

## National Headquarters Guidelines for Issuance of a Temporary Charter

1. The minimum amount of members required is determined by the individual Departments.
2. **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.**
3. **All** Temporary Charters must wait ninety (90) days before they can apply for a Permanent Charter.
4. National no longer requires signatures for new members.
5. The Organizer of the Post must print, sign and list their address. *The Organizers address is used for the Post until the Post finds a permanent address.*
6. A Post Data Form is sent with the Temporary Charter that enables the Post to list the dues, permanent address and dues mailing address if different than the permanent address.
7. The 1<sup>st</sup> Endorsement on the back of the Temporary Charter Application must be filled out completely then signed and dated by the Department Commander. If this process is not done properly the application will be returned back to the Department for completion.
8. The 2<sup>nd</sup> Endorsement on the back of the Temporary Charter Application is only endorsed by the National Adjutant when the charter is approved and created.
9. The 3<sup>rd</sup> Endorsement on the back of the Temporary Charter Application can be signed by the Department Adjutant but not required for issuance.
10. The Temporary Charter Application currently in place is FORM 30-400. If any changes are made in the future the Departments will be notified. (Please contact your Department if you do not have the current form.)
11. You can find the Temporary Charter Application (fillable PDF) on [myLegion.org](http://myLegion.org).
12. National recommends the Temporary Charter Application be typed and/or printed legibly. *If the names cannot be easily read this will cause a delay in issuing the charter.*
13. If the Temporary Charter Application is not filled out completely and to the satisfaction of the Charters Clerk at National Headquarters it will be returned to the Department for completion.
14. National will not accept a Temporary Charter Application without the proper approval and signatures by the Department.
15. Once the Temporary Charter has been issued the name **cannot** and will not be changed until the Post applies for a Permanent Charter.
16. The National NEC meetings, which are held in the Spring (May), August (National Convention), and Fall (October) **must** approve all **Foreign Charter Applications**.