

## **How to Gain Access to the ViCAP Web National Crime Database**

ViCAP Web is a state-of-the-art behavior-based crime analysis tool structured to address the violent crime problems impacting law enforcement agencies today. It enables law enforcement agencies to collect, collate, enter, and analyze their own violent crime information on a local level, and facilitates the identification of similar cases on a regional, state, and national basis. It is available to law enforcement agencies nationwide through the FBI's Criminal Justice Information Services Division, Law Enforcement Enterprise Portal, Law Enforcement Online Service.

### **Law enforcement agencies that would like to have direct, real-time access to ViCAP Web must take the following steps:**

- (1) Select a single agency point of contact to serve as the link between FBI ViCAP and the users within your agency. This individual will be referred to as the 'LEA Manager.'

*\*If your agency already has an established LEA Manager, please contact him/her for assistance in gaining access rather than following the steps below. \*If your agency does not have an established LEA Manager, continue with the steps below. \*If you don't know if your agency has an established LEA Manager, call ViCAP to inquire.*

- (2) Obtain a LEEP account and LEO Service access (each user must do this) by completing the online LEEP application ([www.cjis.gov](http://www.cjis.gov)). You will receive an email with instructions to contact the LEEP Help Desk (888-334-4536) to receive your account information (login ID/password), activate your LEEP account, and access/activate the LEO Service.
- (3) Complete a ViCAP LEA Manager Designation/Replacement Form (signed by your agency head/designee). The form is posted on ViCAP's LEO SIG page within the LEO Service. Fax it to 703-632-4239 or email it to [vicapmgrs-mod@leo.gov](mailto:vicapmgrs-mod@leo.gov).
- (4) ViCAP will monitor LEEP/LEO activations and then process your agency's LEA Manager Form. An email will be sent to the LEA Manager with instructions on how to access the ViCAP Web National Crime Database and a referral to the ViCAP SIG for helpful documents including one on how to add additional users.