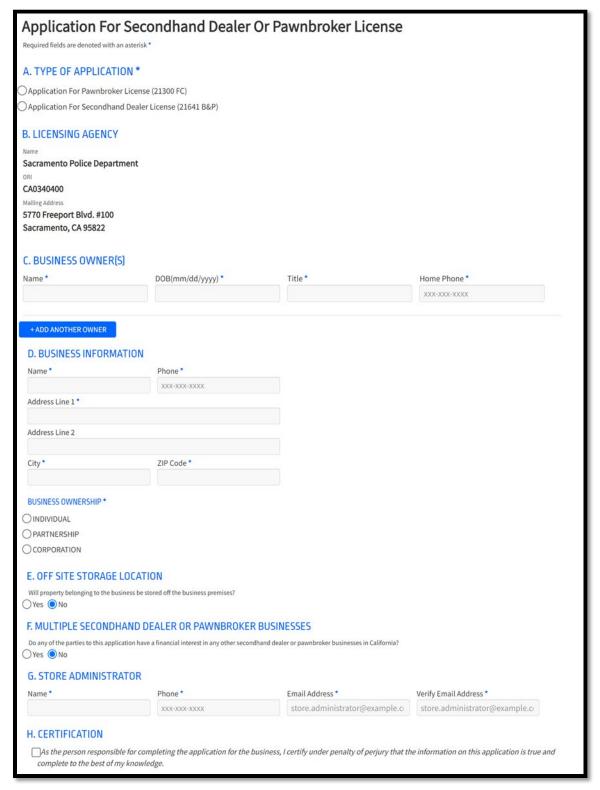
## Applying for a Secondhand Dealer or Pawnbroker License

**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:



<sup>\*</sup>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 <u>BCIA 8016</u> 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