



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

Instructions for Completing Expungement Request for Civilians

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. Civilians requesting expungement of their Interstate Identification Index (III) records must complete the form, initialing applicable sections. The verification of identity document must have a wet signature.
3. The request, verification of identity and any supporting documents must be submitted to 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.

NOTE: Civilians 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 civilians.