



# THE AMERICAN LEGION

## POST NAME AND/OR LOCATION CHANGE GUIDELINES

### **NAME CHANGES:**

- The Post must have a Permanent Charter established or change the Post name with a Permanent Charter Application. If the Post has an SAL Squadron, the squadron name will also be changed to reflect the post name change information
- If you would like to name the Post after an deceased individual, we must receive a letter from the family giving their permission to use the individuals name. Be sure to include this form with the application when submitted through the state department headquarters office (*if applicable*). See the "Auth. Ltr from Family to Name Post" blank form on our website by clicking the Legion/SAL charter forms link below.
- The Post must send a copy of the **post meeting minutes**, **resolution**, **OR both** (*only one option is required*) send to the Department state headquarters office with the Name Change Form
- To obtain the current name change form, visit our website to find all current Legion/SAL charter related forms at [www.legion.org/publications/256646/legion-sal-charter-forms](http://www.legion.org/publications/256646/legion-sal-charter-forms). Once the required forms/ attachments are complete, submit directly to the American Legion Department state headquarters office for processing. Contact information for state offices can be found on our website at [www.legion.org/departments](http://www.legion.org/departments)
- If the Post has a Supplemental Charter in place, the name change cancels the supplemental charter making it "**null and void**", and the post will need to re-apply for a **new** supplemental charter reflecting the new post name (*see National Headquarters Supplemental Charter guidelines for more information*)

**NOTE: REPLACEMENT CHARTERS WILL BE CREATED AND SENT TO THE DEPARTMENT HEADQUARTERS OFFICE FOR AUTHORIZING ENDORSEMENT SIGNATURES ONCE THE NAME CHANGE HAS BEEN MADE**

### **LOCATION CHANGES:**

- The Post must send a copy of the **post meeting minutes**, **resolution**, **OR both** (*only one option is required*) send to the Department state headquarters office with the Location Change Form
- To obtain the current location change form, visit our website to find all current Legion/SAL charter related forms at [www.legion.org/publications/256646/legion-sal-charter-forms](http://www.legion.org/publications/256646/legion-sal-charter-forms). Once the required forms have been completed to include required attachments, submit directly to the American Legion Department state headquarters office for processing. Contact information for state offices can be found on our website at [www.legion.org/departments](http://www.legion.org/departments)

**NOTE: REPLACEMENT CHARTERS WILL ONLY BE CREATED FOR "LOCATION CHANGES" IF REQUESTED BY THE STATE AMERICAN LEGION DEPARTMENT HEADQUARTERS OFFICE**

If the Post has an SAL Squadron, the squadron location will also be changed to reflect the post location change information