

SUPPORTING STATEMENT FOR ViCAP National Crime Database

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

Title 28, United States Code, Section 534, allows the FBI to acquire, collect, classify, and preserve identification/information, criminal identification, crime, and other records. The FBI permits such exchange of records and information with, and for the official use of, authorized officials of the Federal Government, including the United States Sentencing Commission; the States and cities; and penal and other institutions. It is essential that a standard reporting be utilized in order for the Violent Criminal Apprehension Program (ViCAP) Unit, Critical Incident Response Group (CIRG), Federal Bureau of Investigation (FBI) provide maximum service to all law enforcement and governmental agencies. The FBI ViCAP provides a centralized repository for Federal, state, local, tribal law enforcement agency partners to collect, classify, analyze, and preserve records on violent crimes, victims, and their offenders.

A 3-year extension of this currently approved collection is requested.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

The FBI ViCAP National Crime Database serves the nation as a repository for the collection of information related to both solved and unsolved homicides, sexual assaults, missing persons and unidentified human remains. Federal, state, local, and tribal government law enforcement agencies charged with the responsibility of investigating violent crimes are authorized to voluntarily enter, search for, and analyze ViCAP-criteria case information in ViCAP. ViCAP is the only national database that allows participating law enforcement agencies to make cross-jurisdictional matches of significant violent crimes using behavioral and investigative data, and ViCAP personnel can assist those agencies in the identification and linkage of similar cases based upon factors detailed in the ViCAP Web submissions. ViCAP can also provide analytical support, which includes, but is not limited to: the creation of maps, matrices and timelines, and the use and/or coordination of other resources and databases.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.

ViCAP provides authorized users (from Federal, state, local, and tribal government law enforcement agencies) activated in ViCAP with direct, real-time access to the ViCAP National Crime Database through secure internet connectivity of the Law Enforcement Enterprise Portal (LEEP) which is administered by the FBI's Criminal Justice Information Services (CJIS) Division. Users have the ability to electronically enter their own case information and retrieve information about other similar cases.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item A.2 above.

The FBI is the only federal repository for the data from this information collection. Although the FBI and other law enforcement/criminal justice agencies manage other data collections (like NIBRS and UCR), ViCAP is unique and the data collection is not duplicated elsewhere. ViCAP is designed to collect behavioral and investigative data for specific crime classifications with the intent of comparing the data elements between and among each other to identify similar cases; NIBRS and UCR are designed to collect and analyze reported crime statistics regarding many different criminal offenses.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

There is no significant impact on small business or other private entities.

6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Data is collected as the crimes occur. Cases not submitted to the database on a timely basis are cases missed when analysis is performed, and comparisons are drawn to other cases resulting in incomplete information available for use by all contributing agencies. The law enforcement community has an ever-increasing need for timely and accurate data. Obtaining this violent crime data is vital to ensuring the most efficient timely services to all authorized entities.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- **requiring respondents to report information to the agency more often than quarterly;**

All ViCAP data are collected and processed from participating agencies, as necessary. Participation is voluntary.

- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

N/A

- **requiring respondents to submit more than an original and two copies of any document;**

N/A

- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**

N/A

- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**

N/A

- **requiring the use of statistical data classification that has not been reviewed and approved by OMB;**

N/A

- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**

N/A

- **requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

N/A

8. If applicable, provide a copy and identify the date and page number of publication in the *Federal Register* of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping,

disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection-of-information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

FBI ViCAP has a mechanism in place to elicit and capture feedback from authorized users within the ViCAP database, available at all times. Additionally, FBI ViCAP meets regularly with the ViCAP National Advisory Board which provides for an open forum to discuss matters of mutual concern, including reporting procedures.

The 60-Day Notice was published in the Federal Register on September 17, 2025 (90 FR 44844). The comment period ended on November 17, 2025. No comments were received.

9. Explain any decision to provide any payments or gifts to respondents, other than remuneration of contractors or grantees.

No government funds will be used as payment or for gifts to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The Attorney General of the United States has exempted the NCAVC system of records from subsections (3), (d), (e) (1), (e) (4), (G) and (H), (F) and (g) of the Privacy Act pursuant to 5 U.S.C.552a (j) (2) and (k) (2).

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

The ViCAP Case Submission Form is a victim-driven system. It captures behavioral information concerning the offenses for murder, sexual assault, missing persons, and unidentified human remains. Identifying information is masked for victims of attempted homicide and sexual assault to agencies other than the submitting agency, its hub agency (if applicable) and FBI ViCAP. See above, for assurances of confidentiality concerning a case. Consent of deceased victims is not sought for collection of information concerning their homicide.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. General, estimates should not include burden hours for customary and usual business practices.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.**

Estimated Annualized Respondent Cost and Hour Burden

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
ViCAP National Crime Database	5700	1	5700	20min	1900	N/A	N/A
Unduplicated Totals							

Hourly rate source citation or you may enter a footnote:

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

- **The cost estimate should be split into two components: (a) a total capital and start up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of service component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of**

methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

There are no cost burdens to respondents or recordkeepers associated with this collection.

14. Provide estimates of the annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 into a single table.

There are no additional costs to the federal government associated with this collection. This collection minimizes burden to the federal government. ViCAP, itself, is an evolving program. It is estimated that the current annual cost to the federal government for the development and maintenance of ViCAP is \$1,000,000 base cost

15. Explain the reasons for any program changes or adjustments.

N/A

16. For collections of information whose results will be published, outline plans for tabulations, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

N/A

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

We are requesting no exemption.

18. Explain each exception to the certification statement.

This collection of information does not include any exceptions to the certificate statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

This collection does not contain statistical data.