



# JDIS

## JUSTICE DATA & INVESTIGATIVE SERVICES BUREAU

In accordance with AB391, which was passed on August 17, 2012, new procedures for California Pawnbrokers (PBs) and Secondhand Dealers (SHDs) when 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. The California Department of Justice has developed and is known as the California Pawn and Secondhand Dealer System (CAPSS).



# Training Overview

Submit Property  
Transactions  
(JUS-123)

Bulk Upload  
Property  
Transactions

Search Property  
Transactions

Submission  
Search

# CAPSS Main

<https://capss.doj.ca.gov>

To access, open a browser and sign in to CAPSS Main with the provided username and password.

Password Policy - A user password will be valid for up to 90 days from the last reset. User may reset their password any time before or after the expiration. Users will receive an email notification 15, 5, and one day before the password's expiration.



 **California Pawn & Secondhand Dealer System (CAPSS)**

THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS FOR LEGITIMATE LAW ENFORCEMENT AND OFFICIAL BUSINESS PURPOSES MANDATED BY BUSINESS AND PROFESSIONS CODE SECTION 21628 AND FINANCIAL CODE SECTION 21208. THIS INFORMATION IS CONFIDENTIAL AND SHALL BE ACCESSED ONLY IN THE PERFORMANCE OF OFFICIAL DUTIES. YOUR USAGE OF THIS SYSTEM IS AUDITED AND STORED. UNAUTHORIZED ACCESS, ACCESS FOR OTHER THAN OFFICIAL PURPOSES, OR DISSEMINATION TO UNAUTHORIZED PERSONS IS UNLAWFUL AND MAY BE SUBJECT TO ADMINISTRATIVE, CIVIL, OR CRIMINAL SANCTIONS. THE CONDITIONS FOR USE AND PRIVACY NOTICE MUST BE READ AND ACKNOWLEDGED PRIOR TO LOGGING IN.

*Law enforcement agencies shall not use any non-criminal history information contained within this database for immigration enforcement purposes. This information does not pertain to any information that is regarding a person's immigration or status pursuant to 8 U.S.C. §§ 1373 and 1644.*

**LOG IN**

Username:

Password:

**LOG IN**

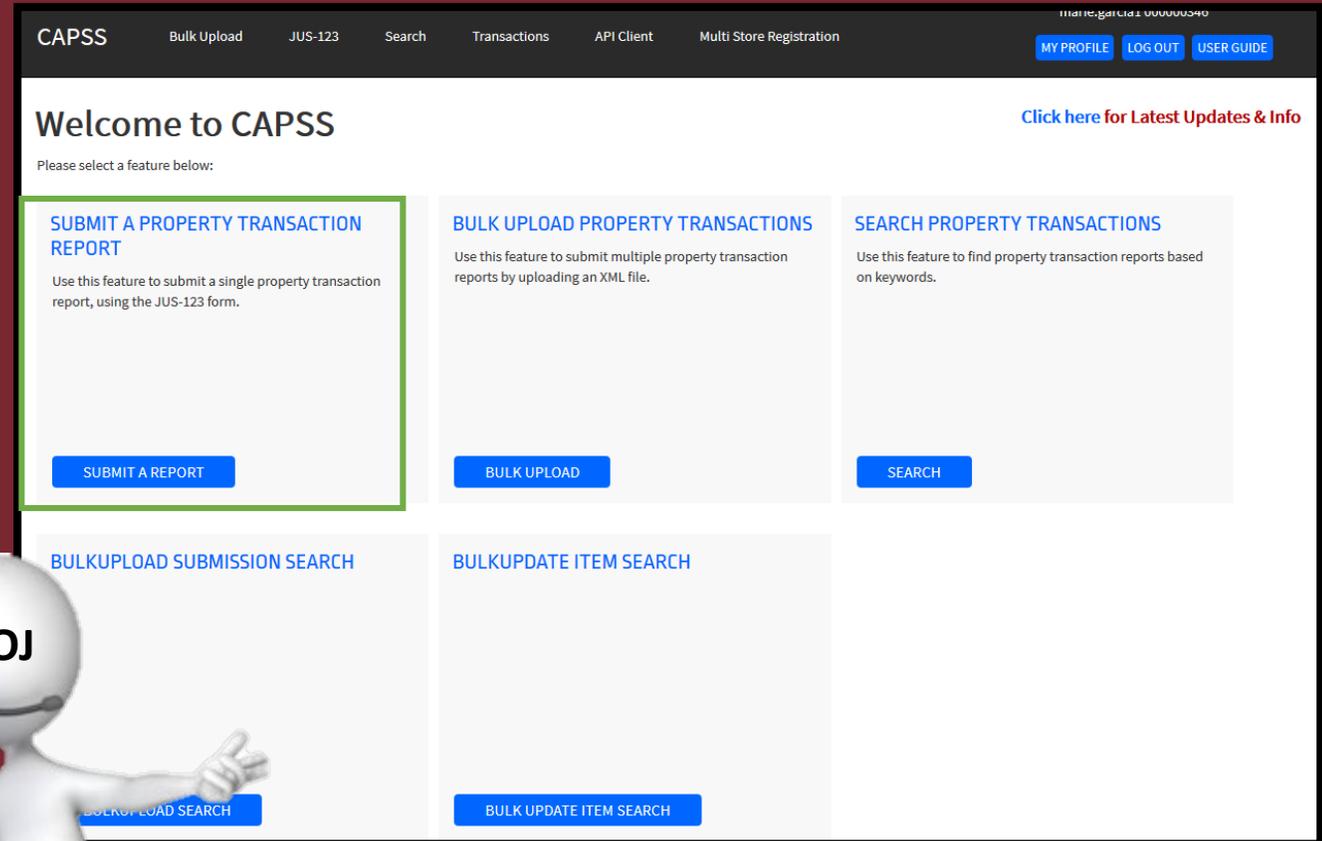
[Forgot/Expired Password?](#) [Forgot Username?](#)

Password is valid up to 90 days after the last reset. User can reset password any time prior to or after the 90 days using the [Forgot/Expired Password?](#) link above.

