



THE AMERICAN LEGION GUIDELINES FOR ISSUANCE OF A POST PERMANENT CHARTER

1. The Post must have held the Temporary Charter for no less than ninety (90) days and is in good standings with the Department.
2. The Post Commander and Post Adjutant must sign the first page at the bottom of the application before it is sent to the Department for processing. *The Permanent Charter application will not be accepted without the proper approval by the Department.*
3. The 2nd page of the Permanent Charter application must be signed and dated by the Department Commander or Department Adjutant. *If this process is not done properly, the application will be returned to the Department for completion.*
4. To obtain the current temporary charter application contact your American Legion Department state headquarters office, their contact information can be found on our website at <https://www.legion.org/departments> or contact the National Charter's Clerk, Internal Affairs & Membership Division at (email) ia@legion.org
5. If the Permanent Charter Application is not filled out completely and to the satisfaction of the Charters Clerk at National, it will be returned to the Department for completion.
6. If you are naming your Post after an individual, they must be deceased and a letter from their family stating their approval must be attached.