

Law Enforcement Enterprise Portal

1: Go to www.cjis.gov and click on Apply for an Account button.

Enter your username:

Password Token

Sign In

Forgot Password

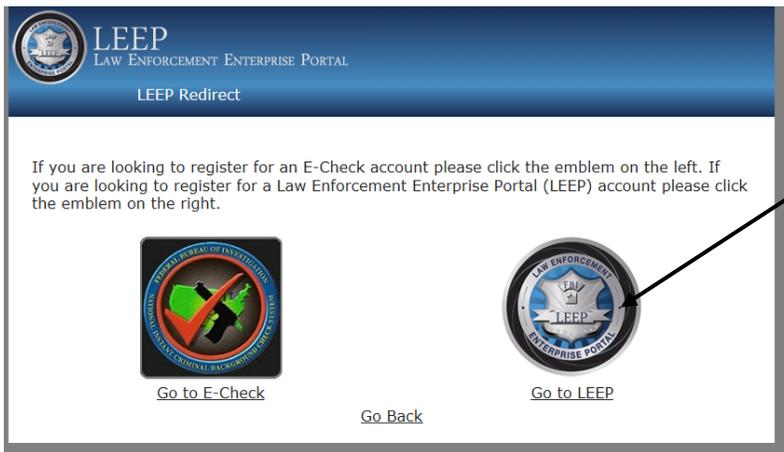
Certificate Users

Apply for an Account

You are accessing a U.S. Government information system, which includes this computer, this computer network, all computers connected to this network, and all devices and/or storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

WARNING! The use of publicly accessible computers (e.g. libraries, airports, cafes, hotels, etc.) to access this information system is unauthorized. This type of usage may result in the involuntary dissemination of information to unauthorized entities. Data may be left on this computer resulting in the next person using this machine the ability to view your data.

2: Click on the Icon above the Go to LEEP link on the right side.



3: Read the warning statement and then click the Accept button.

Warning [Privacy Statement](#)

You are accessing a U.S. Government information system, which includes this computer, this computer network, all computers connected to this network, and all devices and/or storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

LEEP is an official U.S. Government system for authorized use only by authorized members of the law enforcement, criminal

Accept

4: Verify your email address and image and then enter the displayed numbers and click the Next button.

Verify Email and Image

Email Address:

Type the text  reCAPTCHA

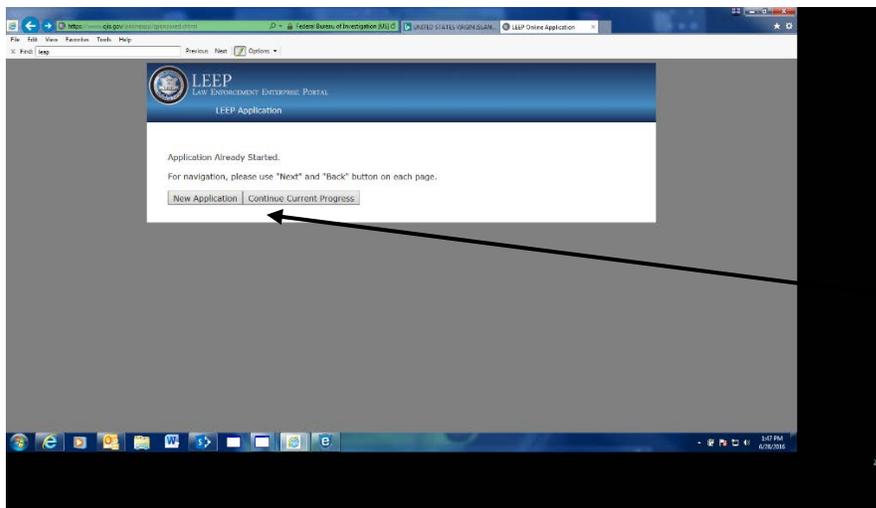
Back Next

5: Please mark the appropriate button concerning “sponsored” applicants.