# Pawnbroker/Secondhand Dealer Dashboard

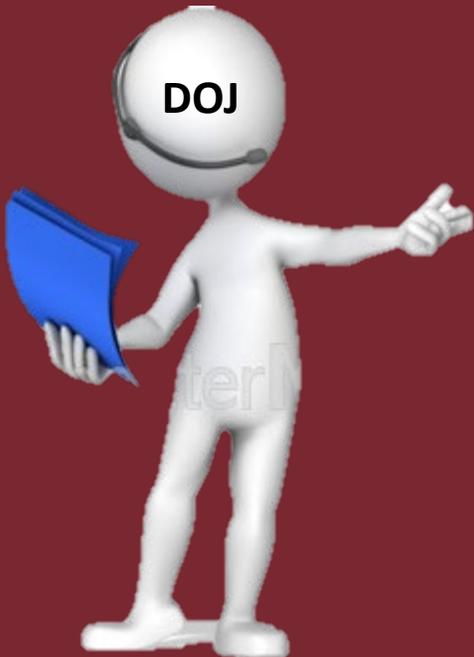
If the username and password are valid, the user will see the main dashboard and its options – Use this feature to submit a property transaction report, bulk upload files, and search or view the store’s transactions.

Click on the JUS-123 from the navigation bar or click on the “Submit a Report” button to submit a property transaction report.



# CAPSS Main Updates

The regulations added data fields.



## Added Mandatory Data Fields

Manufacturer's Pattern Name

Size/Unit

Color

Material

## Added Conditional Data Field

Seller or pledger has no fingers indicator

# CAPSS Main Updates

Was Mandatory	Now Conditional
Customer Thumbprint	Seller or Pledger Fingerprint (When 'Seller or Pledger Has No Fingers Indicator is checked.)

Was Optional	Now Mandatory
Issuing State	Issuing US State or Territory
Issuing Country	Issuing Country
Model	Model
Owner Applied Number	Owner-Applied Number
Inscription	Personal Inscription



# JUS-123

**Property Transaction Report**

**INTENDED SELLER OR PLEDGER INFORMATION**

<b>Last Name *</b>	<b>First Name *</b>	<b>Middle Name</b>	<b>Date of Birth *</b>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>			
<input type="checkbox"/> <b>Non US Address</b>	<b>Address *</b>	<b>City *</b>	<b>US State or Territory *</b>			
	<input type="text"/>	<input type="text"/>	<input type="text" value="-Choose State or Territory-"/>			
<b>Gender *</b>	<b>Race</b>	<b>Hair Color *</b>	<b>Eye Color *</b>	<b>Height (ft.) *</b>	<b>Height (in.) *</b>	<b>Weight (lbs.) *</b>
<input type="text" value="-Choose Gender-"/>	<input type="text" value="-Choose Race-"/>	<input type="text" value="-Choose Hair Color-"/>	<input type="text" value="-Choose Eye Color-"/>	<input type="text" value="Feet"/>	<input type="text" value="inches"/>	<input type="text" value="Pounds"/>
<b>Identification Type *</b>	<b>Issuing US State or Territory *</b>	<b>Issuing Country *</b>				
<input type="text" value="-Choose Identification Type-"/>	<input type="text" value="-Choose Issuing State or Territory-"/>	<input type="text" value="-Choose Country-"/>				
<b>Identification Number *</b>	<b>Identification Date Of Issue</b>	<b>Identification Expiration Year</b>				
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="yyyy"/>				
<b>Phone Number</b>						
<input type="text"/>						



Intended Seller or Pledger Information section – every field that has blue asterisks are mandatory.

Enter all of the details on the form as appropriate. Note that all required fields are indicated with a blue asterisk\* next to the label.

# JUS-123

## STORE INFORMATION

<b>Store Name</b>	<b>Secondhand Dealer or Pawnbroker License Number</b>	<b>Licensing Authority</b>	
DOJ STORE	000001075	Sacramento Co. Sheriff's Department	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Postal Code</b>
4949 broadway	sacramento	California	95824
<b>Store Phone Number</b>	<b>Store Representative</b>	<b>Store Representative Signature</b>	
9161111111	Stephen Pawn	<a href="#">UPLOAD STORE REPRESENTATIVE SIGNATURE FILE...</a>	
		Select the file containing Store Representative's signature file	

**Automated, no entry needed**



Store Information – is pre-populated, no need for entry.

