



**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 and/or Defense Central Index of Investigations (DCII) records and/or National Instant Criminal Background Check System (NICS) must complete the form, initialing applicable sections. The verification of identity document must have a wet signature or digital signature using CAC certificates.
3. The request, verification of identity and any supporting documents must 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/XRGI, Attn: DAF-CJIC Expungements, 27130 Telegraph Road, Quantico VA 22134.

NOTE: Civilians requesting expungement of Combined DNA Index System (CODIS) records must submit the request directly to the United States Army Criminal Investigation Laboratory (USACIL) for processing, in accordance with DoDI 5505.14, *DNA Collection and Submission Requirements for Law Enforcement*. DAF-CJIC does not process expungement requests for civilians.