



OBJECTIVES & OVERVIEW FOR REPORTING AND MANAGING THE CALIFORNIA PAWN & SECONDHAND DEALER SYSTEM (CAPSS)

- ▣ In accordance with AB391, which was passed on August 17, 2012, new procedures for California Pawnbrokers (PBs) and Secondhand Dealers (SHDs) when for reporting property transactions to their Local Law Enforcement Agencies were established.
- ▣ PBs and SHDs will be required to use a single, statewide, electronic reporting system, which the California Department of Justice (DOJ) is responsible for implementing.
- ▣
- ▣ CAPSS is the name given to the electronic system that is being developed to meet the legislative mandate for secondhand dealers and pawnbrokers to electronically submit the Secondhand/Pawnbroker Report (JUS 123) to the California Department of Justice (DOJ). The CAPSS is a secured, web-based electronic reporting system that requires the use of a desktop/laptop computer and a standard web browser.
- ▣ There may be some equipment costs (e.g., computer or laptop with internet capabilities, electronic fingerprint reader and/or electronic signature pad) that businesses will need to purchase in order to electronically submit all the required data pursuant to Business & Professions (B & P) Code section 21628.



California Pawn & Secondhand Dealer System (CAPSS)

Hello and welcome to the presentation for New CAPSS (California Pawn & Secondhand Dealers System)- this presentation is an overview on how to begin reporting your JUS123 in the new automated system.

CAPSS is the name given to the electronic system that is being developed to meet the legislative mandate for secondhand dealers and pawnbrokers to electronically submit the Secondhand/Pawnbroker Report (JUS 123) to the California Department of Justice (DOJ).

All information and latest updates can be found on this is the public website (www.oag.ca.gov/secondhand/capss)

State of California Department of Justice
Office of the Attorney General



Translate Website | Traducir Sitio Web
Search

Kamala D. Harris ~ Attorney General

Home About the AG In the News Careers Services & Information Programs A-Z Contact Us



CALIFORNIA PAWN & SECONDHANDDEALER SYSTEM (CAPSS)

Update March 2015

The initial California Pawn & SecondhandDealer System (CAPSS) introducing core functionality, which met the Legislative mandate, was implemented by the Department of Justice (DOJ) in December 2014. Since that time, the DOJ and its contractor have been working diligently on phase-in improvements. The DOJ is happy to announce these improvements are nearing readiness. The exciting iteration will provide pawn and secondhand dealers with vastly improved user capabilities. A few of these capabilities include an auto-registration component, multiple property transaction bulk upload capability, and an advanced licensing application for law enforcement which will streamline the licensing process. The DOJ anticipates several waves of improvement releases, between April and June.

In the next few weeks, the DOJ will be working with various stores and law enforcement agencies to ensure the various data submissions processes are successful, including the ability to batch a file (batch upload or bulk upload) containing multiple property transaction reports.

The following equipment will be required to use CAPSS:

- Computer with Internet Access
- Fingerprint Scanner (must also purchase software to capture images) Revised 11/2015 [PLEASE SEE CAPSS FAQs](#)
- Electronic Signature Pad

Browser Requirements:

| Browser | Supported Versions | Supported OS |
|-------------------|--------------------|--|
| Internet Explorer | 10, 11 | Windows 7 Windows 8.1 |
| Firefox ESR | 31 ESR, 38 ESR | Windows 7 Windows 8.1 Mac OS X 10.8 Mac OS X 10.9 |
| Chrome | 32 through 44 | Windows 7 Windows 8.1 Mac OS X 10.10 Mac OS X 10.11 Android 4.2 (Jelly Bean) Android 4.4 (KitKat) Android 5.0 (Lollipop) |
| Safari | 7, 8 | Mac OS X 10.10 Mac OS X 10.11 iOS 7 iOS 8 |

Below are some basic facts and specifications for data submission:

California Pawn & SecondhandDealer System (CAPSS)

California Pawn & SecondhandDealer System (CAPSS) Home

[Letter to Law Enforcement 10/2013, pdf](#)

