

FROM: <<member name>>

SUBJECT: Request for Expungement of Records for Civilian

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 legal name(s) as a civilian _____
3. My AFOSI Investigation number was _____
4. My Security Forces Investigation number was _____
5. [List other documents 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.

I am aware that as a civilian, 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-Naval Air Facility Washington, MD 20762-6604, AF.JAH.Filing.Workflow@us.af.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]
<<Name>>
<<Home address or post office box>>