

Former USAF or USSF members **only**, please complete page two and provide the required items listed thereto to:

[af.jah.filing.workflow@us.af.mil](mailto:af.jah.filing.workflow@us.af.mil)

or

United States Air Force Court of Criminal Appeals  
1500 West Perimeter Road, Suite 1900  
Joint Base Andrews NAFW, MD 20762

**NOTICE:** The United States Air Force Court of Criminal Appeals can only process requests of **former service members** for expungement of **Combined DNA Indexing System (CODIS) records**. Failure to provide the required documentation will result in your request being returned with no action.

MEMORANDUM FOR U.S. AIR FORCE COURT OF CRIMINAL APPEALS

FROM:

SUBJECT: Request for Expungement of DNA Records for Former Service Member

I request the Air Force review information it has submitted into criminal indexing systems on me. In support of this request, I am providing:

1. Verification of Identity for Expungement Request (found here: <https://www.osi.af.mil/afosifoia/>).
2. DD214.
3. Proof of disposition of the alleged offense(s).
4. Name when in the military: \_\_\_\_\_.
5. AFOSI or SFS Investigation number: \_\_\_\_\_.
6. Alleged offense(s):  
\_\_\_\_\_.
7. Unit at the time of the alleged offense(s): \_\_\_\_\_.

I am requesting expungement of my Combined DNA System (CODIS) record, in accordance with the current version of DoDI 5505.14, *Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, Law Enforcement, Corrections, and Commanders*, because:

***(Initial one)***

\_\_\_\_\_ I was convicted at a general or special court-martial of an offense that is not subject to indexing; or

\_\_\_\_\_ I was not convicted at a general or special court-martial of any offense.

8. I understand as a result of this request, the Air Force may review all Air Force criminal indexing records associated to me. This review may result in the creation or deletion of a record and/or addition, adjustment, or deletion of charges and dispositions for those records.

9. Please contact me at