[Letter to Law Enforcement 3/2015, pdf](#)

[Letter to Pawnbrokers & Secondhand Dealers 3/2015, pdf](#)

[Legislation, pdf](#)

[Onboard CAPSS letter Stores 07/2015, pdf](#)

[Secondhand Dealer/Pawnbroker Unit Home](#)

Reference Guides & Downloads

[CAPSS XML Data Specification Document, pdf](#)

[CAPSS Example XML, zip](#)

[Reference Configuration Guide, pdf](#)

[CAPSS Bulk Upload XSD v1.9, txt](#)

[CAPSS Bulk Upload XSD v1.9, xsd](#)

[Trouble Shooting XML, pdf](#)

[CAPSS - Store User Guide v1.1](#)

[Article Table \(CAPSS\), xls](#)

[FAQs updated 11/2015](#)

Links

[XML Schema Validator](#)

Contact Us

For more information or questions, contact:

Department of Justice
California Pawn & SecondhandDealer System (CAPSS)
P. O. Box 903387



JUS 123 Reporting Form

Current law requires secondhand dealers and pawnbrokers to begin using the new system on and after the date the DOJ implements the new system. In addition, for the first-thirty (30) days after implementation, secondhand dealers and pawnbrokers must also continue to report transactions via the current paper method utilizing the JUS 123 reporting form in addition to using the new CAPSS system.



STATE OF CALIFORNIA
JUS 123
(Orig. 02/1994; Rev. 06/2010)

DEPARTMENT OF JUSTICE
PAGE 1 of 1

SECONDHAND DEALER/PAWNBROKER REPORT

Pursuant to Business and Professions Code section 21628 and Financial Code section 21208

| | | | | | | |
|----------------------|--|--|---------------------------------|---------------|---|----------|
| CUSTOMER INFORMATION | Last Name | | First Name | | Middle Name | |
| | <input type="checkbox"/> Male <input type="checkbox"/> Female | Race | Hair | Eyes | Height | Weight |
| | Date of Birth (mm/dd/yyyy) | | | | | |
| | Driver's License Number | ID, Passport, or Matricula Consular Number | State | Date of Issue | Year of Expiration | |
| STORE INFORMATION | Address | | City | | State | Zip Code |
| | Secondhand Dealer/Pawnbroker License Number | | Law Enforcement Agency/Division | | | |
| | Establishment Name | | Telephone Number | | | |
| | Name of Individual Completing This Form | | | | | |
| TRANSACTION ITEM | Address | | City | | State | Zip Code |
| | Article | | Brand Name | | | |
| | Serial Number | | Model | | | |
| | Transaction Date (mm/dd/yyyy) | | Loan/Buy Number | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM | Amount |
| | <input type="checkbox"/> PAWN <input type="checkbox"/> BUY <input type="checkbox"/> CONSIGN <input type="checkbox"/> TRADE | | | | | |
| | Property Description (One (1) item per form; describe size, color, material, etc.) | | | | | |

I certify under penalty of perjury that to my knowledge and belief, the information above is true and complete and I am the owner, or have the authority of the owner, to sell or pledge the property.

Customer Signature

Date

Signature of Individual Completing This Form

Customer's Right
Thumb Print

Privacy Notice

The information on this form is requested by the State of California, Department of Justice (DOJ), California Justice Information Services (CJIS) Division, Secondhand Dealer/Pawnbroker Licensing Program, for the purpose of curtailing the dissemination of stolen property. The maintenance of the information collected on this form is authorized by Business and Professions Code section 21628 and Financial Code section 21208. All information requested on this form is mandatory. Failure to provide the requested information will result in criminal charges filed. Information provided on this form may be disclosed to other law enforcement agencies, regulatory agencies, or businesses where the transfer is necessary to perform its statutory duties.

