



THE AMERICAN LEGION POST / SQUADRON NAME OR LOCATION CHANGE GUIDELINES

NAME OR LOCATION CHANGE REQUIREMENTS

1. The post can only change its name or location after obtaining a permanent charter.
2. The post must send a copy of either the post meeting minutes and/or post resolution with the name change request form to avoid delays in processing [only one (1) option is required].
If the post wishes to use someone's name, **the individual must be deceased and a permission letter from the family to use the individual's name is required**. These items should be included with the name change request form when submitted through the American Legion state headquarters officer where the post is located.
3. If the post has a supplemental charter and an incorporation is in place at the time of the name change; the new name once processed will cancel the supplemental charter making it "*null and void*". The post will need to re-apply for a supplemental charter using the new name and included "Articles of Incorporation" obtained through the state's Secretary of States' office. It's also highly recommended the post notify both the Secretary of States' office and the Internal Revenue Service (IRS) to ensure all parties have matching information.

INFORMATION

To obtain the post name / location change forms, or to learn more visit our website at www.legion.org/information-center/in-the-media/publications/organization-membership-awards.
Once the required forms have been completed, forward all documents to the American Legion Department headquarters office in your state for processing. Contact information for state offices can be found at www.legion.org/about/organization/departments.

** For Post Location Change only requests - replacement charters will not be created unless specifically requested by the state American Legion headquarters office.