

National Headquarters Guidelines for Name and/or Location Charter Changes

Name Changes

1. The post must already have a permanent charter established or change the post name with a permanent charter application.
2. The post **CANNOT** be named after a living person.
3. The post must obtain a letter from the family stating they give permission for the post to use their relatives' name.
4. The post must send a copy of the minutes, resolution or both to the department to request a name change.
5. The department is to complete the *Name Change Form* and submit to National Headquarters along with the post minutes, resolution or both then forward all paperwork to the charters clerk.
6. If the post has an SAL squadron it will always be changed to reflect the Legion post information.
7. If a post has a supplemental charter in place, the name change cancels the supplemental charter and the post will need to apply for a **new** supplemental charter reflecting the new name.
8. A new replacement permanent charter and SAL charter, if applicable, will be issued and sent to the department headquarters for department commander and department adjutants signatures.

Location Changes

1. The post must send a copy of the minutes, resolution, or both to the department to request a location change.
2. The department is to complete the *Location Change Form* and submit to National Headquarters along with the minutes, resolution or both then forward all paperwork to the charters clerk.
3. If the post has an SAL squadron it will always be changed to reflect the Legion post information.
4. A new replacement Legion charter and SAL charter, if applicable, **WILL NOT** be issued for a location change only unless the department specifically requests them.