



DEPARTMENT OF THE AIR FORCE  
Criminal Justice Information Center  
Quantico, Virginia

## EXPUNGEMENT FAQs

### What is my “record”?

“Record” typically refers to your criminal history, encompassing interactions you’ve had with law enforcement. This information isn’t stored in a single, centralized location. Due to federal law, Department of Defense policies, and Air Force regulations, the Air Force submits information to various databases. These databases have different criteria for inclusion, sometimes based on the incident year or the date of judgment. Consequently, an incident might appear in one database but not another.

### What databases does the Air Force put my information into?

In total the Air Force inputs information into 5 databases: Defense Criminal Index of Investigations (DCII), National Crime Information Center (NCIC), the Interstate Identification Index (III), Combined Deoxyribonucleic Acid Index System (CODIS), and National Instant Criminal Background Check System (NICS). More specific information regarding each database can be located within the AFCJIC Information Sheets. The AFCJIC information sheets can be found on the Air Force Expungement website <https://www.osi.af.mil/About/Expungement-Request/>.

### What can I do before submitting a request to expunge my record?

Prior to submitting a request to expunge a record, you should know what your record contains and what documents support it. As applicable: Obtain and review a copy of any Reports of Investigations (ROI) associated with you. This can be accomplished by submitting a Freedom of Information Act (FOIA) request to the investigating agency. For information on how to submit a FOIA request to the Air Force Office of Special Investigations (AFOSI), or Security Forces (SF), visit <https://www.osi.af.mil/afosifoia/>.

### What does my current III record show?

The FBI, for a fee, can provide individuals with an Identity History Summary of their III record often referred to as a criminal history record. See <https://www.edo.cjis.gov/> for more information.

### Is there anything else I should know before submitting an expungement for my record?

You may specify that your expungement request is for only some of the databases (DCII, NCIC, III, NICS, and/or CODIS) into which the Air Force may have submitted information for you. However, regardless of which record you specify, the Air Force will review your information in ALL of the databases. Your request for an expungement from one database may identify that a record in another database requires correction or creation. It is the Air Force’s responsibility to ensure all records required to be created by federal law and DoD policy exist and are accurate, not just the one for which an expungement was requested.





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### How do I request an expungement or a correction to my information entered by the Air Force?

To request expungement or correction of Air Force records, visit <https://www.osi.af.mil/About/Expungement-Request/>. There, you'll find instructions and required documents.

You'll need to complete one of the expungement templates below:

- DAF Form 235 Current service members
- DAF Form 236 Former service members
- DAF Form 237 Civilians

Every request also requires a Verification of Identity:

- DAF Form 238 Verification of Identity

Important:

- Ensure both forms are completely filled out and properly signed. Incomplete or unsigned forms will delay processing.
- Forms must have a wet signature, or a CAC Certificate enabled signature. Regular digital signatures are not accepted.
- Submit the request, Verification of Identity, and any supporting documents to the address provided on the website.
- Current service members must select a box in the DNA section if they want DNA expunged. We will be unable to process a DNA request without a box checked.

### How long will it take to process an expungement request?

Expungement requests are handled on a first-come, first-served basis for initial processing. Once an expungement request is received, applicable documents are gathered in response to the request. This is the point where the process can slow down. While some documents are maintained in electronic databases, the official documents in most cases are in hard copy form. Because of this, it may be necessary for the Air Force to request official records from the National Archives and Records Administration (NARA) which can delay the expungement process. When we have all the necessary documentation, we can begin the review. Each expungement review is unique to each individual's circumstance and is not a simple process. You deserve to have your request thoroughly reviewed and this can take time.

### What if the investigation isn't finished?

We can only process expungement requests for investigative case files that have a 'Final Closed' status with a disposition. If a request is submitted for a case that is not yet closed, we will contact the investigative office for status updates. We will also notify you via email if we expect this to delay the processing of your expungement request.

### Is there anything I can do to make the process faster?

The best way to ensure the process is as fast as possible is to provide as much information as possible on your request, along with the verification of identity documentation. It is imperative that the Air Force have your identifying information in order to locate all pertinent records for you. Additionally, any documentation you can provide supporting your request for expungement will assist in the processing of your request. If you received any administrative paperwork (such as Letter of Reprimand, Letter of Counseling, etc.), trial results, or appeal decisions, please include those with your request.





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### What is involved with an expungement decision?

Upon receiving your request, we compile all pertinent documentation, including the investigative case file, legal documents, and command action records. We also search criminal history databases to determine what information is currently reflected. Experienced criminal investigators and lawyers then compare database entries against supporting Air Force documentation, focusing on accuracy, completeness, and adherence to applicable entry criteria. Discrepancies are corrected, or corrections are requested from the relevant database(s). Corrections may include the removal of information (though this is uncommon), and in some cases, additional records may be added to your criminal history.

### How will I know what decision was made as a result of my request?

Once your request has been completely processed, you will receive at least one letter from the Air Force notifying you of the decision to expunge/modify your “record” or not. If your request for expungement is denied, this letter will also address any updates that were made to your record(s). Results are sent via email unless otherwise specified by the requestor.

### What verbiage does the Air Force use for III record dispositions and what are they for?

Possible dispositions cover a range including:

- For any administrative action, including administrative discharge, or no action at all: *“Not Criminally Prosecuted”*
- For Non-Judicial Punishment (Article 15 of the UCMJ): *“Non-Judicial Disciplinary Action, which does not constitute a criminal conviction”*
- For criminal charges that were preferred against an Air Force member for violating military law, but the charges were subsequently withdrawn or dismissed: *“Charge Dismissed”*
- For Military Judicial Proceedings: *“Acquitted General Court-Martial”* or *“Acquitted Special Court-Martial”*
- For Military Judicial Proceedings: *“Convicted by General Court-Martial”* or *“Convicted by Special Court-Martial”*
- For Summary Court-Martial: *“Found Guilty by Summary Court-Martial, Which Does Not Constitute a Criminal Conviction”*
- For Summary Court-Martial: *“Found Not Guilty by Summary Court-Martial”*
- For separations in lieu of Courts-Martial: *“Discharge in lieu of Court-Martial”* or *“Resignation in lieu of Court-Martial”* or *“Retirement in lieu of Court-Martial”*

### I was never taken to court, or I was acquitted...why do I have a record in III?

Even without a conviction, a record can exist in III due to being investigated. The decision to criminally index someone is based on a probable cause determination by the arresting agency. AFMAN 71-102 defines probable cause as: *“Determination that there are reasonable grounds to believe that an offense has been committed and that the person to be identified as the offender committed it.”*

### What if I feel your decision is wrong? Can I appeal?

Yes, you can appeal a decision by the Air Force. Appeals must be submitted within 365 days of receipt of the AFCJIC decision on their initial expungement request. Requestors are limited to one appeal, unless a significant change to law or policy directly impacts the basis for indexing in their case. Please include any additional information or documentation that you feel was missed during the original review. You can submit the notice of appeal any way you like but the word appeal must be included somewhere. Appeals must be submitted in writing, mailed to AFOSI, Attn: AFCJIC Expungements, 27130 Telegraph Rd, Quantico, VA 22134 or emailed to [daf.cjic.expungements@us.af.mil](mailto:daf.cjic.expungements@us.af.mil).

