



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS
QUANTICO VIRGINIA**

Instructions for Completing Expungement Request for Former Service Members

1. To facilitate timely processing of requests for expungement/correction of Air Force criminal history records, we are providing you with the attached templates. Please use the following process to ensure your request is properly processed.
2. Former service members requesting expungement of their Interstate Identification Index (III) and/or Defense Central Index of Investigations (DCII) and/or National Instant Criminal Background Check System (NICS) records must complete the form, initialing applicable sections. The verification of identity document must have a wet signature (pen to paper) or digital signature using CAC certificates.
3. The request, verification of identity and any supporting documents must be submitted to DAF.CJIC@us.af.mil for processing. In the alternative, requesters may submit the required documents to HQ AFOSI/XRGI, Attn: DAF-CJIC Expungements, 27130 Telegraph Road, Quantico VA 22134.

NOTE: Former service members requesting expungement of Combined DNA Index System (CODIS) records must submit the request to the appropriate Clerk of Court of the Military Department's Court of Criminal Appeals for processing, in accordance with DoDI 5505.14, *DNA Collection and Submission Requirements for Law Enforcement*. DAF-CJIC does not process DNA expungement requests for former service members.