



TRACY POLICE DEPARTMENT

SECONDHAND DEALER/PAWNBROKER INFORMATION

- In order to submit a new application for a Secondhand Dealer and/or Pawnbroker license, you must file your application online at the link below. The Department of Justice will no longer accept paper applications.
<https://capss-licensing.doj.ca.gov/public/applications/new?ori=CA0390600>
- You are required to be live scanned (fingerprinted). The Tracy Police Department can provide you with the livescan form. The Department of Justice fee for livescan is currently \$32.00. You will also need to pay a Tracy PD rolling fee of \$30.00, plus a processing fee of \$89.00 for a total of \$151.00 to the City of Tracy.
- You will also need to pay the Department of Justice fee of \$300.00. The check needs to be made payable to the Department of Justice and given to the Tracy PD Records Units so it can be sent to the Department of Justice for processing.
- Once the application has been approved, your license will be mailed to you.
- If you are renewing a Secondhand Dealer and/or Pawnbroker license, please bring a check for \$300.00 made payable to the Department of Justice. You will also need to pay a processing fee of \$89.00 to the City of Tracy. Tracy PD will then renew your application online. Once approved, your license will be mailed to the address on file.