

THE AMERICAN LEGION POST / SQUADRON NAME OR LOCATION CHANGE GUIDELINES MEMORANDUM

POST NAME OR LOCATION CHANGE REQUIREMENTS

1. A post may only change its name or location after it has received a permanent charter.
2. To avoid processing delays, the post must submit the *Name Change Request Form* along with either:
 - Post Meeting Minutes
 - and/or***
 - Post Resolution

[Only one option is required]

NOTE: If requesting to use an individual's name, the person must be deceased, and written permission from the family must be included. These items should be submitted with the name change request form when submitted to avoid delays in processing.

INFO: If the post holds a *Supplemental Charter* and is Incorporated at the time of the name change, the processed name change will automatically **void** the supplemental charter. The post must then re-apply for a new supplemental charter under the updated name and include the "Articles of Incorporation" issued by the state's Secretary of States office.

- It is strongly recommended that the post also notify the Secretary of State and the Internal Revenue Service (IRS) to ensure all records remain consistent and match our records.

ADDITIONAL INFORMATION

- Name and location change forms can be found at: www.legion.org/information-center/in-the-media/publications/organization-membership-awards
- Once completed, forward all forms and documents to the Department (state) American Legion headquarters office where the post is located for processing. Department contact information is available at: www.legion.org/about/organization/departments

NOTE

For *location change only* requests, a replacement charter will not be issued unless specifically requested by the Department (state) American Legion headquarters office.