

Applying for a Secondhand Dealer or Pawnbroker License

Application: To get started, contact your local licensing authority requesting that you would like to apply for the SHD/PB license. This will usually be the police or sheriff's department. The agency will provide you with a link containing their ORI, making it unique to their agency. This link will take you directly to the JUS-125, which is the SHD/PB license application. Please see the example of the application here:

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)

B. LICENSING AGENCY

Name
Sacramento Police Department

ORI
CA0340400

Mailing Address
5770 Freeport Blvd. #100
Sacramento, CA 95822

C. BUSINESS OWNER[S]

Name *	DOB(mm/dd/yyyy) *	Title *	Home Phone *
			XXX-XXX-XXXX

+ ADD ANOTHER OWNER

D. BUSINESS INFORMATION

Name *	Phone *
	XXX-XXX-XXXX

Address Line 1 *

Address Line 2

City *	ZIP Code *

BUSINESS OWNERSHIP *

☐ 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 *
	XXX-XXX-XXXX	store.administrator@example.co	store.administrator@example.co

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.

****If you are unsure who to contact to apply, please reach out to the Secondhand Dealer and Pawnbroker Licensing Unit for assistance at: shd.pblicensing@doj.ca.gov***

Fees & LiveScan: Along with the application, any individuals on the license application will need to complete a LiveScan form [BCIA 8016](#) and there will be a non-refundable \$300 fee to DOJ.

Results & Determination: After fingerprint submission, DOJ will relay the LiveScan results to the requesting agency. The agency will review the LiveScan results, make a determination and mail a determination letter to the applicant(s). If approved, applicants will also receive an email from the California Pawnbroker and SecondhandDealer System (CAPSS) similar to the example below:

From: <capss@doj.ca.gov>

Subject: California Application For Secondhand Dealer License (21641 B&P) License Approval

Date: January 9, 2024 at 12:15:54 PM PST

To: John Doe <johndoe@domainname.com>

Dear John Doe,

Your Application For Secondhand Dealer License (21641 B&P) has been processed and approved by Your Local Licensing Authority. A paper License Certificate with the license number 000000000 will be mailed to the business address on file.

Thank You,
Your Local Licensing Authority