



PCGS U.S COIN SUBMISSION AGREEMENT

(PLEASE WRITE LEGIBLY - PCGS WILL NOT BE RESPONSIBLE FOR INCOMPLETE OR INACCURATE ORDERS. FAILURE TO COMPLETE SUBMISSION AGREEMENT WILL DELAY ORDER.)

Polly C. Gilmore
PO BOX 9458, Newport Beach, CA 92658
800-447-8848 • Fax: 949-567-1253
PCGS.com • PCGS.com/contactus

SUBMISSION GUIDELINES

This submission form is for U.S. coins only. Coins from outside the U.S., coins intended for grading at a show, and coins for which restoration is requested should be submitted on the World Coin, Show Coin, and Restoration submission forms, respectively. Banknotes must be submitted on the Banknote Submission form. **See additional submission forms at** <https://www.pcgsg.com/forms>.

Following these directions can help expedite your order:

1. Please provide your **PCGS Collectors Club member name and number** or your **PCGS Authorized Dealer name and number**. You must be a Collectors Club member or PCGS Authorized Dealer to submit coins. If you're not currently a member, select the appropriate box to purchase an annual recurring membership: Silver (\$69), Gold (\$149) or Platinum (\$249). Please note applicable sales tax apply for the following states: New Jersey and Texas.
2. **Return Shipping Address (required)** – Provide your return shipping address and contact details here (name, address, city, state, zip, phone and email).
3. **Service Group** - Select one of the two Service Group types listed: Standard or Gold Shield. The entire order must be either Standard or Gold Shield. You cannot mix Service Groups on the same submission.
 - **STANDARD:** Coin is authenticated, graded, and encapsulated.
 - **GOLD SHIELD:** Standard Service plus coin is imaged in high resolution and registered, and checked against PCGS' vast proprietary imaging database. Includes TrueView image and enhanced security with the PCGS Gold Shield icon.
4. **Genuine Option** - All coins submitted are subject to being deemed Genuine (not gradeable). Select only one of the two options:
 - Genuine with Details (Default)
 - Do not holder Genuine-only coins.

FEES: Full grading fee will be charged with either selection. Please visit [PCGS.com/grades](https://www.pcgsg.com/grades) for examples.

5. **Service Type** – Select one Service Type. **ONLY ONE TYPE OF SUBMISSION AT ONE SERVICE LEVEL IS PERMITTED PER FORM.**
 - **GRADING:** For raw coins (not currently encapsulated). You may (but are not required to) specify a minimum acceptable grade. Coins graded below the minimum acceptable grade will not be holdered; however, the full grading fee will be charged.
 - **Minimum Grade Option:**
 - You may (but are not required to) specify a minimum acceptable grade for a raw submission.
 - Minimum grade requests must be expressed as a numerical grade only (63, 64, etc.). Requests based on striking format, designation, variety, or any other non-numerical criteria will not be recognized and will be disregarded.
 - Coins graded below the minimum acceptable grade will not be encapsulated and will be returned in mylar 2x2 flips; however, the full grading fee will be charged.
 - **REGRADE:** For a coin previously graded by PCGS you feel might be worthy of a higher grade, submit the coin in the holder. The coin will be removed from the PCGS holder and re-evaluated. Grading fees will apply whether the coin upgrades or not. Coins that do not upgrade will be returned in a new holder with a new certification number. Coins that do upgrade will also be charged the Guarantee Premium* based on the value of the coin. If the coin grades lower, the terms of the PCGS guarantee will apply. For full disclosure of the PCGS guarantee, visit [PCGS.com/Guarantee](https://www.pcgsg.com/Guarantee).
 - **No Minimum Grade Option.**
- **CROSSOVER:** For a coin previously graded (currently encapsulated) by another grading service. PCGS will holder the coin only if it meets or exceeds your specific request notated in the "Minimum Grade" column on the front of the form. Grading fees will apply whether the coin crosses or not. Coins that do cross will also be charged a Guarantee Premium* based on the value of the coin.
 - **Minimum Grade Options:**
 - Please specify one of the options below in the "Minimum Grade" column on the front of the form. If you leave this area blank, PCGS will assume the minimum grade is the grade currently on the holder (i.e., the "CURRENT" option).
 - **CURRENT** – Requests coin to cross at grade listed on holder.
 - **ANY** – Requests coin to cross at any numerical grade (01-70).
 - **DETAILS** – Requests coin to cross at any numerical grade or Genuine no-grade.
 - **OTHER GRADE** – Requests coin to cross at a specific numerical grade (other than that listed on the holder), which you must indicate by number (and suffix where applicable).
 - PCGS will not replicate third-party designations on a holder submitted for Crossover on its own label. PCGS will however evaluate a submission to determine whether PCGS designations (e.g., PCGS FirstStrike®) are applicable. If approved, the designation will transfer to successful crossovers. Add-on service for FirstStrike® must be selected on the submission form. Additional FirstStrike® fees apply.
 - Any other designations, including spec differences, prefix changes, and varieties, will not be recognized on the PCGS label.
- **REHOLDER:** For a PCGS-graded coin to which you would like a new holder or label applied, especially to address minor holder damage or ensure consistency throughout your collection. The coin will not be re-graded unless the holder is damaged in a manner that implicates the condition of the coin since its encapsulation; then it will have to go through Grading. Coins valued over \$3,000 require Gold Shield.
- **RECONSIDERATION:** For a PCGS-graded coin you would like us to re-evaluate without removing it from its current holder. Coins that upgrade will be removed from the current PCGS holder, given the new grade and/or suffix, and placed in a new holder.
 - **Minimum Reconsideration Thresholds.** The coin will only be removed from its holder if it upgrades at or beyond your selected threshold. Select one of the options below.
 1. Upgrade by **full numeric grade (Default)**. If your coin's grade is determined to improve by one numeric point or more (i.e. 63 to 64 or 63+ to 64).
 2. Upgrade by **Plus grade ONLY**. If your coin's grade is determined to improve by a Plus grade (i.e. 58 to 58+).
 3. Upgrade by **Suffix**. If your coin's designation is determined to improve by suffix even if the

