VETERANS OF FOREIGN WARS.

VETERANS OF FOREIGN WARS OF THE UNITED STATES
NATIONAL HEADQUARTERS
406 WEST 34TH STREET, KANSAS CITY, MISSOURI 64111

CHANGE OF POST NAME

Date: _____

To: The Commander-in-Chief

Through: Commander, Department of _____

In conformity with Section 208, National Bylaws and Manual of Procedure, application is hereby made through channels, for permission to change the name of this Post.

from _____ Post No. _____
CURRENT POST NAME

to _____ Post No. _____
NEW POST NAME

A proposition to change the name of this Post was made at a regular meeting of the Post held on

_____
DATE

Thirty (30) days notice in writing was given to the Department Commander and all members of the Post. A final vote on the motion to change the Post name was taken at a stated meeting (or special meeting called for the purpose) on

_____
DATE

The motion was carried by a favorable vote of two-thirds or more of the members present and voting at said meeting.

All the requirements of Section 208 of the National Bylaws and Manual of Procedure having been complied with, it is hereby requested that the Department Commander and Commander-in-Chief grant permission for the change of Post name as stated above.

When permission to change the name of a Post has been granted, in accordance with Section 208 of the National Bylaws, an amended charter must be issued at the expense of the Post. THE COST OF AN AMENDED CHARTER IS OUTLINED IN THE ENCLOSED DOCUMENT. A check made payable to the Veterans of Foreign Wars of the United States should be included with this request.

Attest: _____
Post Adjutant

_____
Post Commander

Approved by the Department Commander

Print Form

_____
DEPARTMENT ADJUTANT DATE

April 10, 2026

VETERANS OF FOREIGN WARS.

Subject: Charter - Price Increase

To: Department Commanders, Department Adjutants, and Department Quartermasters

From: Quentin Carroll, Director, Administrative Operations

Comrades:

We wish to inform you of an upcoming revision to the fee structure for charters issued by National Headquarters. This adjustment will apply to requests for replacement charters, as well as the required reissuance of charters due to name changes or charter location changes.

Effective **July 1, 2026**, all requests of this nature will be subject to the updated pricing structure outlined below.

This change reflects the need to better align current fees with the increasing costs associated with materials, printing, shipping, and administrative processing. Over time, these expenses have risen significantly, while the charter fee has remained relatively unchanged.

Additionally, older charters often require more extensive research and manual processing due to their condition, format, and the limited availability of electronic historical records. Accordingly, a tiered pricing structure has been implemented to more accurately reflect the level of effort required.

The updated charter fee structure is as follows:

$50.00 – Date of Institution from 2003 to present
$75.00 – Date of Institution from 1980 – 2002
$100.00 – Date of Institution prior to 1980

This updated structure allows us to continue providing accurate and timely charter processing while accounting for the additional resources required.

We appreciate your understanding and cooperation as we implement this change. Departments are respectfully requested to disseminate this information to all subordinate levels to ensure broad awareness and understanding throughout the organization.

Dan West
Adjutant General

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