



# How to certify copies of Advance Care Directives

Authorised witnesses, (listed under Schedule 1 of the Advance Care Directives Regulations 2014), may be asked to make certified copies of a person's original and completed Advance Care Directive form (ACD). Making certified copies is important in ensuring the person can provide a copy of their ACD to those who care for them, including any appointed Substitute Decision-Makers or Person Responsible, their GP or health service etc.

## What does 'certified copy' mean?

A certified copy is an exact or identical copy of the original document. In this case, a certified copy of an ACD means a photocopy of a fully signed ACD form, which has been certified to be an exact copy of the original document.

It means that you are formally confirming in writing that the copy of the ACD is an exact copy of the original – that it is true, accurate, or genuine.

## How to certify copies of Advance Care Directives

To certify a copy or copies of a person's original Advance Care Directive, you must be listed as an authorised witness under Schedule 1 of the Advance Care Directives Regulations 2014:

- > Health practitioners
- > Justices of the Peace
- > Legal practitioners
- > Police officers
- > social workers; and
- > Teachers.

### Steps for certifying copies

1. Sight the original ACD and check that the copy or copies are identical to the original.
2. Stamp or write a certification statement on the front page of the copy or copies in the certification box:

The image shows a sample of the 'ADVANCE CARE DIRECTIVE FORM'. At the top, it says 'ADVANCE CARE DIRECTIVE FORM' and 'Government of South Australia'. Below this are fields for 'Your initial:', 'Witness initial:', and 'Date: / /'. The main body of the form contains the following text: 'ADVANCE CARE DIRECTIVE FORM', 'Made under the Advance Care Directives Act 2013 (SA)', 'Any Advance Care Directive that you have previously made under this Act is automatically revoked (cancelled) when you complete this Advance Care Directive Form ("Form"). This Form is designed for people with decision-making capacity, aged 18 years or older, to complete using the Do-It-Yourself Guide.', and a 'Certification statement or JP stamp. For use of certifying copies only (leave blank on original)'. A large blue arrow points to the empty certification box at the bottom of the form.

**IMPORTANT:** Only stamp/sign the certification box on the first page on the copies of the original, when certifying them as a true copy, not on the original ACD form.

3. A suggested certification statement: *'I (insert full name), (insert authorised witness category) certify that this and the following (insert number of pages) pages to be a true and correct copy of the original sighted by me. This (insert full date dd/mm/yyyy).*
4. Sign in your usual signature.
5. For Justices of the Peace: sign and put your JP stamp underneath the certification statement, or if you do not have a stamp, write your full name, your JP ID number and the words 'A Justice of the Peace for South Australia'.
6. Give the original ACD back to the person and the copy/ies.
7. For health practitioners in clinical settings: place a certified copy in the alert section of the patient's medical record and/or scan it into their electronic medical record.

The Information for Witnesses document is a useful document for witnesses and can be found on the Advance Care Directives website and within the Advance Care Directives Kit.

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## For more information

**End of Life Care  
Health Services Programs  
Department for Health and Wellbeing**  
[www.advancecaredirectives.sa.gov.au](http://www.advancecaredirectives.sa.gov.au)  
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