

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 name when in the military was \_\_\_\_\_
3. My AFOSI Investigation number was \_\_\_\_\_
4. My Security Forces Investigation number was \_\_\_\_\_
5. [List other documents such as court-martial findings 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; or

\_\_\_\_ 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; or

Note: Dispositions include conviction, nonjudicial punishment, administrative discharge, administrative action, acquittal, and no action.

\_\_\_\_ the charges listed are incorrect.

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 Indexing System (CODIS) record related to the aforementioned investigation, in accordance with the current version of DoDI 5505.14, Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, Law Enforcement, Corrections, and Commanders. I will submit any request directly to the service's Court of Appeals. The Air Force Court of 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, MD 20762-6604, [Usaf.pentagon.af-ja.mbx.af-jah-filing-workflow@mail.mil](mailto:Usaf.pentagon.af-ja.mbx.af-jah-filing-workflow@mail.mil).

I understand as a result of this request, the Air Force may 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>>  
<<Member home address or post office box>>