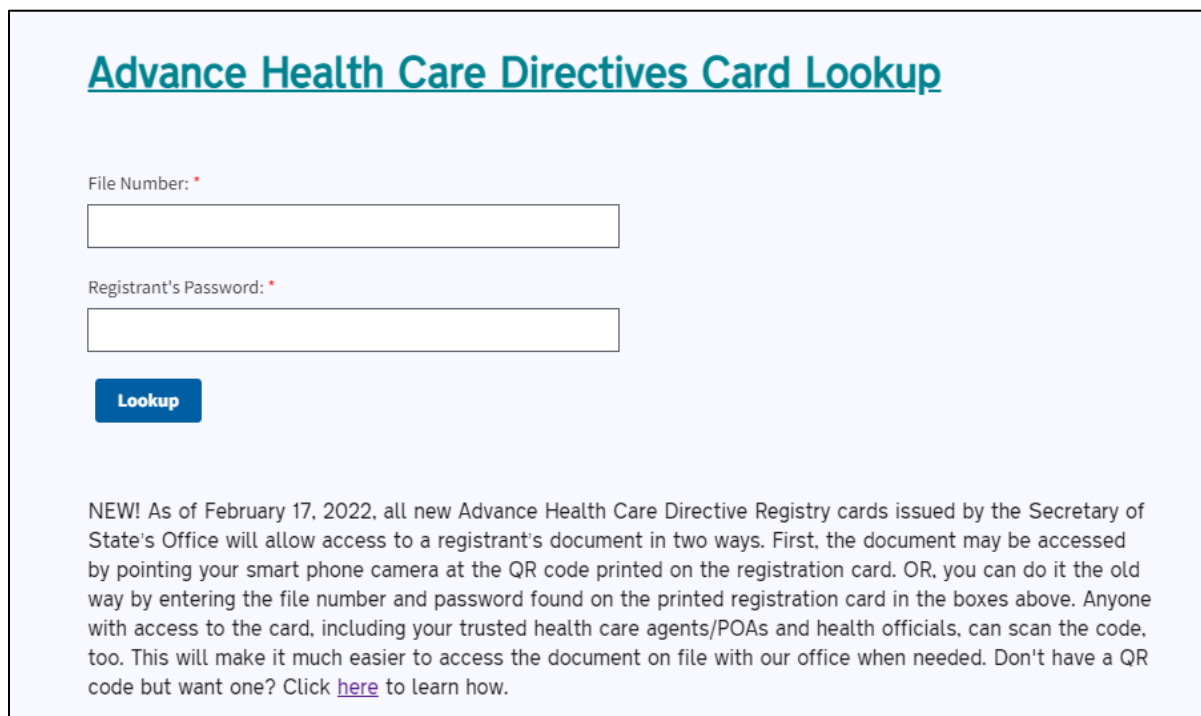


Figure 3. Directives lookup page entry fields







Browse Advance Health Care Directives

Six link boxes with images are located at the bottom of this page.

The six link boxes include:

- Frequently Asked Questions
- Download Forms
- Advance Health Care Links
- Directive Card Lookup
- Organ Donation and the NC DMV
- Secretary Marshall's Message

Browse Advance Health Care Directives

 <p>Frequently Asked Questions</p>	 <p>Download Forms</p>	 <p>Advance Health Care Links</p>
 <p>Directive Card Lookup</p>	 <p>Organ Donation and the NC DMV</p>	 <p>Secretary Marshall's Message</p>

Contact Advance Health Care Directives

Email	Telephone	Fax	Mailing Address	Carrier Envelopes
ahcdr@sosnc.gov <small>*This email address is ONLY for questions pertaining to Advance Health Care Directive</small>	919-814-5400	9919 814-5397	Advance Health Care Directive Registry Department of the Secretary of State Post Office Box 29622	2 South Salisbury Street Raleigh, North Carolina 27601-2903

Figure 4. Adv. Health Care Directives options section

At the bottom of the **Advance Health Care Directives** main web page, is the contact information for the division.

