

THE AMERICAN LEGION DEPARTMENT OF ILLINOIS

For God and Country

*P.O. Box 2910, Bloomington, Illinois 61702-2910
2720 E. Lincoln Street, Bloomington, Illinois 61704-6010*

DATE: October 2025
TO: Post Adjutants
FROM: Joshua M Thielen, Department Adjutant
SUBJECT: Post Officers Certification and Chairman Form

Enclosed you will find forms for the certification of your Post Officers and Chairman. According to our Department Constitution and By-Laws, these officers must be elected, in a regular meeting, not more than sixty (60) not less than thirty (30) days prior to our Department Convention AND they must be reported to the Department Adjutant within five (5) days after the election.

THIS IS A REVISED FORM (DO NOT USE OLD FORM)

We have had problems getting mail to our Legionnaires because of insufficient information on these forms. Please help our Department Headquarters maintain a current mailing list and also assist us in making the correct distribution of the new membership cards, by your prompt and careful attention to completion of this form by **TYPING OR PRINTING LEGIBLY**. Please use this list as a checklist to make sure your form is completed properly. (Use the **WHITE FORM** as the original).

1. Make sure everything is filled out. (Name, dates, telephone number, and serial numbers. I.D.# is American Legion I.D., not military serial # or SSN.)
2. **ALL** dates must have a month and year. If they are not correct or complete, the forms will be returned.
3. Be sure to put the street address and zip code for the Post address, especially in the Chicago and Springfield areas.
4. DO NOT PUT "SAME AS ABOVE" OR "SAME AS LAST YEAR."
5. Never put "Legion Home." We do not know the address of the Legion Home unless you tell us.
6. Please answer YES or NO to any questions, because we do not know what "X" means!
7. The **DEADLINE IS CLOSE OF BOOKS**. If we do not receive the Certification Form by this deadline, you will not receive your membership cards for the **following year** legion year.

We ask that you read and follow all the instructions on the form with care. In the event you have a question, please do not hesitate to call on Department Headquarters.

With my very best wishes for the continued success of your Post.