

FROM: <<member name>>

SUBJECT: Request for Expungement of 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
2. My legal name(s) including maiden name _____
3. My AFOSI Investigation or Security Forces case number was _____
4. [List other documents offered in support of your request]

Specifically regarding my Interstate Identification Index (III) record, I request [initial as appropriate]:

_____ *Expungement of III criminal history data and fingerprints, in accordance with DoDI 5505.11, Fingerprint Reporting Requirements, because:*

_____ the offense for which I was indexed is not a qualifying offense in accordance with the version of DoDI 5505.11 that was current at the time I was indexed.

_____ there was no probable cause that I committed the offense(s) for which I was indexed at the time I was indexed.

Note: Probable cause is defined as a determination that there are reasonable grounds to believe that an offense has been committed and that the person identified as the offender committed it. Probable cause is not based upon conviction.

_____ *Amendment of III criminal history data, in accordance with DoDI 5505.11, because:*

_____ the disposition is incorrect.

Note: Dispositions include conviction, non-judicial punishment, administrative discharge, administrative action, acquittal, and no action.

_____ the charges listed are incorrect.

Specifically, regarding my Defense Central Index of Investigations (DCII) record, I request [initial as appropriate]:

_____ *Expungement of DCII criminal history data, in accordance with DoDI 5505.07, Titling and Indexing in Criminal Investigations, because:*

_____ there was not credible information of my involvement in a criminal offense that required indexing in accordance with the version of DoDI 5505.07 in effect at the time I was indexed.

_____ this is a case of mistaken identity, and I was not the subject of a criminal investigation.

Specifically, regarding my National Instant Criminal Background Check System (NICS) record, I request [initial as appropriate]:

_____ Expungement of my Air Force NICS entry, in accordance with Gun Control Act of 1968, the Brady Handgun Violence Prevention Act of 1993, Public Law 103-159, Title 18, United States Code (U.S.C.), Section 922 and Title 27 Code of Federal Regulations, Section 478.11, because:

_____ I did not qualify for any firearms, explosives or ammunition prohibition set forth in the guidance and should not have been entered into the NICS.

I am aware that as a former service member, I cannot submit a request to the Department of the Air Force (DAF) for expungement of my Combined DNA Index System (CODIS) record related to the aforementioned investigation, in accordance with the current version of DoDI 5505.14, *DNA Collection and Submission Requirements for Law Enforcement*. I will submit any request directly to the Clerk of Court of the Military Department's Court of Criminal Appeals. The Air Force Court of Criminal Appeals' contact information is: Clerk of the Court, U.S. Air Force Court of Criminal Appeals, 1500 West Perimeter Road, Suite 1900, Joint Base Andrews-Naval Air Facility Washington, MD 20762-6604, AF.JAH.Filing.Workflow@us.af.mil.

I understand as a result of this request, the Air Force will 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.

Please contact me at <<phone>> or <<email>> if you require additional information.

[sign here]
<<Member name>>
<<Home address or post office box>>