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## **EXPUNGEMENT REQUEST**

DODI 5505.11- Fingerprint Card and Final Disposition Report Submission Requirements, DODI 5505.14 - Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, Law Enforcement, Corrections, and Commanders, and AFI 31-118 Security Forces Standards and Procedures govern request for expungements. Expungement of Criminal History Data and Fingerprint requests are processed in accordance with guidance promulgated by the law enforcement agency responsible for submission to National Crime Information Center (NCIC).

### **GENERAL PROVISION**

The Air Force, through AFOSI and Security Forces, collects and submits DNA for analysis and inclusion in the Combined Deoxyribonucleic Acid Index System (CODIS), through the U.S. Army Criminal Investigations Laboratory (USACIL), when there is probable cause to believe an identified individual committed a qualifying offense.

### **FINGERPRINT EXPUNGEMENT PROCEDURES**

1. Gather all final disposition documentation and contact your local SFOI or AFOSI unit. Submit Expungement challenge through those agencies if believed to have wrongly been index in the Defense Clearance and Investigations Index (DCII) and National Crime Information Center (NCIC).
2. AFOSI is the main executive agent for NCIC for the AF. The local AFOSI will review records and if member is cleared they will submit a request through HQ AFOSI. Once the member is clear HQ AFOSI will submit a request for amendment or correction in the FBI data system.

### **DNA EXPUNGEMENT PROCEDURES**

Current service members who are not convicted of any offense by GCM/SPCM (including action generally inconsistent with such a conviction, such as administration of NJP punishment, admin separation or referral to a SCM) may request in writing that their DNA records be expunged.

- a. Requests for expungement shall be forwarded through the first commanding officer in the member's chain of command, serving in the grade of O-4 or higher.
- b. Such requests shall include adequate proof that the charges have been dismissed, withdrawn or disposed of in a manner NOT resulting in preferral of charges pursuant to RCM 307 of the MCM or otherwise have not or will not result in a conviction of any offenses.

## WEBSITE TO START REQUEST

<https://www.osi.af.mil/afosifoia/>

### HOW DO I FILE AN EXPUNGEMENT REQUEST?

We have created two templates for current and former service members plus provided instructions for both forms. These templates can help you to gather all the required information and submit your expungement request following proper coordination. Current and former service members can use these templates to coordinate and request an expungement of their records following an AFOSI investigation. For questions, contact our office via email: [afosi\\_hq\\_foia\\_request@us.af.mil](mailto:afosi_hq_foia_request@us.af.mil) or phone: 571-305-8044.

#### Submit your request via one of these three methods:

1. E-mail to: [afosi\\_hq\\_foia\\_request@us.af.mil](mailto:afosi_hq_foia_request@us.af.mil)
2. Fax to: (571) 305-8229
3. Mail to: HQ AFOSI/XILI, Attn: FOIA Section, 27130 Telegraph Rd., Quantico, VA 22134

**NOTE:** E-mailed or faxed submissions must have a valid mailing address included since it may not be practical to provide a substantive response electronically.

#### Expungement Links:

[Current Service Members Template](#)

[Current Service Members Instructions](#)

[Former Service Members Template](#)

[Former Service Members Instructions](#)

[Verification of Identity for Expungement Requests](#)