# JUS-123

**TRANSACTION ITEM 1**

Transaction Type \*  
 Pawn  Buy  Consign  Trade  Auction

Reference ID

Article Field \*

Brand Name \*

Model \*

Manufacturer's Pattern Name \*

Color \*

Material \*

Size \*

Unit \*

Serial Number \*

Loan/Buy Number \*

Dollar (\$) Amount \*

Owner-Applied Number \*

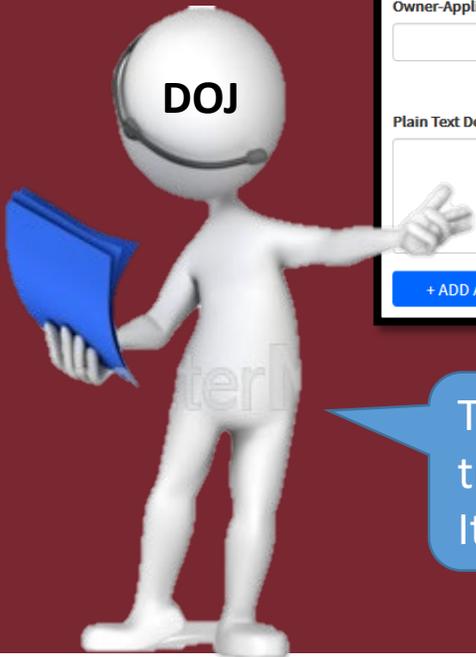
Personalized Item # \*

Item Image  
  
Select the file containing item's image file

Plain Text Description (One Item Only) \*

**Multiple transactions**

Transaction section – For multiple transactions, click on “Add Another Item” button.



# JUS-123

## SIGNATURE

Seller or Pledger Signature \*

UPLOAD SELLER OR PLEDGER SIGNATURE FILE...

Select the file containing Seller or Pledger's signature file

Seller or Pledger Fingerprint

UPLOAD SELLER OR PLEDGER FINGERPRINT FILE...

Select the file containing Seller or Pledger's Fingerprint Image

*Ref. 2005(a)(1) and 2005(a)(2)*

Seller or Pledger Has No Fingers Indicator

## CERTIFICATION

The person taking the information shall notify the intended seller or pledger that the use of the intended seller or pledger's electronic signature and fingerprint on the Property Transaction Report constitutes certification by the intended seller or pledger that:

- 1) He or she is the owner or has the authority of the owner to sell or pledge the property; and
- 2) To his or her knowledge and belief the information he or she provided is true and complete.

**By submitting the Property Transaction Report, the person taking the information certifies that he or she has verified the identification of the intended seller or pledger.**

PLEASE VERIFY THAT ALL INFORMATION IS CORRECT PRIOR TO SUBMITTING THIS REPORT.

CANCEL

RESET

SUBMIT REPORT

Customer Signature and Fingerprint – devices needed.

To complete the JUS-123 form, the user needs to upload Signature and Thumbprint images; the following buttons are displayed on the form.

Once the user clicks on one of the upload buttons, select the appropriate image file from the personal computer. The image files should be captured using appropriate devices.



# JUS-123

**Property Transaction Report**

**Error(s) found:**  
Please fix invalid data in the form.

**INTENDED SELLER OR PLEDGER INFORMATION**

<b>Last Name *</b> <input type="text"/> <small>ⓘ Last Name is a required field and must be filled out</small>	<b>First Name *</b> <input type="text"/> <small>ⓘ First Name is a required field and must be filled out</small>	<b>Middle Name</b> <input type="text"/>	<b>Date of Birth *</b> <input type="text" value="mm/dd/yyyy"/> <small>ⓘ Date Of Birth is a required field and must be filled out</small>			
<input type="checkbox"/> <b>Non US Address</b>	<b>Address *</b> <input type="text"/> <small>ⓘ Street Address is a required field and must be filled out</small>	<b>City *</b> <input type="text"/> <small>ⓘ Address fields are required. Please ensure Steet address, City, State, and Postal Code are provided</small>	<b>US State or Territory *</b> <input type="text" value="-Choose State or Territory-"/> <small>ⓘ Address fields are required. Please ensure Steet address, City, State, and Postal Code are provided</small>	<b>Postal Code *</b> <input type="text"/> <small>ⓘ Address fields are required. Please ensure Steet address, City, State, and Postal Code are provided</small>		
<b>Gender *</b> <input type="text" value="-Choose Gender-"/> <small>ⓘ Gender is a required field and must be filled out</small>	<b>Race</b> <input type="text" value="-Choose Race-"/>	<b>Hair Color *</b> <input type="text" value="-Choose Hair Color-"/> <small>ⓘ Hair Color is a required field and must be filled out</small>	<b>Eye Color *</b> <input type="text" value="-Choose Eye Color-"/> <small>ⓘ Eye Color is a required field and must be filled out</small>	<b>Height (ft.) *</b> <input type="text" value="Feet"/> <small>ⓘ Height in feet is a required field and must be filled out</small>	<b>Height (in.) *</b> <input type="text" value="inches"/> <small>ⓘ Height in inches is a required field and must be filled out</small>	<b>Weight (lbs.) *</b> <input type="text" value="Pounds"/> <small>ⓘ Weight is a required field and must be filled out</small>
<b>Identification Type *</b> <input type="text" value="-Choose Identification Type-"/> <small>ⓘ Identification Type is a required field and must be filled out</small>	<b>Issuing US State or Territory *</b> <input type="text" value="-Choose Issuing State or Territory-"/>		<b>Issuing Country *</b> <input type="text" value="-Choose Country-"/> <small>ⓘ Identification Country is a required field and must be filled out</small>			
<b>Identification Number *</b> <input type="text"/>	<b>Identification Date Of Issue</b> <input type="text" value="mm/dd/yyyy"/>		<b>Identification Expiration Year</b> <input type="text" value="yyyy"/>			



Property Transaction Report (PTR) that is submitted incomplete will be highlighted, and the user must enter the required information and upload the thumbprint and signature again before submittal.

