



# THE AMERICAN LEGION POST CHARTER LOCATION CHANGE FORM

[ APPLICATION MUST BE SUBMITTED THROUGH STATE DEPARTMENT HEADQUARTERS OFFICE ]

**MAIL:**

THE AMERICAN LEGION  
ATTN: CHARTERS  
P.O. BOX 1055  
INDIANAPOLIS, IN 46206-1055

Date:

Date Format: mm/dd/yyyy

( select date by clicking inside box )

**EMAIL:** [IA@legion.org](mailto:IA@legion.org)

**TO:** INTERNAL AFFAIRS & MEMBERSHIP DIVISION

**FROM:** DEPARTMENT OF

Post No: SAL Squadron YES OR NO

Old Charter Location:

New Charter Location:

**INFO:** This form is only for a **Post Charter Location Change** (i.e., post is requesting a new charter location different than the charter location listed on file at national headquarters). To update a Post address, visit our website at [www.legion.org/about/organization/departments](http://www.legion.org/about/organization/departments) to contact the American Legion Department Headquarters office in your state for further assistance.

**REQUIRED PAPERWORK TO ATTACH:** POST MEETING MINUTES OR POST RESOLUTION  
[ ONLY ONE (1) OPTION REQUIRED ]

COMMENTS:

**NOTE:** Any applicable replacement charter(s) will be created and sent to the state American Legion department headquarters office for endorsing signatures and processing. The state department office will forward to the respective post/squadron once final.

If the Post has an SAL Squadron, the squadron charter location will also be changed by default.

Contact information for the American Legion Department state headquarters offices can be found on our website by clicking here [www.legion.org/about/organization/departments](http://www.legion.org/about/organization/departments)

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**FOR THE AMERICAN LEGION NATIONAL HEADQUARTERS STAFF USE ONLY:**

PERMANENT CHARTER DATE:

POST LOCATION CHANGE DATE:

EIN / TAX ID#:

REVISED: MAR / 2025