# Checklist for completing your application to register a co-decision-making agreement

## When should you use this checklist?

Use this checklist when you have reached step 1E of your online application to ensure you complete your application to **register a co-decision-making agreement** correctly.

## Have you checked that you have selected the correct type of decision support arrangement for you?

A co-decision-making agreement is a decision support arrangement which lets you choose someone you know and trust, such as a friend or family member, to be your co-decision-maker and to **jointly** make decisions included in your co-decision-making agreement with you. You can find guidance and videos about making a co-decision-making agreement on our website at www.decisionsupportservice.ie

## Preparing your application

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| My co-decision-maker has a verified MyDSS account.<br><br>**Note:** Anyone can verify their identity by creating a MyDSS account using MyGovID, or by completing the manual identity verification application form on the Decision Support Service website. | ☐ |
| I have added clear details of the decisions that I want my co-decision-maker to make jointly with me at step 1D of my online application.<br><br>⚠ A co-decision-making agreement **must** include one, or more than one, specific decision regarding your personal welfare and/or property and affairs. You **must** provide clear details about the decision(s) you want to include. If you are unsure what information you need to include, please contact a member of our team for help by emailing queries@decisionsupportservice.ie or by calling 01 211 9750 on Monday – Friday between 09:00 – 16:00. **If you have not included specific decisions in your online application at step 1D, the application will be returned to you to be completed again and you will be required to re-complete all of the supporting documents.** | ☐ |
| I have completed all of step 1 "Complete, generate and download application forms" on my online application form and have downloaded the supporting documents for completion. | ☐ |
| I have read through my documents and have confirmed that all the information on the forms match with the information on my application. | ☐ |

# Checklist for completing your application to register a co-decision-making agreement

## Completing the supporting documents for your application

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| A registered medical practitioner (for example, a GP or consultant) or healthcare professional has assessed my capacity and completed the statement of capacity in full. A healthcare professional means a registered:<br><br>• social worker<br>• speech and language therapist<br>• nurse<br>• midwife<br>• occupational therapist | ☐ |
| I have signed my appointer declaration and my co-decision-maker has signed their co-decision-maker declaration at the **same time**, in the **same place**, in front of the **same two witnesses**.<br><br>**The two witnesses must meet the following legal requirements:**<br>• They must both be 18 years of age or older<br>• They cannot be an agent or employee of your co-decision-maker<br>• At least one of the two witnesses cannot be an immediate family member of the appointer (you) or the co-decision-maker. An immediate family member means:<br><br>- A spouse, civil partner, or cohabitant,<br>- A child, step-child, son-in-law, or daughter-in-law,<br>- A parent, step-parent, mother-in-law, or father-in-law,<br>- A brother, sister, step-brother, step-sister, brother-in-law, sister-in-law,<br>- A grandparent or grandchild, aunt or uncle, nephew or niece | ☐ |
| Two people have each completed a character reference for my co-decision-maker.<br><br>**Note:** At least one of these references should not be completed by an immediate family member of the co-decision-maker. | ☐ |

You **must** submit your application to the Decision Support Service within **5 weeks** of signing the appointer and co-decision-maker declarations.

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## Uploading your supporting documents to your online application

I have uploaded each of the following documents in full at step 2 "Upload completed application forms" on my online application:

- Arrangement template (draft copy of your co-decision-making agreement)
- Signed and witnessed appointer declaration
- Signed and witnessed co-decision-maker declaration
- Completed and signed statement of capacity
- Two completed and signed character references for the co-decision-maker

## Giving notice of your application

I have provided a copy of the arrangement template, the completed notice form and both signed and witnessed declarations to **all** of my notice parties at the same time I have submitted my application.

**Mandatory notice parties are:**

- The co-decision-maker you are appointing in the co-decision-making agreement
- your spouse, partner or cohabitant, if any
- your adult children, including any stepchildren, if any
- any existing decision supporters you have (decision-making assistants, co-decision-makers, decision-making representatives, attorneys, attorneys appointed under the Power of Attorney Act, 1996, designated healthcare representatives)

**OR**

I do not have any mandatory notice parties.

# Checklist for completing your application to register a co-decision-making agreement

## Completing your online application

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|---|---|
| I have added the names and contact details for each of the two witnesses at step 3 "Add witness details" | ☐ |
| I have added the names and contact details for each of my notice parties at step 4 "Add notice party details"<br><br>**OR**<br><br>I do not have any notice parties and have clicked the "Save" button at step 4 to move to the next step. | ☐ |
| My co-decision-maker has logged into their own verified MyDSS account and accepted their role as my co-decision-maker. | ☐ |
| I have paid the €90 fee at step 5 "Payment and Submission" by clicking the "Pay and Submit" button<br><br>**OR**<br><br>I have applied for a fee waiver and had this approved<br><br>**Note:** You can find out more about fee waivers, including how to apply for one, on our website at: https://decisionsupportservice.ie/resources/fees. | ☐ |
| I have received the message in my MyDSS account confirming that my application has been successfully submitted. | ☐ |

**The Decision Support Service can be contacted by emailing queries@decisionsupportservice.ie or by calling 01 211 9750 on Monday – Friday between 09:00 – 16:00.**