

Advance Care Directive Factsheet

A clear path to care

What is meant by a certified copy?

A certified copy is an exact or identical copy of the original document. In this case a certified copy of an Advance Care Directive means a photocopy of the ACD which has been certified to be an exact copy of the original document.

What does it mean to 'certify' an Advance Care Directive?

It means that you are formally confirming in writing that the copy of the Advance Care Directive is exactly the same as the original Advance Care Directive. It is true, accurate, or genuine.

As a certifier, you are not required to check the legal status of the ACD or its contents.

How to certify copies of Advance Care Directives

To certify copies of the person's original Advance Care Directive (ACD) you will need to be a person who is on the list of authorised witnesses (certifiers) which includes:

- > Health practitioners (doctors, nurses, physiotherapists, psychologists, podiatrists, pharmacists, paramedics, ambulance officers etc).
- > Justices of the Peace and lawyers.
- > Persons who are employed by a Government authority with more than five years service (eg hospital social workers or administration staff).
- > A full list of people who can certify documents can be found here: www.advancecaredirectives.sa.gov.au

To certify copies you need to:

- Photocopy the original ACD.
- Stamp or write a certification statement on the front of the photocopied ACD. If not using the certification stamp, use the following wording:
"I, (insert your name), (occupation) certify this and the following...(insert number of pages) pages to be a true copy of the original as sighted by me on....(insert date)"
- Sign your name and date to complete the certification statement and initial each page of the ACD form.
- Give the original back to the person.
- Place the certified copy in the alert section of the patient's medical record and/or scan it into electronic records. Please do not photocopy a certified copy of an ACD.

For more information

SA Health
Policy and Commissioning Division
Email: policy&legislation@health.sa.gov.au

Subject line: Advance Care Directive

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