



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

Instructions for Completing Expungement Request for Current 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 templates. Please use the following process to ensure your request is properly processed.
2. Members requesting expungement must complete their portion, initialing the applicable sections. The verification of identity document must have a wet signature or digital signature using CAC certificates.
3. Requesters must then forward the request with any supporting documentation to the servicing legal office for review by the Staff Judge Advocate.
4. The Staff Judge Advocate must initial the relevant sections under the first indorsement for expungement of DNA from the Combined DNA System (CODIS), then forward to the first commander in the requester's chain of command in the rank of O-4 or higher.
5. The requester's commander must initial the relevant section under the second indorsement for expungement of DNA from CODIS, then provide a copy back to the requester. If the commander recommends expungement of the record, then the requester forwards the memo to DAF-CJIC. If the commander does not recommend expungement of the record, the requestor may still submit the request to DAF-CJIC.
6. The request, verification of identity document 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/XIC, Attn: DAF-CJIC Expungements, 27130 Telegraph Road, Quantico VA 22134.