



# City of Red Bluff

## POLICE DEPARTMENT

Kyle Sanders  
Chief of Police

555 Washington St., Red Bluff, CA 96080

Dispatch	(530) 527-3131
TDD	(530) 527-3131
Records	(530) 527-3134
Administration	(530) 527-8282
Investigations	(530) 527-8282
FAX	(530) 529-4768

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### **ADDITIONAL INFORMATION FOR PAWNBROKERS / SECONDHAND DEALERS LICENSING**

Per the Department of Justice, effective July 23, 2015, in accordance with AB391, which was passed August 17, 2012, there are new procedures for California Pawnbrokers (PBs) and Secondhand Dealers (SHDs). PBs and SHDs will be required to use a single, statewide, electronic reporting system, which the California Department of Justice has developed and called CA Pawn and Secondhand Dealer System (CAPSS).

- ✓ **PBs & SHDs will now complete the JUS-125 application for New or Renewing certificates via the following URL: <https://capss-licensing.doj.ca.gov/public/applications/new?ori=CA0520200>**
- ✓ **You will mail or drop off your fees to the Red Bluff Police Department and we will forward to applicable parties.**

Once your application has been completed and submitted online and your fees have been received, you will be notified by email and letter of the pending status. As soon as the certificate is approved, our agency will print it and you will be able to pick it up or it can be mailed to you, at your preference.

Along with the Department of Justice's Procedures for Processing State Secondhand Dealers and Pawnbrokers instructions, attached here are additional items and for your information.

*The City of Red Bluff is an Equal Opportunity Provider*

We, the members of the Red Bluff Police Department, are committed to being responsive to our community in the delivery of quality services. Recognizing our responsibility to maintain order, while affording dignity and respect to every individual, our objective is to improve the quality of life through a community partnership which promotes safe, secure neighborhoods throughout the city.



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### New Applicant(s):

- \$73.00 processing fee payable to Red Bluff Police Department
- DOJ Application fee of \$300.00.
- RBPB can provide a Live scan form, completed, to be taken with applicant(s) to the Live scan site (Tehama County Sheriff's Office @ 530-529-7940 by appointment and they do have applicable fees as well for this service)
- *If you are **out of state**, you will need to obtain a fingerprint card FOR EACH PERSON applying. You will need to send in the ORIGINAL fingerprint card(s), as well as, a processing fee of \$32.00 PER CARD payable to the California Dept. of Justice.*
- Copy of Surety Bond of \$20,000, **for Pawnbroker only!**
- Copy of verified Financial Statement confirming at least \$100,000 in liquid assets or a Surety Bond of \$100,000, **for Pawnbroker only!**

### Renewal Applicant(s):

- \$73.00 processing fee payable to Red Bluff Police Department
- \$300.00 Renewal fee payable to DOJ
- Fingerprints are NOT needed if initial owner / applicant(s) are still the same. IF this has changed, than RBPB will provide a completed Live scan form to be taken by new owner / applicant (s) to the Live scan site (Tehama County Sheriff's Office @ 530-529-7940 by appointment and they do have applicable fees as well for this service)
- Also, IF \$20,000 surety bond has expired, RBPB will require a new one to be presented during the application process prior to all documents being sent for final approval to the Department of Justice.

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