

## 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 template. Please use the following process to ensure your request is properly processed.
2. Members requesting expungement should complete their portion, initialing *only* the applicable sections. Initialing incorrect sections may result in a delay in processing.
3. Requesters should then forward the request with supporting documentation to the servicing legal office for review by the Staff Judge Advocate.
4. The Staff Judge Advocate should initial the relevant sections under the first indorsement, 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 should initial the relevant section under the first indorsement, then provide a copy back to the requester. If the commander recommends expungement of any records, then the requester forwards the memo to DAF-CJIC. If the commander does not recommend expungement of any records, the requestor may submit the request to DAF-CJIC for final review.
6. The request, supporting documentation and certification of identity should 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/XIC, Attn: DAF-CJIC Expungements, 27130 Telegraph Road, Quantico VA 22134.