# Pawnbroker/Secondhand Dealer Dashboard

JUS-123 forms can be submitted in bulk using the Bulk Upload feature.

Bulk Upload Property Transactions – To submit multiple Property Transaction Report (PTR) by uploading an XML file by clicking on the "BULK UPLOAD" button.

This feature is used for submitting multiple PTR from the business's own 'point of sale' system.



The screenshot shows the CAPSS dashboard interface. At the top, there is a navigation bar with links for Bulk Upload, JUS-123, Search, Transactions, API Client, and Multi Store Registration. On the right side of the navigation bar, there are links for MY PROFILE, LOG OUT, and USER GUIDE. The main content area is titled "Welcome to CAPSS" and includes a link for "Click here for Latest Updates &amp; Info". Below the welcome message, it says "Please select a feature below:". There are five feature cards: "SUBMIT A PROPERTY TRANSACTION REPORT", "BULK UPLOAD PROPERTY TRANSACTIONS" (highlighted with a green border), "SEARCH PROPERTY TRANSACTIONS", "BULKUPLOAD SUBMISSION SEARCH", and "BULKUPDATE ITEM SEARCH". Each card has a corresponding button at the bottom.

# Bulk Upload

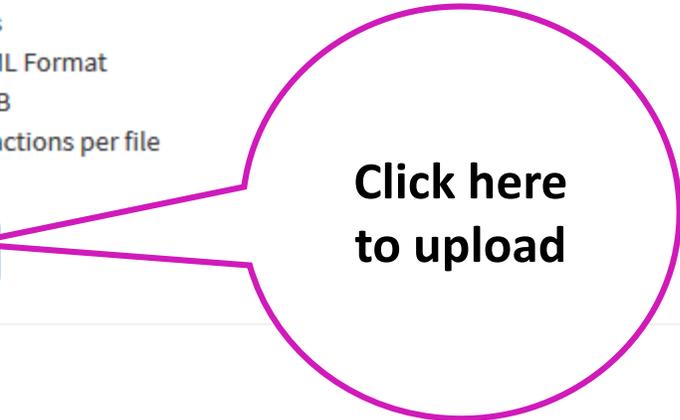
## Bulk Upload Property Transaction Reports

Multiple property transaction reports (JUS-123) can be uploaded from this page.

### UPLOAD INSTRUCTIONS

- Select the .XML file from your local files
  - File must be in the CAPSS XML Format
  - Cannot be larger than 150 MB
  - Can contain 1 or more transactions per file
- Select the Upload Transactions button

SELECT AN .XML FILE TO UPLOAD ...



Click here  
to upload

### TERMS

By selecting the **UPLOAD TRANSACTIONS** button below, I certify that the transactions contained in the .XML file being uploaded are accurate to the best of my knowledge.

UPLOAD TRANSACTIONS

# Bulk Upload

The image shows a web application interface on the left and a Windows File Upload dialog box on the right. The web application has a title 'Bulk Upload Prop' and a subtitle 'Multiple property transaction reports (JUS-123)'. It features a section titled 'UPLOAD INSTRUCTIONS' with a list of steps: 'Select the .XML file from your local file', 'File must be in the CAPSS X', 'Cannot be larger than 150', and 'Can contain 1 or more tran'. Below this is a blue button labeled 'SELECT AN .XML FILE TO UPLOAD ...'. There is also a 'TERMS' section with a button labeled 'UPLOAD TRANSACTIONS'. The Windows dialog box is titled 'File Upload' and shows the 'Downloads' folder. It contains a table of files with columns for Name, Date modified, Type, and Size. A pink callout bubble points to the 'Open' button in the dialog box.

**Bulk Upload Prop**  
Multiple property transaction reports (JUS-123)

### UPLOAD INSTRUCTIONS

- Select the .XML file from your local file
  - File must be in the CAPSS X
  - Cannot be larger than 150
  - Can contain 1 or more tran
- Select the Upload Transactions butto

**SELECT AN .XML FILE TO UPLOAD ...**

### TERMS

By selecting the **UPLOAD TRANSACTIONS** butto

**UPLOAD TRANSACTIONS**

**File Upload**  
This PC > Downloads

Name	Date modified	Type	Size
07e665aa-1b22-43dd-82eb-0e956cdf7829	4/1/2020 8:23 AM	File	3 KB
07e665aa-1b22-43dd-82eb-0e956cdf7829...	4/1/2020 9:14 AM	File	3 KB
81f28b3d-bc29-453c-8699-375d52e1a2ed	4/1/2020 9:22 AM	File	3 KB
baffe149-5b8b-40ca-b24b-465b96e8cc08	4/3/2020 12:07 PM	File	2 KB
baffe149-5b8b-40ca-b24b-465b96e8cc08 ...	4/3/2020 12:44 PM	File	2 KB
cc7f8b2a-dacb-4074-9820-8f8c4260fd12	2/13/2020 1:52 PM	File	5 KB

File name:  All Files

**Open** **Cancel**

Select the file and click the "Open" button when done

# Bulk Upload

## Bulk Upload Property Transaction Reports

Multiple property transaction reports (JUS-123) can be uploaded from this page.

