

Template: ACD Checklist & Document Register

Use this checklist to track your progress and keep a clear record of your important documents. Keep this register with your other important papers.

Part A: My Action Checklist

Follow these steps to complete your Advance Care Directive.

Step	Date Completed	Notes
1. Get the Official Form		From the NSW Health website: Advance care plan directive (form only)
2. Reflect on My Wishes		Used <u>Template: Preparing for Advance Care Directive</u>
3. Talk to My Doctor		Discussed my health, choices, and treatment options.
4. Talk to My Family/Guardian		Explained my wishes and decisions.
5. Complete the Form		Filled out the ACD form clearly.
6. Sign and Witness the Form		Signed in front of my witness(es).
7. Share Copies of the Form		See the register below.
8. Store the Original Safely		See the register below.
9. Set a Review Date		Plan to review every 2-3 years or after a life event.

Part B: My Document Register

Use this section to record where your Advance Care Directive is located.

Date my Advance Care Directive was signed: _____

Name(s) of my witness(es): _____

Location of the ORIGINAL Document:

_____ (e.g., With my solicitor, in a safe deposit box, in my home safe)

Copies of my Advance Care Directive have been given to:

Name	Relationship	Date Given
[e.g., Dr. Jane Smith]	[e.g., My GP]	
[e.g., John Doe]	[e.g., Enduring Guardian]	
[e.g., Mary Doe]	[e.g., Daughter]	

Disclaimer: This template is for informational purposes only and does not constitute professional advice. We do not guarantee the accuracy or reliability of its information or calculations.

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