



## Procedure for FBI LEO Photo Requests

### Through FFI

The following procedure will be used to process all FBI LEO Photo Requests through our FFI system.

#### Procedure:

1. An e-mail notice will be sent to our state e-mail account notifying us that there is a Photo Request on our FBI LEO e-mail account.
2. Go to the LEO website and log in using assigned log in ID and password.
3. Once on the FBI LEO website access the e-mail account.
4. Open the e-mail that has the photo image to run through our FFI system.



15. Once dossier file is saved then go back to the FBI LEO e-mail account and send the e-mail to requestor and attach dossier folder from your documents and then send.
16. As maintenance delete the original e-mail request to keep mailbox empty.