### UPLOAD INSTRUCTIONS

- Select the .XML file from your local files
  - File must be in the CAPSS XML Format
  - Cannot be larger than 150 MB
  - Can contain 1 or more transactions per file
- Select the Upload Transactions button

SELECT AN .XML FILE TO UPLOAD ...

File Selected: [new XML sample\\_000000346\\_042420](#)

### TERMS

By selecting the **UPLOAD TRANSACTIONS** button below, I certify that the data are accurate to the best of my knowledge.

UPLOAD TRANSACTIONS

Click "Upload Transactions" button when done

# Bulk Upload

File contains:  
Bulk Uploads: 1  
Total Transactions: 1  
Saved Transactions: 1  
Total Items: 1  
Saved Items: 1  
Error Items: 0  
Successfully uploaded file. File new XML sample\_000000346\_0424  
Submission ID: fdb67573-e4a3-49e2-bb74-982c9d16eda7  
**Bulk Upload Property Transaction Reports**  
Multiple property transaction reports (JUS-123) can be uploaded from this page.  
**BULK UPLOAD INSTRUCTIONS**  
Select the .XML file from your local files  
o File must be in the CAPSS XML Format  
o Cannot be larger than 150 MB

**Submission ID number**

After successful upload, the user will see the following messages.



# Bulk Upload

Unsuccessful upload message.

If errors are found in your Bulk Upload Submission, the user will receive a detailed screen identifying the specific errors. In addition to the detail screen of errors, the user also can 'Download Details' to their local computer.

"Cancel" – will cancel the transactions, and this will cancel the Bulk Upload. The user needs to correct the error and resubmit. "Submit Without The Errors" – will only submit reports without the errors. If this option is selected, only PTRs without errors will be submitted to CAPSS. The user needs to correct the errors and resubmit the bulk upload with the corrected transactions in a separate file.



# Bulk Upload

**! UPLOAD ISSUES** ✕

**! THE FILE CONTAINS TRANSACTIONS WITH ERRORS.**

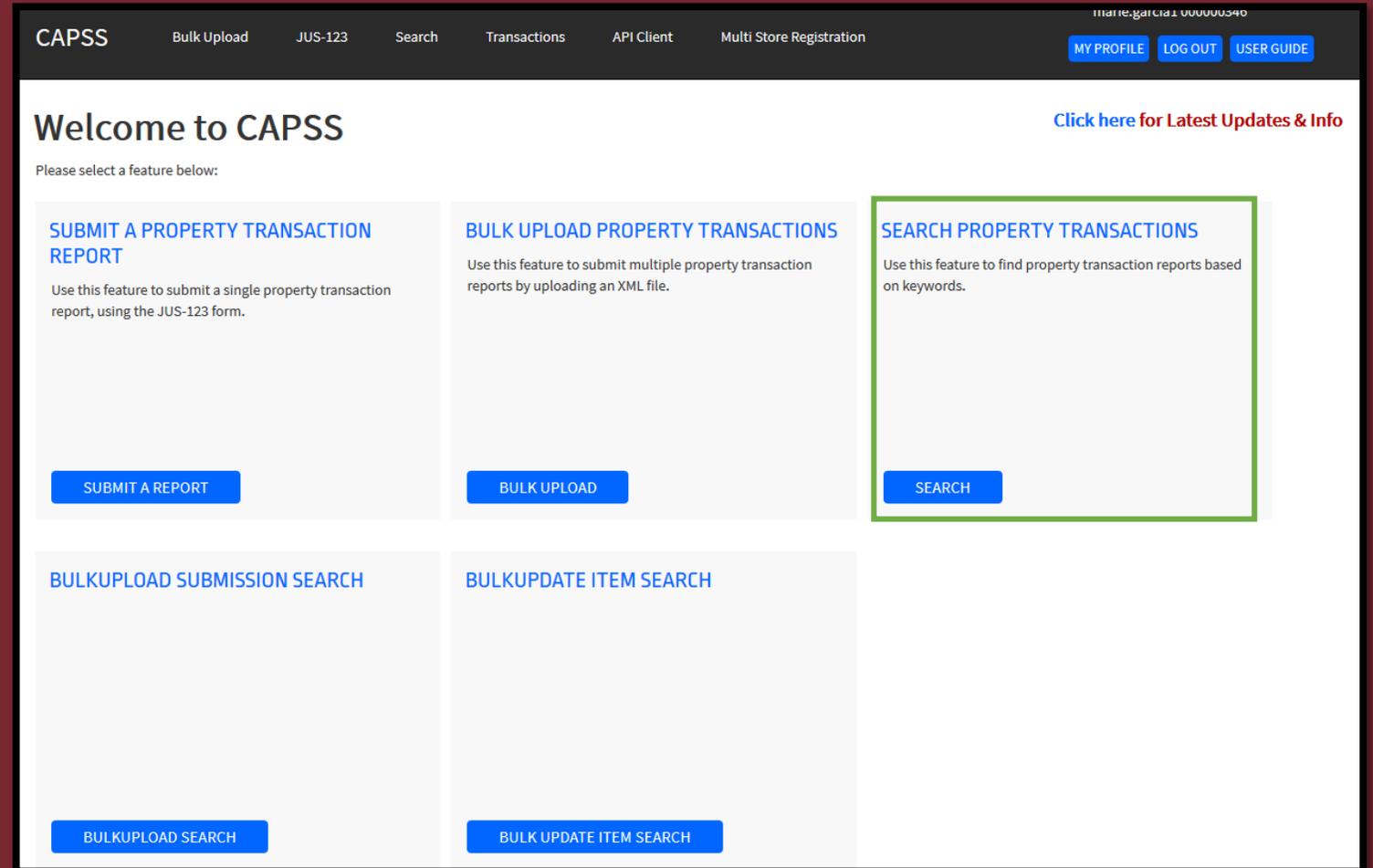
How would you like to proceed?