The screenshot shows the LEEP Application portal. At the top, there is a blue header with the LEEP logo and the text 'LEEP LAW ENFORCEMENT ENTERPRISE PORTAL' and 'LEEP Application'. Below the header, the question 'Sponsored?' is displayed. Underneath, it asks 'Are you a sponsored Applicant' with radio buttons for 'Yes' and 'No'. A black arrow points to the 'No' radio button. Below the question, there is a paragraph of text: '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.' At the bottom of the form area, there are two buttons: 'Back' on the left and 'Next' on the right. A black arrow points to the 'Next' button.

6: You will receive the following screen to continue the application process.



7: Complete the requested information on the next screen and click Next.

The screenshot shows a web browser window with the URL <https://www.qis.gov/onlineapp/applicantinfo.action>. The page title is "LEEP Application" and the header includes the LEEP logo and "LAW ENFORCEMENT ENTERPRISE PORTAL". The main content area is titled "Applicant Information" and contains the following fields:

- First Name
- Middle Name
- Last Name
- Suffix
- Title/Position (Do not abbreviate)
- Primary Phone
- Alternate Phone
- Are you a US Citizen? Yes No
- Additional Country of Citizenship (dropdown menu with "Select One" selected)

At the bottom of the form are "Back" and "Next" buttons. The Windows taskbar at the bottom shows the time as 1:49 PM on 6/28/2016.

8: Complete the requested information on the next screen and click Next.

The screenshot shows the same web browser window as above, but the page title is "LEEP Application" and the header includes the LEEP logo and "LAW ENFORCEMENT ENTERPRISE PORTAL". The main content area is titled "Applicant Security Verification Information" and contains the following fields:

- SSN#
- Date of Birth
- Gender Male Female
- Code Word (ex: Mother's Maiden Name)

At the bottom of the form are "Back" and "Next" buttons. The Windows taskbar at the bottom shows the time as 1:50 PM on 6/28/2016.

9: Enter the requested information on the next screen and click Next.

The screenshot shows a web browser window with the URL <https://www.oig.gov/onlineapplicants/only/submit>. The page title is "Federal Bureau of Investigation [US] | LEEP Online Application". The main content area is titled "LEEP LAW ENFORCEMENT ENTERPRISE PORTAL LEEP Application". Below the header, the section is "Applicant Security Verification Information (cont.)". It contains the following questions and options:

- Sworn Law Enforcement? Yes No (arresting powers)
- ORI:
- Are you an Intel Analyst with 28 CFR training? Yes No
- Share Contact Information? Yes No

At the bottom of the form area are two buttons: "Back" and "Next". The Windows taskbar at the bottom shows the time as 1:51 PM on 6/28/2016.

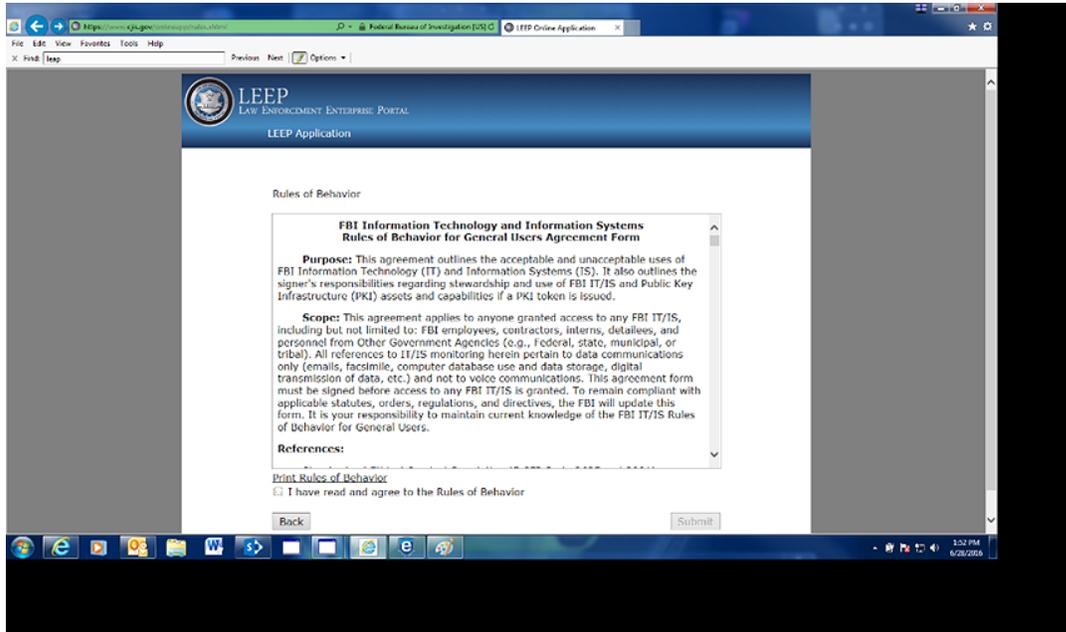
10: Enter your agency information and click Next.