<u>Email</u>	<u>Telephone</u>	<u>Fax</u>	<u>Mailing Address</u>	<u>Carrier Envelopes</u>
ahcdr@sosnc.gov	919-814-5400	9919 814-5397	Advance Health Care Directive Registry Department of the Secretary of State Post Office Box 29622 Raleigh, North Carolina 27626- 0622	2 South Salisbury Street Raleigh, North Carolina 27601- 2903
*This email address is ONLY for questions pertaining to Advance Health Care Directive Registry matters.				

Figure 5. Contact information for Adv. Health Care Directives

Two Ways to Lookup Your Advance Health Care Directives

You can access your Advance Health Care Directive documents two ways:

- Point your smart phone camera at the QR code on the registration card.
- Or, enter the **file number** and **password** in the [Advance Health Care Directives Lookup](#) page.

The QR code on the registration card allows easy access to your health care instructions by health officials.

Download Forms for Advance Health Care Directives

To download AHCD forms, select **Other Divisions > Advance Health Care > Download Forms**

This takes you to a web page titled “Forms.” You can select from six downloadable forms in Microsoft Word and PDF formats.

- [Advance Health Care Brochure](#)
- [Removal Form](#)
- [Health Care Power of Attorney](#)
- [Advance Directive for a Natural Death \(“Living Will”\)](#)
- [Advance Directive for Mental Health Treatment](#)
- [Organ/Tissue Donor Card](#)

Registration fees are listed at the bottom. **Checks payable to “NC Secretary of State.”**

File an Advance Health Care Directive

To file an Advance Health Care Directive, select **Other Divisions > Advance Health Care > File a directive**.

This takes you to the [Forms](#) web page.

The screenshot shows the official website of the State of North Carolina, specifically the Secretary of State Elaine F. Marshall's page. The navigation menu includes 'Quick Links', 'Forms', 'FAQs', 'Fees', 'News & Events', 'About', 'Contact', and 'Cart'. The main navigation bar has 'Home', 'Business Registration', 'Other Divisions', 'General Interest', 'How to Guides', and 'Account'. The breadcrumb trail is 'Home > Advance Healthcare Directives > Forms'. The page title is 'Forms'. A yellow banner highlights an 'Updated Refund Policy' stating that refund requests must be made within 45 consecutive days of receipt of funds and will only be issued for amounts over \$10.00. Below this, there are two dropdown menus: 'Select the Division:' with 'Advance Healthcare Directives' selected, and 'For Which Forms:' with 'All Forms' selected. A 'Notice' section mentions House Bill 776 (SL 2022-54) reinstating emergency video notarization authority. At the bottom, there is a link for 'Advance Health Care Brochure'.

Figure 6. Forms page

The four types of Advance Health Care Directives are:

- **Health Care Power of Attorney**
- **Declaration of a Desire for a Natural Death**
- **Advanced Instructions for Mental Health Treatment**
- **Declaration of an Anatomical Gift**

All of these directives except the Anatomical Gift declaration (organ donor card) must be notarized before being mailed to and filed with the NC Secretary of State's Office.

Emergency Video Notarization allowed until June 30, 2023

House Bill 776 (SL 2022-54) allows for emergency video notarization authority under N.C.G.S. 10B-25 for Advance Health Care Directives lasting until 12:01 a.m. June 30, 2023. This allows those who are bedridden or unable to physically attend an in-person notary meeting to receive a notarized document via video. If using an emergency video notarization, the notary must complete an additional notary section on the form.

Send your notarized forms and fees to the NC Secretary of State's Office.

Where do I file my Advance Health Care Directives?

You can find the contact information on the main [Advance Health Care Directives](#) web page.

<u>Email</u>	<u>Telephone</u>	<u>Fax</u>	<u>Mailing Address</u>	<u>Carrier Envelopes</u>
ahcdr@sosnc.gov	919-814-5400	9919 814-5397	Advance Health Care Directive Registry Department of the Secretary of State Post Office Box 29622 Raleigh, North Carolina 27626- 0622	2 South Salisbury Street Raleigh, North Carolina 27601- 2903
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Figure 7. Contact page