coin's grade does not improve (i.e. PL to DMPL, CA to DC, BN to RB).

4. **Any:** Will accept options 1, 2, or 3.

● Limitations on Add-On Services for Reconsideration Submissions

- Add-on services selected on a Reconsideration submission (including, but not limited to, Variety Attribution, TrueView Imaging, etc.) will only be performed if the submitted coin meets the requested upgrade criteria and is removed from its current holder. If the coin does not upgrade, no add-on services will be completed or charged.

FEES: Grading fees will apply whether the coin upgrades or not. Coins that upgrade will also be charged the Guarantee Premium*.

- **GUARANTEE PREMIUM*:** Equal to 1% of the value of the coin in its final grade, except as noted in this paragraph. The value of the coin is determined by the PCGS Price Guide value for that grade or the Declared Value of the coin, if the Price Guide value is not available. PCGS reserves the right to make the final determination of the coin's value. The minimum amount for the Guarantee Premium is \$10. All physical Bitcoin and other cryptocurrency is subject to a \$10 Guarantee Premium regardless of value.
- **GUARANTEE RESUBMISSION:** If you have a PCGS-graded coin that you feel is overgraded, misattributed, or counterfeit, submit the coin to PCGS through the Guarantee Resubmission Service. A fee of \$25 per coin must accompany all submissions through this service (Standard or Gold Shield). If your coin is downgraded, the terms of the PCGS Guarantee will apply and all fees and charges related to the Guarantee Resubmission will be refunded. Additional guarantee terms and conditions apply. Please visit [PCGS.com/guarantee](https://www.pcgsg.com/guarantee) for more information.
- 6. **Service Level** - Select only one Service Level. **ONLY ONE TYPE OF SUBMISSION AT ONE SERVICE LEVEL IS PERMITTED PER FORM.** Service Level is based on the declared value per item listed. The individual declared values cannot exceed the maximum value for the service level that is selected. You may select a higher service level for a quicker turnaround time. **For return shipments, signature is required upon delivery. Please ensure you will be available to sign for your return shipment when your Service Level's estimated turnaround time expires.** All colonials, fractional gold, patterns, territorials, Physical cryptocurrency (e.g., Bitcoin), tokens and medals must be submitted under Regular service or higher based on the declared value. Physical bitcoin and other cryptocurrency should be submitted at the Regular service tier or higher based on declared value. Only Regular service is eligible for Collectors Club vouchers. To redeem a voucher, submit through Regular service, and provide voucher number on the "Other" line. Please note: For the Rarities Reholder service level, please specify if you would like the Rarities holder or standard holder (default).
- 7. **Coin Details** – List each coin's description. For multiple coins of the same date, denomination, mint mark, and variety, you may list total quantity and write on one line. For coin number, refer to PCGS Population Report or PCGS Coin Numbering System (optional). For the date of each coin, include mintmark (i.e. 1880-S). If the coin is a commemorative, list the name of issue. List denomination of each coin (ex. 1¢, \$1, \$10).
- Declared Value** – Indicate Declared Value for each coin. The Declared value must reflect a realistic and current market price of an authentic example of the submitted item. If the item is clearly undervalued, the coin will be moved to a higher service level and/or to a separate submission form. If no value is assigned, you authorize PCGS to assign a \$50 value per coin. <https://www.pcgsg.com/info/declaredvalue>
- **ADDITIONAL / ADD-ON SERVICES**
 - TrueView Imaging (Add \$5 per coin) [PCGS.com/Trueview](https://www.pcgsg.com/Trueview)
 - First Strike (Add \$18 per coin) [PCGS.com/Firststrike](https://www.pcgsg.com/Firststrike)
 - Variety Attribution (Add \$20 per coin) [PCGS.com/Varietyfaq](https://www.pcgsg.com/Varietyfaq)
 - Oversized Holder (Add \$20 per coin) [PCGS.com/holders](https://www.pcgsg.com/holders)
 - Custom Gasket (Add \$20 per coin)

