This PowerPoint is for the new applicants who wants to apply for California Pawnbrokers (PBs) and Secondhand Dealers (SHDs) license.
Licensing Overview

The new applicants will inquire about obtaining the SHD/PB license by contacting the Department of Justice (DOJ) and/or Law Enforcement Agency (LEA). The DOJ will refer the new applicants to the Licensing Authority or LEA.

In addition to the LEA's process, the LEA provides the fingerprint/Livescan (8016 form). The LEA provides the on-line JUS 125 link and collects the non-refundable $300 fee. The LEA mails the $300 fee to DOJ.

Upon the results of the livescan, DOJ mails to LEA. LEA will determine the approval or denial of the SHD/PB license.

For Pawnbrokers, applicants are required to have a $100,000 Surety Bond and a $20,000 Surety Bond. In lieu of 100,000 bonds, a financial review from a certified public accountant certifying the applicant has $100,000 liquid assets excluding real property. Refer to Financial Code: 21304 (a).
New Licensing

- Livescan results
- Will wait for the $300 fee
- Send Livescan result to LEA

- Review Livescan result(s)
- LEA Determine:
  - Approved Certification letter
  - Denial letter

- Livescan-$32 Fingerprint + rolling fee
- Link—Application online
- Collect Non-refundable $300 fee
- Review other required documents for Pawnbroker applicants

Inquire
Inquire

• Where do I go to apply for a Secondhand Dealer or Pawnbroker license?
  • The inquiring business must go to the local Law Enforcement Agency for more information and assistance.

• Who do I need to contact?
  • The inquiring businesses can call the local Law Enforcement Agency or contact the California Department of Justice CAPSS Unit at 916-210-3212 or send an email to capss@doj.ca.gov.
Licensing Authority

- Livescan-$32 Fingerprint + rolling fee
- Link—Application online
- Collect Non-refundable $300 fee
- Review other required documents for Pawnbroker applicants
JUS 125 Link

https://capss-licensing.doj.ca.gov/public/applications/new?ori=CA(ORI number)
• Enter the required information and click on the “Submit Application” button when done.
Application For Secondhand Dealer Or Pawnbroker License

Required fields are denoted with an asterisk *

A. TYPE OF APPLICATION *

- Application For Pawnbroker License (21300 FC)
- Application For Secondhand Dealer License (21641 B&P)

<table>
<thead>
<tr>
<th>Financial Code</th>
<th>Business and Profession Code</th>
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<tbody>
<tr>
<td>21300</td>
<td>21641</td>
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21300. (a) The chief of police, the sheriff, or, where appropriate, the police commission shall accept an application for and grant a license permitting the licensee to engage in the business of pawnbroker, as defined in Section 21000, at the address indicated on the application, to an applicant who has complied with the requirements of Sections 21303, 21304, and 21305 and has not been convicted of an attempt to receive stolen property or any other offense involving stolen property. Prior to the granting of a license, the licensing authority shall submit the application to the Department of Justice. If the Department of Justice does not comment on the application within 30 days thereafter, the licensing authority shall grant the applicant a license. All forms for application and licensure, and license renewal, shall be prescribed and provided by the Department of Justice. A fee shall be charged to the applicant by the Department of Justice, as specified in Section 21642.5 of the Business and Professions Code, for processing the initial license application and funding the single, statewide, uniform electronic reporting system set forth in subdivision (j) of Section 21628 of the Business and Professions Code. The licensing authority shall collect the fee and transmit the fee to the Department of Justice. In addition, the police chief, sheriff, or, where appropriate, the police commission, may charge a fee to the applicant not to exceed the actual costs incurred to process the application and to collect and transmit the fee charged by the Department of Justice.

(b) For the purposes of this section, “convicted” means a plea or verdict of guilty or a conviction following a plea of nolo contendere.

