



# THE AMERICAN LEGION POST PERMANENT CHARTER GUIDELINES

1. The Post must have held the Temporary Charter for no less than ninety (90) days and is in good standings with the state American Legion Department headquarters office.
2. The Post Commander and Post Adjutant must sign on the bottom of the 1st page of the permanent charter application before sending application to the state American Legion Department headquarters office for processing. *The application will not be accepted without the proper signatures.*
3. The 2nd page of the Permanent Charter application must be signed and dated by the Department Commander and/or Department Adjutant. *The application will not be accepted without the proper signatures.*
4. To obtain the Post Permanent Charter Guidelines and Permanent Charter application, visit the national website at [www.legion.org/information-center/in-the-media/publications/organization-membership-awards](http://www.legion.org/information-center/in-the-media/publications/organization-membership-awards). Once the application has been completed submit to the state American Legion Department headquarters office for processing/approval. Contact information for state American Legion offices can be found on our website at [www.legion.org/about/organization/departments](http://www.legion.org/about/organization/departments)
5. If the post decides to use someone's name, the individual must be deceased and a permission letter from the family to use the individuals name must be included with the charter application (if applicable).