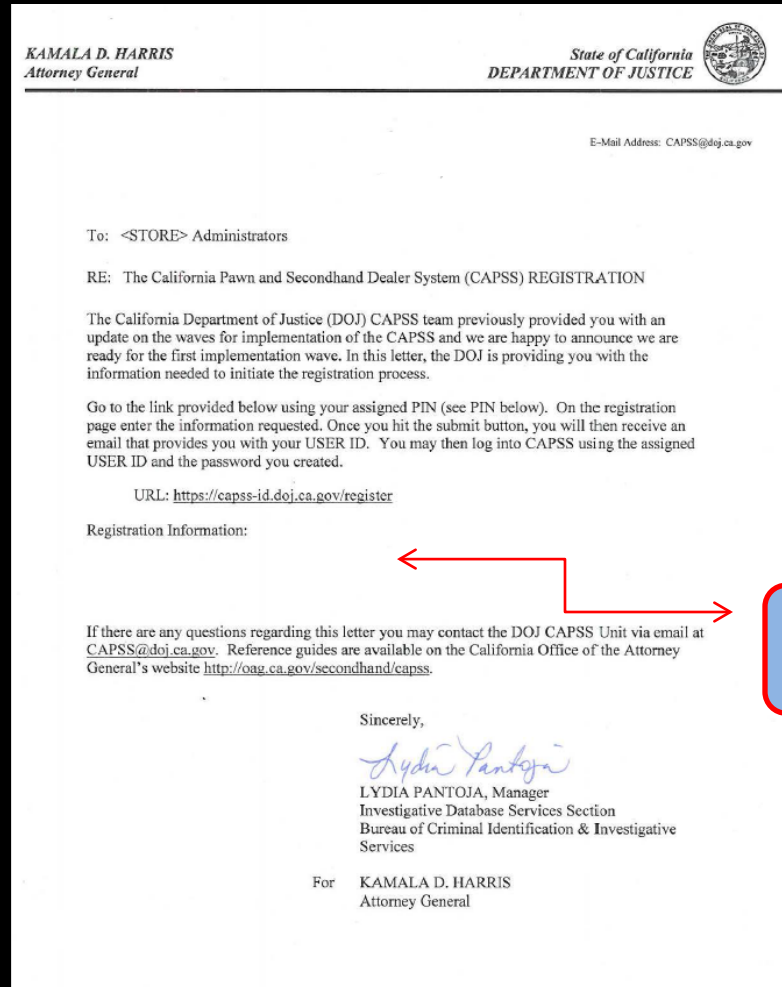
Pursuant to Civil Code Section 1798.30 et seq., individuals have the right (with some exceptions) to access records containing the personal information about them that is maintained by the agency. The law enforcement agency/division is the agency official responsible for the system of records that maintains the information provided on this form. For more information regarding the location of your records and the categories of any persons who use the information in those records, you may contact the Secondhand Dealer/Pawnbroker Licensing Program, Department of Justice, at P.O. Box 903387, Sacramento, CA, 94203-3870, or shd.licensing@doj.ca.gov.

DISTRIBUTION: ORIGINAL - Law Enforcement Agency; COPY - Secondhand Dealer/Pawnbroker



US POSTAL LETTER

The first step to establishing an account is to make sure all information is current. The letter will be sent to all Active Licensed Pawnbrokers and Secondhand Dealers via "U.S. POSTAL SERVICE" at the location of your business. The letter contains your Organization ID and Password to register and activate your CAPSS account.






REGISTRATION URL:

<https://capss-id.doj.ca.gov/register>

Registration page:
Fill in all required
fields –

After completed
you will receive a
email confirming
your registration.

***PLEASE MAKE
NOTE OF YOUR
PASSWORD***



California Pawn & Secondhand Dealer System (CAPSS)

REGISTRATION

VERIFICATION

Organization ID *

PIN *

CREATE YOUR ADMINISTRATOR ACCOUNT *

Name *

Email Address *

Verify Email Address *

Password * [Help](#)

