

LEEP Accounts

Frequently Asked Questions

What is a LEEP Account?

- A LEEP account provides access to many resources. However, for the purposes of TAP, the most important is establishing an @leo.gov email account. This will allow an individual to submit civil or criminal fingerprints to FBI CJIS through a secure network using the TAP workstation.

Who needs a LEEP account?

- Anyone who needs to submit civil or criminal fingerprints and are typically from the police department, corrections, criminal courts, prosecutors' offices, housing, social services, human resources. Also, the SORNA officer needs to have a LEEP account.
- Civil agency personnel require sponsorship from a criminal justice agency (also known as the LEEP sponsor). Civil agency personnel will need to know their LEEP sponsors name, agency, phone number and email address.

Who is the LEEP sponsor and what do they need to do?

- The LEEP sponsor is usually from a criminal justice agency (e.g. police department) and is responsible for sponsoring civil agency personnel.
- They are responsible for verifying that they are employed by a tribal governmental agency and have a need for a LEEP account (such as civil fingerprint submissions).

Are there any agencies that do not typically require a LEEP account?

- Yes, Civil Courts will not need a LEEP account. Also, Tribal Housing may not need a LEEP account if they have an agreement in place for the law enforcement agency to submit on their behalf.

How do I obtain a LEEP Account and how long is the process?

- Through the FBI CJIS LEEP office. The TAP team will be hosting a webinar to walk you through how to obtain your LEEP account and/or go to this link to start the process:
<https://www.cjis.gov/CJISEAI/EAIController>
- It takes approximately 6 weeks to apply and receive a LEEP account.

What happens after I apply?

- After you receive an email from LEEP membership from eims@ic.fbi.gov you will need to follow the instructions in the email to complete the account set up.
- NOTE: If you do not complete the account set up within 90 days of account approval, you will need to restart the process by submitting a new application.

I forgot my password!

- Please call the LEEP membership office at 888-334-4536 to have it reset