The screenshot shows the same web browser window as above. The page title is "Federal Bureau of Investigation [US] | LEEP Online Application". The main content area is titled "LEEP LAW ENFORCEMENT ENTERPRISE PORTAL LEEP Application". Below the header, the section is "Employer". It contains the following fields and options:

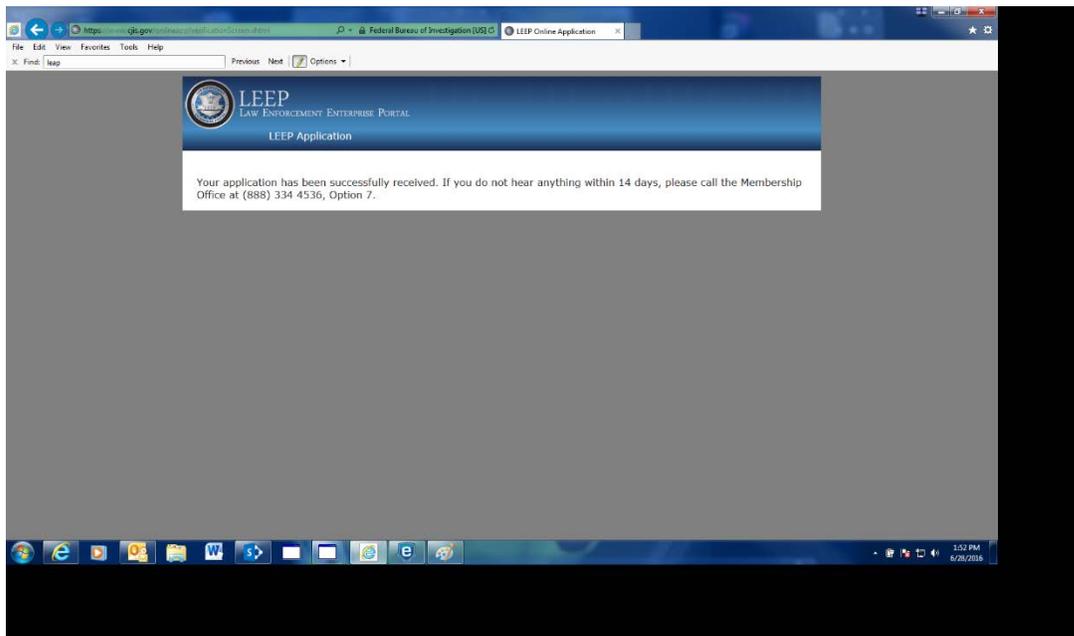
- Name:
- Jurisdiction:
- ORI:
- Phone:
- Alternate Phone:
- Address:
- City:
- State:
- Zip:
- Country Code:
- Employer location the same as your assignment location?

At the bottom of the form area are two buttons: "Back" and "Next". The Windows taskbar at the bottom shows the time as 1:52 PM on 6/28/2016.

11: Read and acknowledge the Rules of Behavior.



12: You should receive a message that your application has been successfully received.



13: You will receive information from the FBI on activating your LEEP account.

14: Click on Print icon  in the bottom right corner. Print your certificate and scan and send to Jackie.Vandercook@tn.gov or fax them to her attention to (615) 744-4555.