Verify Password *

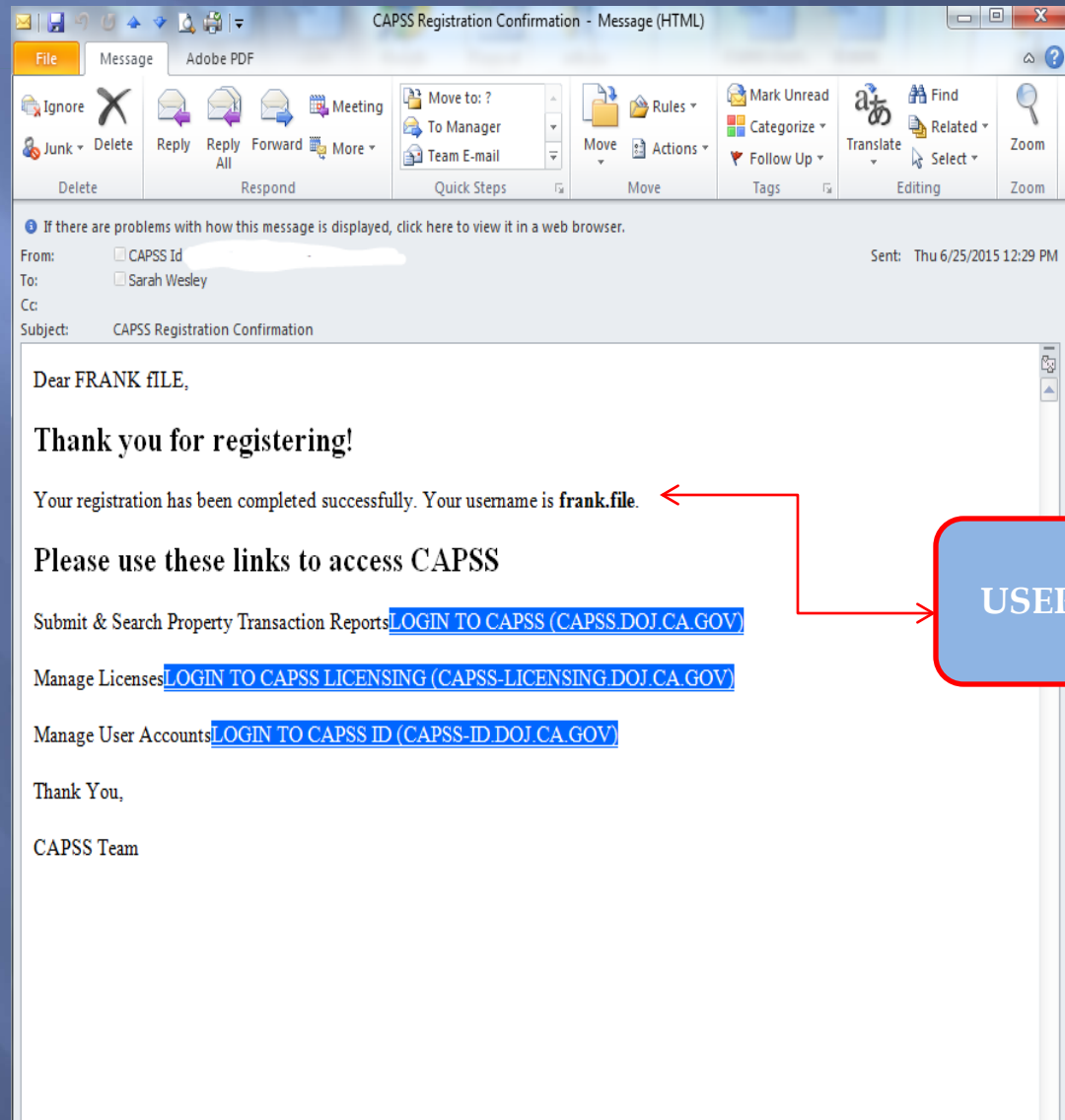
ALREADY REGISTERED?



EMAIL CONFIRMATION

The email you receive will look like this-

For easy access you will want to bookmark the following URL's AND make note of your USERNAME (always lowercase)





CALIFORNIA PAWN & SECONDHAND DEALER SYSTEM (CAPSS)

CAPSS Email: capss@doj.ca.gov

CAPSS Help Desk: 916-227-6400

CAPSS Website:

<http://oag.ca.gov/secondhand/capss>