NOTE: Transactions that contain errors will not be submitted.

**DETAILS**

**! Error for transactionTime=Thu Jan 01 19:11:00 PST 2015, customerName=WHITE,PERRY,Terry. Property [customerGenderCode] of class [Property Transaction] with value [Malee] is not contained within the list [[Male, Female]]**

# Pawnbroker/Secondhand Dealer Dashboard



The screenshot shows the CAPSS dashboard with a dark header. The header contains the text 'CAPSS' and navigation links: 'Bulk Upload', 'JUS-123', 'Search', 'Transactions', 'API Client', and 'Multi Store Registration'. On the right side of the header, there is a user ID 'marie.garcia1000000540' and three buttons: 'MY PROFILE', 'LOG OUT', and 'USER GUIDE'. The main content area is titled 'Welcome to CAPSS' and includes a link for 'Latest Updates & Info'. Below the welcome message, it says 'Please select a feature below:' and lists five options in a grid. The 'SEARCH PROPERTY TRANSACTIONS' option is highlighted with a green border. Each option has a corresponding blue button at the bottom.

Navigation: Bulk Upload, JUS-123, Search, Transactions, API Client, Multi Store Registration

User: marie.garcia1000000540

Buttons: MY PROFILE, LOG OUT, USER GUIDE

## Welcome to CAPSS

[Click here for Latest Updates & Info](#)

Please select a feature below:

- SUBMIT A PROPERTY TRANSACTION REPORT**  
Use this feature to submit a single property transaction report, using the JUS-123 form.  
Button: SUBMIT A REPORT
- BULK UPLOAD PROPERTY TRANSACTIONS**  
Use this feature to submit multiple property transaction reports by uploading an XML file.  
Button: BULK UPLOAD
- SEARCH PROPERTY TRANSACTIONS**  
Use this feature to find property transaction reports based on keywords.  
Button: SEARCH
- BULKUPLOAD SUBMISSION SEARCH**  
Button: BULKUPLOAD SEARCH
- BULKUPDATE ITEM SEARCH**  
Button: BULK UPDATE ITEM SEARCH

DOJ

The search feature is to find property transaction reports based on search criteria.

# Search Property Transactions

**Search**

<b>Source</b> <input type="text" value="All"/>	<b>SHD/PB Store Representative</b> <input type="text" value="All"/>	<b>Transaction Id</b> <input type="text"/>	
<b>Loan/Buy Number</b> <input type="text"/>	<b>Transaction Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Submission Date</b> <input type="text" value="FROM: mm/dd/yyyy"/>	<input type="text" value="TO: mm/dd/yyyy"/>
<b>Seller or Pledger Last Name</b> <input type="text"/>	<b>Seller or Pledger First Name</b> <input type="text"/>	<b>Seller or Pledger Middle Name</b> <input type="text"/>	
<b>Reference ID</b> <input type="text"/>			
<input type="button" value="CANCEL"/> <input type="button" value="RESET"/> <input type="button" value="SEARCH"/>			



This search page allows the user to search the transactions of the business.

# Search Property Transactions

## Property Transaction List

Showing 1 results for transaction search.

TRANSACTION ID	TRANSACTION DATE/TIME	ITEM COUNT	SELLER OR PLEDGER NAME	DOB	ID#	SHD/PB	LICENSING AUTHORITY	ITEMS
000001075-1575396664280-1	12/03/2019 10:07 AM	1	Batoy, Totoy	07/10/1990	B12345678	DOJ STORE	Sacramento Co. Sheriff's Department	iphone 7 CELLPHONE/SMARTPHONE (123465abc123456)



Search results will appear. To view the details of a transaction, click on the transaction's row.

# Search Property Transactions

INTENDED SELLER OR PLEDGER INFORMATION						
Last Name		First Name		Middle Name	Date of Birth	
Batoy		Totoy			07/10/1990	
Non US Address	Address	City	US State or Territory		Postal Code	
<input type="checkbox"/>	2048 Thunder Valley	Antioch	CALIFORNIA		94506	
Gender	Race	Hair Color	Eye Color	Height (ft.)	Height (in.)	Weight (lbs.)
NONBINARY	FILIPINO	BLACK	BROWN	5	9	150
Identification Type		Issuing US State or Territory *		Issuing Country		
DRIVERS LICENSE		CALIFORNIA		UNITED STATES		
Identification Number		Identification Date of Issue		Identification Expiration Year		
B12345678		07/10/2017		2020		
Phone Number						



The screenshot illustrates the completed JUS-123. The top right – print option is available for your convenience.

