

National Headquarters Guidelines for Issuance of a 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 front at the bottom of the application.
3. The back of the Permanent Charter Application must be signed and dated by the Department Commander or Department Adjutant. *If this process is not done the application will be returned to the Department for completion.*
4. The Permanent Charter Application that is currently in place is FORM 30-401 (June/2020). If any changes are made the Departments will be notified. (Please contact your Department if you do not have the current form.)
5. You can find the Permanent Charter application (fillable PDF) at www.myLegion.org, contact your American Legion Department State Headquarters (contact information can be found at www.legion.org/departments), or by email to the National Charter's Clerk, Internal Affairs & Membership division at ia@legion.org.
6. The Permanent Charter Application will not be accepted without the proper approval by the Department.
7. If the Permanent Charter Application is not filled out completely and to the satisfaction of the Charter's Clerk at National, it will be returned to the Department for completion that may cause a delay.
8. **If you are naming your Post after an individual, they must be deceased and a letter from their family giving permission must be attached. See the "authorization letter to name post" form for reference, must be endorsed by Department Headquarters.**