

How will my health care provider know if I have an Advance Directive in the Lockbox?

It is important to notify family members and health care professionals that you have an advance directive filed in the Nevada Lockbox. Share your wallet card registration number with your loved ones, attorney, and/or health care professionals. Be sure to let them know of any updates in your documents ranging from a simple change of address to a new advance directive. ***As the registrant, you are responsible for ensuring that your registration number is shared only with people that you want to have access to your Lockbox file.***

How can my health care provider or health care facility become an Authorized Entity?

An Authorized Entity may access the Lockbox through their own registration access or by using the patient's registration number if the patient is able to provide it. Authorized entities have secure access to the registry and can immediately determine if a patient has an advance directive or other related document registered with the Advance Directive Registry, thus enabling them to access that patient's advance directive.

In order to be an Authorized Entity, organizations must complete and submit the Authorized Entity Access Agreement to the Nevada Secretary of State's office. Agreements will only be accepted from those organizations licensed to conduct business in Nevada and that hold an active medical provider license. Once approved, the Lockbox program will contact the Authorized Entity with instructions, an account number and access code.

NevadaLockbox.nv.gov



Protecting Your Wishes

NEVADA LOCKBOX

Nevada Secretary of State
2250 Las Vegas Boulevard North, Suite 400
North Las Vegas, NV 89030
www.NevadaLockbox.nv.gov



For more information contact:
Program Officer: 702-486-2887
Secure Fax: 775-684-7177
Email: Lockbox@sos.nv.gov

NevadaLockbox.nv.gov



Protecting Your Wishes

A GUIDE TO
THE FILING AND
ELECTRONIC
STORAGE OF
ADVANCE
DIRECTIVES
AND
GUARDIANSHIP
NOMINATIONS



A no-cost service provided by
Nevada Secretary of State

What is the Nevada Lockbox?

The Nevada Lockbox is an electronic registry securely maintained on the Nevada Secretary of State website, which contains an electronic reproduction of each document filed by the registrant. Documents are readily available online when needed. The Nevada Lockbox has two filing components: the Advance Directive Registry and the Guardianship Nomination Registry.

Which documents can I file?

An advance directive is a document in which you provide instructions about your health care wishes when you are physically or mentally unable to express them. It is called an advance directive because you make the medical decision for yourself before you become seriously ill. Some examples of advance directives include:

- ✓ Living Wills
- ✓ Durable Powers of Attorney for Health Care Decisions
- ✓ Do Not Resuscitate Order (DNR)
- ✓ Provider Order for Life-Sustaining Treatment (POLST)
- ✓ Advance Directive for Psychiatric Care

These documents are filed with the **Advance Directive Registry** of the Nevada Lockbox.

The **Guardianship Nomination Registry** holds a registrant's Request to Nominate Guardian Form. An adult person may use this form to nominate another person to serve as their guardian in the event that designation of a guardian by a court becomes necessary. The form must be signed by the registrant requesting the nomination, two impartial adult witnesses and must be notarized. If a person applies to a court to be designated as the guardian of a person, the court must first determine whether a guardian has already been nominated for the person by accessing the Nevada Lockbox.

Who has access to the Nevada Lockbox?

Documents stored within the Nevada Lockbox are accessible only by registrants, anyone to whom the registrant gives access, and Authorized Entities.



An Authorized Entity is an organization that has been given permission to access the registry. The Advance Directive Registry can be accessed by Authorized Entities that include, but are not limited to, providers of health care such as a hospital, medical practice, hospice care and a skilled nursing facility. Access to the Guardianship Registry has been made available to every District Court in Nevada for use in the appointment of a guardian. Law enforcement may also have access in certain circumstances.

Registration with the Nevada Lockbox is voluntary and at no cost to registrants or Authorized Entities.

How do I create my advance directive?

Many advance directives or associated documents may be completed with the assistance of an attorney or estate planner. A POLST is prepared by a medical professional for patients who are seriously ill with a life-limiting illness. You may also complete some documents yourself by using online resources. You will find information on organizations and their resources by visiting the *Forms & Resources* section at www.NevadaLockbox.nv.gov.

What is an Advance Directive Locator?

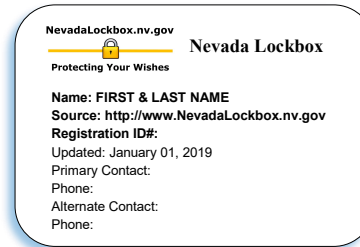
If you do not want to file documents with the Nevada Lockbox, complete and file an Advance Directive Locator Form which provides the physical location of your documents without providing the actual content. Note that using the Advance Directive Locator may delay important health care decisions until the documents are located.

How do I register with Nevada Lockbox?

You can obtain an Advance Directive Registration Agreement and/or a Request to Nominate Guardian Form online at www.NevadaLockbox.nv.gov. Mail, fax, or hand deliver a signed registration agreement along with copies of your advance directive to:

Nevada Lockbox
c/o Nevada Secretary of State Barbara Cegavske
2250 Las Vegas Boulevard North, Suite 400
North Las Vegas, NV 89030
Fax: 775-684-7177

The **original** Request to Nominate Guardian Form with wet signatures is required and may be mailed or hand delivered (do not fax). If you do not have computer access, these forms can be mailed to you by calling the program office.



You will receive a letter confirming your registration and that the documents have been securely stored. Your confirmation letter

will also include a wallet-sized card containing your registration number along with adhesive labels with Nevada Lockbox contact information, instructions for accessing your Lockbox and viewing documents online, and how to make changes.

Can I make changes to my Lockbox?

As the registrant, you may update your registration at any time using an Authorization to Change Form. You may also replace, withdraw, or revoke all or part of your documents filed with the Nevada Lockbox. A new Request to Nominate Guardian Form will be required if you are changing a nominee as your guardian. Changes to your Nevada Lockbox must be in writing using the appropriate form.