

Sons of The American Legion

112 State Street, Suite 1300, Albany, NY 12207

★★ DETACHMENT OF NEW YORK ★★

518-463-2215 800-253-4466

OFFICER CERTIFICATION FORM (OCF)

PLEASE TYPE OR PRINT NEATLY – ILLEGIBLE FORMS WILL BE RETURNED (*Instructions on reverse*)

The following Sons of The American Legion Officers were elected on _____ Year: 201__ - 201__

Signature of Commander

Date

Signature of Adjutant

Check ONE applicable entry (fill in all contact information in box)

Squadron Number & Name _____

District Number _____

County Name _____

Address: _____

Phone #: _____

Email: _____

MEMBER ID#	OFFICE	MAILING ADDRESS	PHONE # (w/ac)
	Commander		
	<i>Commander's Email Address:</i>		
	1st Vice Commander		
	<i>1st Vice Commander's Email Address:</i>		
	2nd Vice Commander		
	3rd Vice Commander		
	Adjutant		
	<i>Adjutant's Email Address:</i>		
	Chaplain		
	Historian		
	Treasurer		
	Sgt-at-Arms		
	Advisor		

Check here if additional officers or committee chairmen are listed on reverse.

Check here to request a Detachment Manual be sent to Adjutant. (**Only** for counties, districts or any new organizations who submit form after August 31st.)

Fax 518-427-8443 ***** (e-mail) info@nylegion.org ***** (Website) www.sonsdny.org

OFFICER CERTIFICATION FORM (OCF)

Submitted By: Squadron, County, District Adjutants, or other appropriate Official

Submitted To: Detachment Headquarters, Attn: SONS Coordinator.

DISTRICTS also send a copy to the Detachment Adjutant, see Directory.
(District organizations receive their vote on the Detachment Executive Committee upon filing.
New year starts at the close of Detachment Convention).

COUNTIES should send a copy to their **DISTRICT** Adjutant.

SQUADRONS should send a copy to **BOTH** their County and District Adjutants.

REQUESTS FOR OFFICER CERTIFICATION FORMS: May be made by the Adjutant or Commander for the Organizations in their area. (District may request County & Squadron, County may request District & Squadron, and Squadron may request District & County.)

Submit: No later than June 1st (Squadron master list is updated by HQ in August).
File every year and after every election of Officers, even if the Officers remain the same!

Details: Of all the forms requested by the Detachment Organization, this is the most important one.
Levels of The American Legion that do not yet have Sons levels are encouraged to submit the form so the information from mailings will be received in the area.

To **AMEND** a previously submitted form, write “**AMENDED**” on the top, fill in the name of the Organization, the change(s) and the signature line. Be sure to notify the Detachment and Post Office if you move!

Note in left margin on other side if the officers listed are Committee Chairman, and list them below along with any others.

MEMBER ID#	OFFICE or COMMITTEE NAME	MAILING ADDRESS	PHONE # (w/ac)