



CRIMINAL JUSTICE INFORMATION NETWORK
Ensuring the exchange of critical data



U.S. Department of Justice
Office of the Chief Information Officer

Job Aid

How to Apply for a LEEP Account

The FBI's Law Enforcement Enterprise Portal (LEEP) is a gateway providing law enforcement agencies, intelligence groups, and criminal justice entities access to beneficial resources. A LEEP account is required for access to the National Data Exchange (N-DEx) and to send Next Generation Identification (NGI) transactions using the Tribal Access Program (TAP) workstation.

NOTES:

Non-Criminal Justice Agency (NCJA) personnel: Sponsorship is required for Non-Criminal Justice Agency (NCJA) personnel. Criminal Justice Agency (CJA) Terminal Agency Coordinators (TACs) provide sponsorship for NCJA personnel. A copy of the questionnaire the sponsor needs to complete is available from the DOJ TAP team.

Law Enforcement Criminal Justice Agency (LE-CJA) and Non-Law Enforcement Criminal Justice Agency (NLE-CJA) personnel: Sponsorship is not required for Law Enforcement Criminal Justice Agency (LE-CJA) and Non-Law Enforcement Criminal Justice Agency (NLE-CJA) personnel.

1. Open Internet Explorer, or another browser, and enter <https://www.cjis.gov/CJISEAI/EAIController>.

2. If you are Non-Criminal Justice Agency (NCJA), Law Enforcement Criminal Justice Agency (LE-CJA), or Non-Law Enforcement Criminal Justice Agency (NLE-CJA) personnel, click on "Apply for an Account" located at the lower right corner of the screen.

3. Click on "Go to LEEP."



[Go to LEEP](#)

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4. Read the Privacy Statement and accept the conditions by clicking “Accept.”

5. Enter your official business email address for verification in the “Email Address” field, enter the text of the Captcha image in the “Type the Text” field, and click “Next.”

Verify Email and Image

Email Address:


 
[Privacy & Terms](#)

6. If you are Non-Criminal Justice Agency (NCJA) personnel, select “Yes,” click “Next,” and have the sponsoring person’s information ready for the next step. If you are Law Enforcement Criminal Justice Agency (LE-CJA) or Non-Law Enforcement Criminal Justice Agency (NLE-CJA) personnel, select “No,” click “Next,” and skip to Step 10 of this job aid.

Sponsored?

Are you a sponsored Applicant ☒ Yes ☐ No

Applicants not directly employed by a domestic law enforcement, public safety or military agency must be sponsored for LEEP access. Sponsoring person must currently be authorized to access LEEP and cannot also be a sponsored member. If you are an International applicant, sponsoring person must be an FBI legal Attaché or FBI Assistant Legal Attaché.

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7. If you are Non-Criminal Justice Agency (NCJA) personnel, enter the sponsoring person's information, completing all fields, and click "Next." Leave the "Middle Name" field empty if you do not know the sponsoring person's middle name (you will not receive an error message).

Sponsoring Person Information

Project or Law Enforcement related work description

Sponsoring Person's name:

First Name

Middle Name

Last Name

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8. If you are Non-Criminal Justice Agency (NCJA) personnel, continue entering the sponsoring person's information, and click "Next." Do not use any punctuation, such as hyphens, in telephone numbers; only enter numbers (e.g., 2025551111).

Sponsoring Person Information(cont.)

Agency:

Title/Position:
(Do not abbreviate)

Phone:

Alternate Phone:

Email:

Alternate Email:

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9. If you are Non-Criminal Justice Agency (NCJA) personnel, enter the sponsoring person's business address, and click "Next."

Sponsoring Person Information(cont.)

Business Address:
(No P.O. Boxes)

City:

State:

Zip:

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10. Enter your information in the "Applicant Information" fields, and select "Next."

Applicant Information

First Name

Middle Name

Last Name

Suffix

Title/Position
(Do not abbreviate)

Primary Phone

Alternate Phone

Are you a US Citizen? ☐ Yes ☐ No

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11. Enter your security verification information in the "Applicant Security Verification Information" fields, and click "Next." Do not use hyphens or dashes in the social security number (SSN#) and Date of Birth fields.

Applicant Security Verification Information

SSN#

Date of Birth

Gender ☐ Male ☒ Female

Code Word
(ex: Mother's Maiden Name)

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- Continue entering security verification information in the “Applicant Security Verification Information” fields, and click “Next.”

Applicant Security Verification Information (cont.)

Sworn Law Enforcement? ☐ Yes ☒ No
(arresting powers)

ORI:

Are you an Intel Analyst with 28 CFR training? ☐ Yes ☒ No

Share Contact Information? ☒ Yes ☐ No

- Enter your employer’s information in the “Employer” fields, and click “Next.” If your employer location is not the same as your assignment location, a new window will appear asking for the assignment location details. Do not enter a state-issued ORI. The LEEP membership office will contact the primary Tribal POC to confirm employment.

Employer

Name:

Jurisdiction:

ORI:

Phone:

Alternate Phone:

Address:

City:

State:

Zip:

Country Code:

☐ Employer location the same as your assignment location?

- Read the Rules of Behavior, check the box to agree, and finalize by selecting “Submit.”

- When you receive confirmation that your LEEP account is created, call the Membership Office at 888.334.4536 and follow the automated prompts to activate your account. Please ensure that you request an @leo.gov email address as part of your account set up. If you do not receive confirmation within 21 days, call the the Membership Office at 888.334.4536 and select Option 7.