

Instructions for Completing Expungement Request for Former 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. Former service members requesting expungement of their Interstate Identification Index (III) records should complete the form, initialing *only* the applicable sections. Initialing incorrect sections may result in a delay in processing.
3. The request, supporting documentation and certification of identity should be submitted to 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.

NOTE: Former service members requesting expungement of Combined DNA System (CODIS) records must submit the request to the Service Component's appellate court for processing, in accordance with DoDI 5505.14, *Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, Law Enforcement, Corrections, and Commanders*. DAF-CJIC does not process expungement requests for former service members.