



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 on the bottom of the 1st page of the permanent charter application before sent to the state American Legion Department headquarters office for processing. *The permanent charter 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 or Department Adjutant. *The permanent charter application will not be accepted without the proper signatures.*
4. To obtain the post permanent charter application, visit our website to find all current Legion/SAL charter related forms at www.legion.org/publications/256646/legion-sal-charter-forms. Once the required forms have been completed to include required attachments, submit directly to the American Legion Department state headquarters office for processing. Contact information for state offices can be found on our website at www.legion.org/departments
5. If you would like to name the post after an deceased individual, a permission letter from the family to use the individuals name must be included with the charter application when submitted through the state department headquarters office (if applicable). See the blank "**Auth. Ltr from Family to Name Post**" form on our website for reference by clicking this link [www.legion.org/documents/legion/pdf/Auth_Ltr from Family to Name Post fillable.pdf](http://www.legion.org/documents/legion/pdf/Auth_Ltr_from_Family_to_Name_Post_fillable.pdf)