

# *INSTRUCTIONS FOR EXECUTING THE* **VERMONT CATHOLIC ADVANCE DIRECTIVE**

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1. Read the Vermont Catholic Advance Directive (VCAD).
2. Designate your agent and alternate agent(s), making sure to read the sections on “Choosing Your Agent” and “Things You Should Discuss with Your Agent” in the information packet.
3. Do not sign the document until you have two qualified witnesses present. Vermont law requires that these witnesses be at least 18 years of age, neither of whom is your agent, spouse, reciprocal beneficiary, parent, sibling, child or grandchild. Friends, neighbors, extended (non-heir) family members, the local notary public, town clerk, a person at the bank, parish members, etc., are all possible individuals who could serve as your witnesses.

If you will be signing the VCAD while you are being admitted to or are a patient or resident in a hospital, nursing home, or residential care home, an additional approved person (designated hospital explainer, long-term care ombudsman, member of the clergy, Vermont attorney, or person designated by the probate court) needs to confirm that the nature and effect of the advance directive has been explained to you and you appear to understand it.

4. Signed documents should go to the following people:
  - Your agent and alternate agent(s) should have original documents
  - Your preferred physician should have an original document
  - An original should be attached to your hospital medical record
  - You should keep an original document for your records (**not** in a safe deposit box)
  - It is optional, but may be beneficial, to register your VCAD with the Vermont Advance Directive Registry
5. After executing an advance directive, you might want to craft a separate document with other information that is important to you. It could include the following:
  - A list of persons to be notified if you are sick or dying
  - Detailed funeral plans
  - Obituary information
  - Other important information you wish to have known

Tell your agent(s) about this document and keep it with your VCAD.

**If you have any questions or need help completing your form,  
please contact Respect Life Office  
(802) 658-6110 – Ext. 1131**