

Checklist for Power of Attorney over a Protected Person or Minor Child

Keep a copy of all documents for your records.

(1) To delegate power of attorney over a protected person or minor child:

- Complete two original copies of the form entitled Power of Attorney over Protected Person or Minor Child. Do not sign the form except in front of a notary.
- In Paragraph (1), write the name and birth date of the minor or protected person. Check the correct box to indicate whether you are that person's parent or guardian.
- In Paragraph (2), provide the name and contact information of the attorney-in-fact.
- Check the box in Paragraph (3) if you are delegating all authority to the attorney-in-fact.
- Check the box in Paragraph (4) if you are delegating only some authority and then describe that limited authority.
- In Paragraph (5), write the date on which the power of attorney expires. The date cannot be more than 6 months after the date you sign the form.
- If you want the power of attorney to continue while you are disabled, check the box in Paragraph (6). If you **do not** want the power of attorney to continue while you are disabled, **do not** check the box in Paragraph (6).
- Sign and date both originals of the form in the presence of a notary. The delegation of authority is effective when the forms are signed and notarized.
- Give one signed original to the attorney-in-fact. Keep the other signed original for yourself. Make additional copies as needed for schools, doctors, etc.

(2) To revoke the power of attorney:

- You may revoke the Power of Attorney at any time by notifying the attorney-in-fact.
- Complete the form entitled Revocation of Power of Attorney. Do not sign the form except in front of a notary.
- Give a copy of the revocation to the attorney-in-fact and to anyone who has been given a copy of the Power of Attorney form.
- If possible collect and destroy any copies of the Power of Attorney form.