

Federal Bureau of Investigation - Violent Criminal Apprehension Program



ViCAP Web National Crime Database - Hub Designation Form

The ViCAP Web National Crime Database is a free repository for behavioral and investigative information related to the following solved and unsolved violent crimes:

- Homicides (and attempts) that are known or suspected to be part of a series and/or are apparently random, motiveless, or sexually oriented.
- Sexual Assaults that are known or suspected to be part of a series and/or are committed by a stranger.
- Missing Persons where the circumstances indicate a strong possibility of foul play and the victim is still missing.
- Unidentified Human Remains where the manner of death is known or suspected to be homicide.

The ViCAP Web System is a state-of-the-art behavior-based crime analysis tool enabling 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 secure internet connectivity of the FBI's Criminal Justice Information Services (CJIS) Division, Law Enforcement Enterprise Portal (LEEP).

Each law enforcement agency requesting direct access to ViCAP Web must designate an employee of that agency to serve as the agency's main point of contact (POC) with FBI ViCAP regarding compliance to ViCAP Web user policies and procedures. Some agencies forgo direct access to ViCAP Web and instead elect to designate a Hub Agency to access ViCAP Web on their behalf. In this case, the agency head/designee must complete this form to designate a Hub agency.

Hub Agencies (in consideration of their resource limitations) must meet the following three minimum requirements to initiate and maintain status as a ViCAP Web Hub Agency: Provide assistance with entering criteria cases into ViCAP Web; assistance in searching ViCAP Web; and promotion of the ViCAP program. Additionally, Hub Agencies may assist with analysis, training, technical support, and other services. *Note: Hub Agencies entering cases on behalf of Spoke Agencies maintain an obligatory role in assisting with database entries; however, Spoke Agencies DO NOT relinquish their investigative authority on said cases. This matter is integral to full cooperation with Hub Agencies in their support of Spoke Agencies nationwide.*

As my agency head/designee, I hereby request:

Hub Agency Name _____ Hub Agency State _____

be designated as my Hub Agency.

be removed as my Hub Agency.

Signature: _____ Date: _____

Printed Title and Name: _____

Name of Agency: _____

Full Address of Agency: _____

Telephone Number of Agency: _____

This form can be scanned and emailed to vicap@leo.gov, faxed to 703-632-4239 or mailed to FBI Academy, Attn: CIRG/BAU-4/ViCAP, 1 Range Road, Quantico, Virginia 22135.