



March 19, 2015  
(revised)

To: All California Pawnbrokers and Secondhand Dealers/Store Administrators

RE: The California Pawn and Secondhand Dealer System (CAPSS)

The California Department of Justice (DOJ) was mandated pursuant to Assembly Bill 391 (Stats 2012, Ch. 172, Pan) to develop and implement a statewide, uniform electronic reporting system that would allow for the electronic reporting of property transaction reports (Pawnbroker/Secondhand Dealer Reports - JUS 123). The initial California Pawn and Secondhand Dealer System (CAPSS), which presented core functionality to meet the Legislative mandate was implemented by the 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. This 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, 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.

### **Pawnbroker/Secondhand Dealer Equipment Requirements**

There is no cost to be a user of CAPSS, however stores will be required to purchase the equipment listed below in order to utilize the new system.

- Computer with Internet Access
  - Browser Requirements:
    - IE 9x or higher
    - Mozilla Firefox 16.x or higher
    - Google Chrome 20.x or higher
    - Safari 6.1 or higher
- Electronic Fingerprint Scanner
- Electronic Signature Pad
- E-mail accounts

**Onboarding Process**

In the next few weeks, DOJ will be providing stores with additional information on the next steps required to prepare for CAPSS. DOJ will provide stores with a specific registration PIN number and instructions to electronically register and create CAPSS administrator accounts, and a step-by-step guide with information on the electronic registration component, the first-time login process, and JUS123 entry instructions. Please stay tuned for the next communication that will provide you with the necessary registration information.

This letter along with all CAPSS updates and additional system information, including information and data specifications for the bulk upload feature, and a reference configuration document that will guide stores through the installation of equipment required to fully comply with CAPSS will be posted on the Attorney General's public website at <http://oag.ca.gov/secondhand/capss>.

If there are any questions regarding this letter you may contact the DOJ CAPSS Unit via email at [CAPSS@doj.ca.gov](mailto:CAPSS@doj.ca.gov).

Sincerely,

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Services

For KAMALA D. HARRIS  
Attorney General