(c) Notwithstanding subdivisions (a) and (b), no person shall be denied a pawnbroker’s license solely on the grounds that he or she violated any provision contained in Chapter 1 (commencing with Section 21000) or Chapter 2 (commencing with Section 21200), or any provision contained in Article 4 (commencing with Section 21625) or Article 5 (commencing with Section 21650) of Chapter 9 of Division 8 of the Business and Professions Code, unless the violation demonstrates a pattern of conduct.
21641. (a) The chief of police, the sheriff, or, where appropriate, the police commission, shall accept an application for and grant a license permitting the licensee to engage in the business of secondhand dealer, as defined in Section 21626, to an applicant who has not been convicted of an attempt to receive stolen property or any other offense involving stolen property. Prior to the granting of a license, the licensing authority shall submit the application to the Department of Justice.
### B. LICENSING AGENCY

Name  
**LICENSING AUTHORITY**  
**ORI**  
**ORI NUMBER**  

Mailing Address  
**ADDRESS, SUITE#, BUILDING#**  
**CITY, CA, ZIP CODE**

### C. BUSINESS OWNER(S)

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB (mm/dd/yyyy)</th>
<th>Title</th>
<th>Home Phone</th>
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<tbody>
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<td>XXX-XXX-XXXX</td>
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</table>
D. BUSINESS INFORMATION

Name *

Phone *

Address Line 1 *

Address Line 2

City *

ZIP Code *

BUSINESS OWNERSHIP *

SELECT:

- INDIVIDUAL
- PARTNERSHIP
- CORPORATION
E. Off Site Storage Location
Will property belonging to the business be stored off the business premises?
- Yes
- No

F. Multiple Secondhand Dealer or Pawnbroker Businesses
Do any of the parties to this application have a financial interest in any other secondhand dealer or pawnbroker businesses in California?
- Yes
- No

G. Store Administrator
Name *
Phone *
Email Address *
Verify Email Address *

H. Certification
- As the person responsible for completing the application for the business, I certify under penalty of perjury that the information on this application is true and complete to the best of my knowledge.

Submit Application
Review your entries and make any necessary changes by using the EDIT THIS APPLICATION button. Once everything has been updated, use the SUBMIT button at the bottom of the page.
California Pawn & Secondhand Dealer System (CAPSS)

APPLICATION FOR SECONDHAND DEALER OR PAWN BROKER LICENSE

Your application has been submitted successfully.

Thank you for submitting your new Application For Pawnbroker License (21300 FC) license application. Your Application will be processed and you will be notified when the status of your application is updated. If you have any questions, please contact your Licensing Authority.
Licensing Authority

- Livescan-$32 Fingerprint + rolling fee
  - Department of Justice will send the Livescan result to the Licensing Authority
- Collect Non-refundable $300 fee
  - Licensing Authority will collect the non-refundable $300 fee and send it to the Department of Justice
- Review other required documents for Pawnbroker applicants
- The Licensing Authority will determine the approval or the denial of the Secondhand Dealer or Pawnbroker applications
You will receive an email notification regarding the approved application.

To check the status of the application, contact the local Licensing Authority or Law Enforcement Agency.
The Licensing Authority will print the license and mail it to your business once the application has been approved.
Username and Password

- You will receive an email with the CAPSS auto-generated user name and how to obtain a password.
- Click on the “RESET PASSWORD” link to create.

CAPSS Account Activation

Dear Stephen Test Store,

You have been granted access to the California Pawnbroker and Secondhand Dealer System (CAPSS). In order to gain access to the system, you must first set your password. To set your password, please click on the link below. Please make a note of your CAPSS Username.

CAPSS Username: stephen.test.store

RESET PASSWORD

Thank You,

CAPSS Team
Username and Password

California Pawn & Secondhand Dealer System (CAPSS)

RESET PASSWORD

USERNAME
Enter your CAPSS username

PASSWORD
Help
Enter a password of your choice

VERIFY PASSWORD
Re-enter the password

CLEAR  RESET PASSWORD
California Pawn & Secondhand Dealer System (CAPSS)

PASSWORD RESET COMPLETION

PLEASE USE THESE LINKS TO ACCESS CAPSS

SUBMIT & SEARCH JUS-123
LOG IN TO CAPSS
(CAPSS.DOJ.CA.GOV)

MANAGE USER ACCOUNTS
LOG IN TO CAPSS ID
(CAPSS-ID.DOJ.CA.GOV)