

# 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.

Pficial website of the State of North Carol	ina Here's how you know 🗸				
Secretary of State	Quick t	.inks   Forms   FAQs   Fees   News & E	vents   About   Contact   Cart		
Home Business Registration 🗸	Other Divisions A General Interes	t 🗸 How to Guides 🖌 Account	<b>*</b>		
Advance Health Care	<u>Charities</u>	Land Records	Lobbying		
Directive lookup	Search our registry	Search municipal records	Lookup a lobbyist or principal		
Learn about directives	nual reports	Certified Mapper Qualifications	Register Online		
Download Forms	ties & Fundraisers Online	Register for land records training	Liaison Online Filing		
File a directive	ng	Standards & Specifications	File An Online Expense Report		
Links	Renew a License		Lobby Forms		
	Apply for an Exemption		Download Directory		
	Check filing status		-		
	Download Forms				
Notaries	Securities	<u>Trademarks</u>	Uniform Commercial Code		
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 <u>Advance Health Care Directives</u> 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 <u>Advance Health Care Directives Card Lookup</u> with two entry fields: **File Number** and **Registrant's Password**. Beneath that is a blue Lookup button.

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V! As of February 17, 2022, all new Advance Health Care Dire	
access to the card, including your trusted health care agent: This will make it much easier to access the document on file e but want one? Click <u>here</u> to learn how.	ts/POAs and health officials, can scan the code e with our office when needed. Don't have a Q
owse Advance Health Care Dir	rectives
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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**.

	Advance Health Care Directives Card Lookup
4	Advance fleatth Care Directives Card Lookup
F	File Number: *
F	Registrant's Password: *
	Lookup
1	NEW! As of February 17, 2022, all new Advance Health Care Directive Registry cards issued by the Secretary of State's Office will allow access to a registrant's document in two ways. First, the document may be accessed by pointing your smart phone camera at the OR code printed on the registration card. OR you can do it the old
t v t	way by entering the file number and password found on the printed on the registration card. OR, you can do it the old way by entering the file number and password found on the printed registration card in the boxes above. Anyone with access to the card, including your trusted health care agents/POAs and health officials, can scan the code, too. This will make it much easier to access the document on file with our office when needed. Don't have a QR
(	code but want one? Click <u>here</u> to learn how.

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



Figure 4.Adv. Health Care Directives options section

to Advance Health

Care Directive

Post Office Box

29622

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

Contact Advance Health Care Directives						
Email	Telephone	Fax	Mailing Address	Carrier Envelopes		
ahcdr@sosnc.gov *This email address is ONLY for questions pertainin to Advance Health Care Directive Registry matters.	919-814-5400 g	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		

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 <u>Advance Health Care Directives Lookup</u> 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
- <u>Removal Form</u>
- Health Care Power of Attorney
- Advance Directive for a Natural Death ("Living Will")
- <u>Advance Directive for Mental Health Treatment</u>
- 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.

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Home Business Registration Other Divisions General Interest How to Guides < Account    Home Advance Healthcare Directives > Forms Frequently Asked Questions   Eorns Download Forms   Directive Card Lookup   Forms   Refund requests must be made within 45 consecutive days of receipt of funds and will only issued for amounts over \$10.00.   Select the Division:   Advance Healthcare Directives   Advance Healthcare Directives   Select the Division:   Advance Healthcare Directives   Shows Bill 776 (SL 2022-54) reinstated the emergency video notarization authority under N.C.G.S. 10B-25 effective July 8, 2022 and lasting until 12:01 AM on June 30, 2023. If any of the advance health care documents		Secretary of State	е	Quick Links	Forms FAQ	Fees   News & Events   About   Contact   Cart
Home > Advance Healthcare Directives > Forms       Advance Health Care         Forms       Download Forms         Updated Refund Policy       Forms         Refund requests must be made within 45 consecutive days of receipt of funds and will only issued for amounts over \$10.00.       Forms         Select the Division:       Organ Donation and the NC DMV         Advance Healthcare Directives       C         For Which Forms:       Image: Comparison of the forms         All Forms       C         Notice       House Bill 776 (SL 2022-54) reinstated the emergency video notarization authority under N.C.G.S. 10B-25 effective July 8, 2022 and lasting until 12:01 AM on June 30, 2023. If any of the advance health care documents	Home	Business Registration 🗸	Other Divisions 🗸	General Interest 🗸	How to Guid	ies 🗸 Account 🗸
Forms       Download Forms         Updated Refund Policy       Directive Card Lookup         Refund requests must be made within 45 consecutive days of receipt of funds and will only issued for amounts over \$10.00.       Organ Donation and the NC DMV         Select the Division:       Image: Comparison of the advance health care documents       Organ Donation and the NC DMV         Select the Division:       Image: Comparison of the advance health care documents       Organ Donation and the NC DMV         Notice       Image: Comparison of the advance health care documents       Image: Comparison of the advance health care documents	Home :	> Advance Healthcare Dire	ctives > Forms			Advance Health Care
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are being notarized using remote video technology, the notary is required to complete the additional notarial language in the notary section as provided on the form	Notic House author 12:01 / are be	E Bill 776 (SL 2022-54) rity under N.C.G.S. 10E AM on June 30, 2023. ring notarized using rei polete the additional r	) reinstated the en 3-25 effective July If any of the adva mote video techno votarial Language i	nergency video n 8, 2022 and last nce health care d ology, the notary is	otarization ing until locuments s required on as	

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 physical 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 <u>Advance Health Care Directives</u> web page.

Contact Ad	Contact Advance Health Care Directives					
Email	Telephone	Fax	Mailing Address	Carrier Envelopes		
ahcdr@sosnc.gov *This email address is ONLY for questions pertaining to Advance Health Care Directive Registry matters.	919-814-5400 g	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		

Figure 7. Contact page