# Search Property Transactions

## STORE INFORMATION

Store Name

DOJ STORE

Secondhand Dealer or Pawnbroker License Number

000001075

Licensing Authority

Sacramento Co. Sheriff's Department

Address

4949 broadway

City

sacramento

State

California

Postal Code

95824

Store County

SACRAMENTO

Store License Type

Pawn Broker

Store Phone Number

9161111111

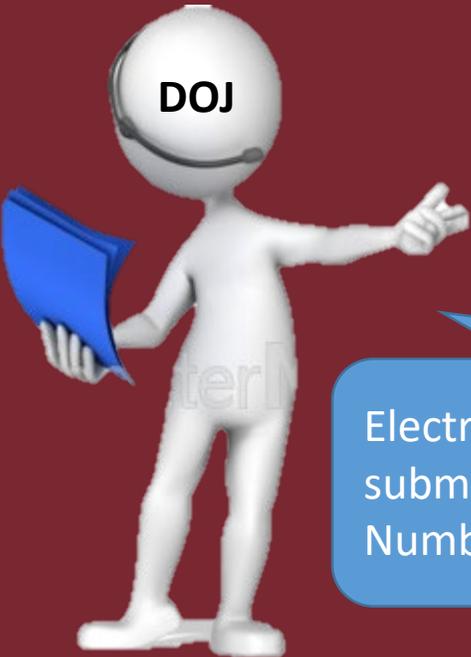
Store Representative

Stephen Pawn

Store Representative Signature

# Search Property Transactions

TRANSACTION ITEM(S) INFORMATION				
Transaction Date	Transaction Time	Transaction Id		
12/03/2019	10:07 AM	000001075-1575396664280-1		
<b>TRANSACTION ITEM 1</b>				
<input checked="" type="radio"/> Pawn <input type="radio"/> Buy <input type="radio"/> Consign <input type="radio"/> Trade <input type="radio"/> Auction				
Reference ID				
<input type="text"/>				
Article Field	Brand Name	Model		
CELLPHONE/SMARTPHONE	iphone	7		
Manufacturer's Pattern Name *	Color *	Material *	Size *	Unit *
UNKNOWN	BLACK	UNKNOWN	7	INCHES
Serial Number	Loan/Buy Number	Dollar (\$) Amount		
123465abc123456 <input type="button" value="+"/>	unknown	\$59.99		
Owner-Applied Number				
abc123 <input type="button" value="+"/>				
Personalized Inscription				
unknown				
Plain Text Description (One Item Only)				Item Image
iPhone 7 cell phone				



Electronic Hand-Held Devices only - within ten days of submission, edit or modify the serial or Owner-Applied Number.

# Search Property Transactions

Seller or Pledger Signature



Signature

Seller or Pledger Fingerprint



Seller or Pledger Has No Fingers Indicator

# Cancel Transaction

CAPSS Bulk Upload JUS-123 Search Transactions API Client Multi Store Registration

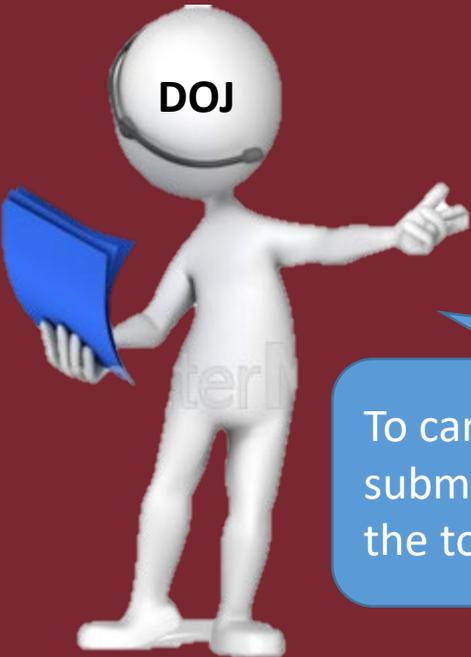
MY PROFILE LOG OUT USER GUIDE

## Edit Property Transaction

### INTENDED SELLER OR PLEDGER INFORMATION

Last Name First Name Middle Name Date of Birth

CANCEL TRANSACTION PRINT



To cancel the transaction within 24 hours of submission, click on the “Cancel Transaction” button at the top of the page.

# Pawnbroker/Secondhand Dealer Dashboard

CAPSS Bulk Upload JUS-123 Search Transactions API Client Multi Store Registration marie.garcia1 000000340 MY PROFILE LOG OUT USER GUIDE

## Welcome to CAPSS

[Click here for Latest Updates & Info](#)

Please select a feature below:

### SUBMIT A PROPERTY TRANSACTION REPORT

Use this feature to submit a single property transaction report, using the JUS-123 form.

SUBMIT A REPORT

### BULK UPLOAD PROPERTY TRANSACTIONS

Use this feature to submit multiple property transaction reports by uploading an XML file.

BULK UPLOAD

### SEARCH PROPERTY TRANSACTIONS

Use this feature to find property transaction reports based on keywords.

SEARCH

### BULKUPLOAD SUBMISSION SEARCH

BULKUPLOAD SEARCH

### BULKUPDATE ITEM SEARCH

BULK UPDATE ITEM SEARCH

DOJ

The submission search feature is for those users who are using the Bulk Upload.

