

# How to Gain Access to the ViCAP National Crime Database

Established by the DOJ in 1985, the FBI Violent Criminal Apprehension Program (ViCAP) serves law enforcement agencies across the nation by providing 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.*

ViCAP 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 secure internet connectivity of the FBI's Criminal Justice Information Services Division, Law Enforcement Enterprise Portal (LEEP). ***All users must maintain active access to LEEP in order to access ViCAP.***

## Steps to Gain Access to ViCAP:

- (1) Obtain access to LEEP (each user must do this) in one of two ways: (a) Through one of the participating Identity Provider (IdP) agencies to LEEP, or (b) Complete the online application ([www.cjis.gov](http://www.cjis.gov)) for a LEEP ID.
- (2) 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 (LEAM).'

***\*Check the list of LEA Managers posted on the (LEEP) ViCAP JusticeConnect page to determine if your agency has a designated LEAM. If your agency has a designated LEAM, please contact him/her to request access rather than following the steps below. If your agency does not have a designated LEAM, continue with the steps below.***

- (3) Complete a ViCAP LEA Manager Designation/Replacement Form (signed by your agency head/designee). The form is posted on the (LEEP) ViCAP JusticeConnect page. Fax it to 703-632-4239 or email it to [vicap@fbi.gov](mailto:vicap@fbi.gov).
- (4) ViCAP will monitor LEEP activations and process your agency's LEA Manager Form. An email will be sent to the LEAM with instructions on how to access the ViCAP National Crime Database and a referral to the (LEEP) ViCAP JusticeConnect page for helpful documents including one on how to add additional users.