



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

**Instructions for Completing Expungement Request for Current Service Members**

1. In order 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. Current 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 Combined DNA Index System (CODIS) section is required to be filled out for all current service members. The verification of identity document must have a wet signature or digital signature using CAC certificates.
3. Requesters must then forward the request with any supporting documentation to the servicing legal office for review by the Staff Judge Advocate.
4. The Staff Judge Advocate must initial the relevant sections under the first indorsement for expungement of DNA from the Combined DNA Index System (CODIS), then forward to the first Commander in the requester's chain of command in the rank of O-4 or higher.
5. The requester's Commander must initial the relevant section under the second indorsement for expungement of DNA from CODIS, then provide a copy back to the requester. If the Commander recommends expungement of the DNA record, then the requester forwards the memo to DAF-CJIC. If the Commander does not recommend expungement of the DNA record, the requestor may still submit the request to DAF-CJIC. Per the AFMAN 71-102, indorsements from the SJA and Commander are only needed for DNA removal requests.
6. The request, verification of identity document and any supporting documents must be submitted to [DAF.CJIC@us.af.mil](mailto: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.