

# RENAMING A DETACHMENT

## INSTRUCTIONS

1. Complete the application for Detachment Name change following all the requirements on the form.
  - a. Have your members approve the name change, (a majority vote is required) and make sure the Adjutant records it in the minutes.
  - b. If the name change is to honor a deceased Marine, make sure to attach a letter from the next of kin authorizing the Detachment to use the name.
  - c. Have the form signed by the Detachment Commandant and Detachment Adjutant.
2. Mail the completed form and letter from next of kin to the Department Commandant. The Commandant's mailing address can be obtained from the dept web site: [www.mclfl.org](http://www.mclfl.org)
3. The Department Commandant will sign (if approved) and forward to the National Division Vice Commandant.
4. The Division Vice Commandant will sign and forward to the National Commandant.
5. If approved, you will receive the renamed charter from the Department.

APPLICATION FOR DETACHMENT NAME CHANGE  
MARINE CORPS LEAGUE  
PO BOX 3070  
MERRIFIELD, VA 22116-3070

To: National Commandant  
Via: (1) Department Commandant  
(2) National Division Vice Commandant

Date: \_\_\_\_\_

Dear Commandant:

The undersigned request that the name of our Detachment be changed as follows:

Name on Original Charter \_\_\_\_\_

New Name \_\_\_\_\_

I hereby certify that the Detachment has voted on this name change and it was approved by a majority. This motion was recorded in the minutes of our meeting dated \_\_\_\_\_.

If the Detachment name is being changed to honor a deceased Marine we have attached a letter from the next of kin authorizing the Detachment to use \_\_\_\_\_ as the name of our Detachment in perpetuity.

We also agree that with the issue of this new charter the rules and regulations that we agreed to on our original charter application still apply.

\_\_\_\_\_  
Detachment Commandant Signature

\_\_\_\_\_  
Detachment Adjutant Signature

\_\_\_\_\_  
Detachment Commandant Name

\_\_\_\_\_  
Detachment Adjutant Name

**APPROVED:**

\_\_\_\_\_  
Department Commandant

\_\_\_\_\_  
National Adjutant/Paymaster

\_\_\_\_\_  
National Division Vice Commandant

\_\_\_\_\_  
National Commandant

Date Charter Issued: \_\_\_\_\_

Detachment # \_\_\_\_\_