



Kamala D. Harris
Attorney General

State of California
DEPARTMENT OF JUSTICE

BUREAU OF CRIMINAL IDENTIFICATION AND INVESTIGATIVE SERVICES
P.O. BOX 903387
SACRAMENTO, CA 94203 -3870
(916) 227-3732
Facsimile (916) 227-3774

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To: California Law Enforcement Agencies &
Secondhand Dealer/Pawnbrokers

RE: Password Requirements

The California Pawn and Secondhand Dealer System (CAPSS) requires users to reset their password every 90 days. Following is the CAPSS Password Policy:

Password Policy

User passwords will be valid for up to 90 days from when the password was last reset. The user may reset their password anytime prior to or after the expiration.

Rules

The password must contain at least one character from each of the following three categories.

- Uppercase letters
- Lowercase letters
- Numbers

Passwords must be at least eight characters long.

User may not reuse any of the previous 12 passwords.

No spaces are allowed in the password.

The name that is used to register in CAPSS cannot be part of the password.

Detailed instructions to reset your password will be available in the User Guides.

The CAPSS Team is currently developing processes to: 1) notify users via the CAPSS login page that their password has expired and, 2) provide email notifications (every 15, 5 and 1 day prior) to users as reminders that their passwords are due to expire.

You may direct any questions regarding this letter to the CAPSS Team via email at CAPSS@doj.ca.gov.

Sincerely,

For: Kamala D. Harris
Attorney General