

REQUESTS FOR AMENDMENT OF DACID RECORDS

Public Law 116-283 (William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021), section 545 (Removal of Personally Identifying and Other Information of Certain Persons from Investigative Reports, The Department of Defense Central Index of Investigations, and Other Records and Databases), required the Secretary of Defense to establish and maintain a policy and process for a person to request their Department of Defense (DoD) law enforcement record be amended, corrected, expunged, or otherwise removed when it is determined probable cause did not or does not exist to believe that the individual committed the alleged criminal offense(s).

In August 2023, DoDI 5505.7 was changed to reflect that covered persons titled in DoD Law Enforcement Activity (LEA) reports or indexed in Defense Central Index of Investigations (DCII) may request their information be corrected in, expunged, or otherwise removed from DoD LEA reports, DCII, and related records systems, databases, or repositories maintained by, or on behalf of, DoD LEAs to include Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC) and National Instant Criminal Background Check System (NICS).

Amendments must be in writing, and either digitally signed or provided along with a government issued identification (i.e., military id, driver's license, social security card). All requests should include the requester's name, social security number, address or email, date of birth and if known, the responsive case number.

A fillable form is available online under the Contact Us tab, Freedom of Information Act & Privacy Act Division, Privacy Act box (middle of page) – Form name is - **Privacy Act Request to Change Records**.

Requests are submitted to the FOIA mailbox –

usarmy.belvoir.hqda-usacid.mbx.crcfoiapa@army.mil or in writing to:

Army CID FOIA/Privacy Act Office

Office of the Chief Council

ATTN: FOIA/Privacy Act Division

Russell-Knox-Building

27130 Telegraph Road

Quantico, VA 22134

Fax: 571-305-4154

Perfect requests will be reviewed IAW Section 545 of public Law 116-283 and DoDI 5505.7.

Amendment Appeals

IAW DoDI 5505.7, if your amendment is denied, you have the right to appeal. You may submit your initial appeal to: Chief Counsel, Office of the Chief Counsel, 27130 Telegraph Road, Quantico, VA 22134, or thru email at: usarmy.belvoir.hqda-usacid.mbx.crcfoiapa@army.mil

If Office of the Chief Counsel, DACID, denies your initial appeal, you may submit your final appeal to the Army Review Board Agency, Army Board for Correction of Military Records (ABCMR), 251 18th Street South, Suite 385, Arlington, VA 22202-3531. Please visit their website at <http://arba.army.pentagon.mil/> for information on their application process.