# Bulk Upload – Submission Search

## Submission Search

Search criteria: Search by submission ID OR SHD/PB license number and submission date

### Submission ID

OR

### SHD/PB License Number

### From

### To (Up to 31 days)

DOJ

Enter a 31-day date range to view the Bulk Upload files and the transaction content.

# Bulk Upload – Submission Search

Showing 5 results for submission search.

DATE/TIME	USER ID	UPLOADED FILE	TOTAL TRANSACTIONS	UPLOADED TRANSACTIONS	TOTAL ITEMS	UPLOADED ITEMS	ERROR ITEMS
<a href="#">01/19/2017 12:50 PM</a>	DOJ TEST PAWNBROKER	good.txt	2	0	8	0	6
<a href="#">01/19/2017 12:50 PM</a>	DOJ TEST PAWNBROKER	good.txt	2	0	8	0	6
<a href="#">01/19/2017 12:27 PM</a>	DOJ TEST PAWNBROKER	good.txt	2	1	8	4	2
<a href="#">01/19/2017 10:08 AM</a>	DOJ TEST PAWNBROKER	good.txt	2	2	8	8	0
<a href="#">01/09/2017 3:22 PM</a>	DOJ TEST PAWNBROKER	JEFF19420772A.PNG	2	0	8	0	6



DOJ

To view the transaction(s),  
click on the Date/Time link  
(blue font).

# Bulk Upload – Submission Search

## Bulk Submission Detail

SUBMISSION: AB4ED77E-F61F-4BB2-AB09-6226386F7949

Time

2017 12:27 PM

Has Errors

Yes

Has Dups

No

TEST PAWNBROKER (doj.test.pawnbroker)

Name

good.txt

## PROPERTY TRANSACTION REPORT

CUSTOMER NAME

goodone,Another,Terry

DATE AND TIME

01/07/2017 7:11 PM

DOWNLOAD ERRORS

Details of successful upload

Details of unsuccessful upload

Details of the XML file uploads.

DOJ

# Bulk Upload – Submission Search

Date and Time

File Name	Date	Error Messages
good.txt	1/19/2017 12:27	Rejected Item - Exact Duplicate Item exists within CAPSS - Customer Name = onee,goodd,Terryj, DOT = 2017-01-07 07:11:00, Article - BRACELETTT, Brand GUCCI, Owner Applied Number 1fd9d9l1dd555l1111113389.
good.txt	1/19/2017 12:27	Rejected Item - Exact Duplicate Item exists within CAPSS - Customer Name = onee,goodd,Terryj, DOT = 2017-01-07 07:11:00, Article - BRACELET, Brand ABBOTT, Owner Applied Number 2f1dd555d11hdhfd.
good.txt	1/19/2017 12:27	Rejected Item - Exact Duplicate Item exists within CAPSS - Customer Name = onee,goodd,Terryj, DOT = 2017-01-07 07:11:00, Article - BRACELETTT, Brand GUCCI, Owner Applied Number 1fd9d9l1dd555l1111113389.
good.txt	1/19/2017 12:27	Rejected Item - Exact Duplicate Item exists within CAPSS - Customer Name = onee,goodd,Terryj, DOT = 2017-01-07 07:11:00, Article - BRACELET, Brand ABBOTT, Owner Applied Number 2f1dd555d11hdhfd.

Reject Reason(s)

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Details of the errors.



## Will there be costs associated with using CAPSS or will there be any special equipment or software needed?

There may be some equipment costs (e.g., computer or laptop with internet capabilities, electronic fingerprint scanner and/or electronic signature pad) that businesses will need to purchase in order to electronically submit all the required data pursuant to B & P Code section 21628.

## What devices do I need to purchase?

The following devices are required to use CAPSS:

1. Computer with Internet Access
2. Electronic Signature Pad
3. Fingerprint Scanner – Must purchase software to capture the required images.

Please note that a fingerprint scanner will NOT work without software to capture images)



## How long will the transactions data be retained in the CAPSS?

Record transactions will be retained in CAPSS for a period of five years.

## I only deal in FIREARMS and I have an active secondhand dealer license; am I required to report into CAPSS?

Firearm dealers must register in CAPSS for the licensing administration (license fees, renewals) however, you are **NOT** to report FIREARMS into CAPSS. As a dealer you must still report firearm transactions via FDAS/DROS **(1-855-365-3767)**

## Does CAPSS allow for a Customer's Address if they live outside the United States?

Yes, there is a non US Address box that may be selected. The entire address must be entered in the Address box provided. For bulk upload submissions, there is a non US Address tag.



## **I have not registered to use CAPSS. What should I do?**

You must contact the CAPSS Unit via phone at (916) 210-3212 or via email: [CAPSS@doj.ca.gov](mailto:CAPSS@doj.ca.gov) for this information.

## **What is the purpose of reporting acquired property?**

The purpose of reporting acquired property by secondhand dealers and pawnbrokers is to provide law enforcement agencies with **possible stolen property** and identify the person initiating the transaction with a physical description and thumb print, refer to B&P 21625 and 21628.

## **How long is the Secondhand dealer required to retain property in his possession?**

Pursuant to Section 21636 every secondhand dealer and coin dealer to retain in his or her possession for a period of 7 days all tangible personal property reported electronically to CAPSS.





# CAPSS Contact Information

Telephone number: 916-210-3212

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Address:

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