

California Department of Justice
Bureau of Criminal Identification & Investigative Services

California Pawn & Secondhand Dealer System

(CAPSS) Frequently Asked Questions (FAQs)

1. What is the California Pawn & Secondhand Dealer System (CAPSS)?

CAPSS is the name given to the electronic reporting system developed to meet the legislative mandate (Business & Professions Code, Section 21628) 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.

In 2012, Assembly Bill (AB) 391 was enacted which established a new requirement that secondhand dealers and pawnbrokers electronically report to the DOJ all secondhand tangible property which has been purchased, taken in trade, taken in pawn, accepted for sale on consignment, or accepted for auctioning (Business & Professions Code, Section 21630 and 21633, subdivision(j)).

2. When is the CAPSS due to be fully implemented and when am I, the user, required to utilize the new system?

CAPSS was fully implemented statewide in July of 2015. The B & P Code section 21628 requires that on and after the date that the DOJ implements the single, statewide, uniform electronic reporting system, secondhand dealers and pawnbrokers shall electronically report using that system however; they should continue to report to the appropriate LEA using their current method for 30 days after full implementation.

3. When entering property transaction data into CAPSS, will there be an article table provided?

CAPSS utilizes an Article listing and if the article is not available, the system allows for a properly spelled, non abbreviated plain text descriptor. The most current CAPSS article list is available for downloading on the Attorney General's Public Internet Website in the CAPSS page and updated weekly.

4. Who are the main users of CAPSS?

Main users of CAPSS are active secondhand dealer and pawnbrokers, their designated employees and authorized law enforcement personnel.

5. 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.

6. 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)

7. What if pawnbrokers and secondhand dealers have their own system for processing transactions? Would their system be able to interface with the CAPSS?

Not currently. There is no interface with CAPSS to other systems operated by Pawnbrokers or Secondhand Dealers. The CAPSS provides the ability to upload a data file from their local system that meets the DOJ data file requirements. The data file technical specifications documents are available on the AG's Public Internet Website.

8. Does the LEA have the capability to "hold" a license if the pawnbroker or secondhand dealer is out of compliance with other county and city licenses or permits?

CAPSS will have a licensing component that will help the jurisdictional authority to ensure license compliance.

9. How long will the transactions data be retained in the CAPSS?

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

10. Will the Scrap Metal Recyclers be able to submit their property transactions into the CAPSS?

SCRAP Metal Recyclers are regulated by their county of jurisdiction. They are not governed by the same state Business and Professions or Financial Codes in regards to licensing. Scrap Metal Recyclers should continue to use their current method of reporting to the appropriate LEA.

11. 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.

12. As a CAPSS user, how often will I need to change my password?

Once you create a password in CAPSS, it will be valid for 90 days. You may reset your password prior to the 90 day password expiration date or upon expiration, click on *"Forgot/Expired Password,"* at the bottom of the page to reset your password.

If your password is expired you will receive a message stating, *"Your password has expired."* And you may reset your password.

13. 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.

14. I understand that there will be another option for submitting transactions to CAPSS called API. Will I be required to use this method for reporting?

Correct, the Application Programming Interface (API) will be another option for stores that may want to use this feature. It is not required. Interested stores will have to apply and receive DOJ approval prior to submitting data. Additional information regarding the API solution is available on the AG's Public Internet Website at:

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

15. How can I submit my transactions if I cannot find the item on the article list?

The CAPSS team uses a list of the most common articles (i.e., watch, ring, amplifier, or guitar). If you cannot find the article, you may use a properly spelled, non-abbreviated free-text description of the item in the article field and you must also include a detailed description in the property description field.

16. I have not registered to use CAPSS. What do I do?

In order to use CAPSS you will need a User ID and PIN. You must contact the CAPSS Unit via phone at (916) 210-3212 or via email: CAPSS@doj.ca.gov for this information.

17. Is there a specific TEST environment that I, my store vendor or IT person can use to conduct testing?

The DOJ has created a new environment known as the "sandbox" to test specific functions of the CAPSS API and bulk upload. For stores or vendors that are ready to conduct testing for the API and or the bulk upload functionality (Refer to Attorney General's Public Internet Website, CAPSS Resources [page](#)), the sandbox environment is currently available for use for those stores that have a CAPSS account. The CAPSS team advises that the store administrator create a user account that their IT staff can use for testing purposes that store employees will not use to upload.

The test sandbox can be reached [here: https://capss-sb.doj.ca.gov](https://capss-sb.doj.ca.gov)

Please keep in mind when using the CAPSS sandbox:

- Only test data should be used
- Test data uploaded to this environment will be purged periodically without notice
- The sandbox may be taken down at any time with or without notice for certain periods of time if necessary
- The sandbox will respond with errors the same way the production environment does to allow stores to identify errors, troubleshoot them and modify the uploads

to ensure they are consistent and meet DOJ requirements before stores attempt to load data into the production environment.

- The XML files submitted for testing in the CAPSS sandbox are validated against the new XML template
- At this time, the password policy is the same as in the production environment. (every 90 days)
- It is important that users be aware of which environment they are working in (production vs sandbox test environment)