8. **Alternate Return Shipping** – This applies only if you have a FedEx account you prefer using over PCGS's FedEx account. Select shipping method and delivery speed. You must provide your own account number and insurance coverage. Add \$5/order when using alternate shipping methods, including transportation to and from a show as applicable. Authorized Dealers only may pick up at PCGS by scheduling an appointment in advance. If not using Alternate Return Shipping, provide the fee based on the Return Shipping Rate Chart.

9. **Fee Calculation** - Calculate all appropriate fees for the submission according to the fields on the form. If you do not include an applicable fee on the form (e.g., shipping fee, handling fee, or oversized holder fee), PCGS will adjust the fees and include them in your total. Do not send postage stamps for the return of your package. PCGS Authorized Dealers are eligible to drop off and pick up orders at PCGS Headquarters. PCGS Collectors Club Members may drop off submissions in-person at select trade shows or our Walk-in Wednesday events. For a full schedule please refer to [PCGS.com/shows](https://www.pcgsg.com/shows).

10. **Payment Method** - Include check, money order or credit card information. You must include payment or your order will not be processed. On orders that the Guarantee Premium* will apply, PCGS requests a credit card as a method of payment to help ensure quick processing of your order. All fees must be paid in USD.
11. **Terms & Conditions** - Sign and date bottom of form after reading the Terms & Conditions below. Order will not be processed without signature. Keep a copy of the completed submission form for your records. For carbon copy forms, retain the gold copy for your records.

Please note: If you are submitting a PCGS encapsulated coin for Variety Attribution or TrueView Imaging service, you are responsible for the corresponding grading or reholder cost.

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11. **Terms & Conditions** - Sign and date bottom of form after reading the Terms & Conditions below. Order will not be processed without signature. Keep a copy of the completed submission form for your records. For carbon copy forms, retain the gold copy for your records.

Package coins and submission form carefully. The name of the service must be clearly marked on the outside of the package. This will help expedite the processing of your order. Ship via U.S. Mail (registered, insured) to Polly C. Gilmore P.O. Box 9458, Newport Beach, CA 92658. For FedEx shipments, mail to Polly C. Gilmore 1610 E. St. Andrew Place Ste. 150 Santa Ana, CA 92705. Packages to PCGS must be insured. For international shipments the customer is liable for any duties and taxes assessed on the shipment to and from PCGS.

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All terms and conditions are subject to change. Estimated turnaround times do not include mailing time and reflect business days. Estimated turnaround times begin once the submission is entered. They may be impacted by volume, capacity, and other relevant circumstances. **IF MORE THAN ONE SERVICE GROUP, SERVICE TYPE, GENUINE OPTION, OR SERVICE LEVEL IS INCLUDED ON ANY ONE FORM, YOU AUTHORIZE PCGS TO SEPARATE THE ORDER FOR PROCESSING AND AGREE TO PAY ANY ADDITIONAL GRADING, GUARANTEE PREMIUM, HANDLING AND SHIPPING FEES THAT MAY APPLY.**



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☐ Join the Collectors Club (Automatic Renewal)

☒ SILVER \$69 ☐ GOLD \$149 ☐ PLATINUM \$249

Membership Required for Submission

1 Member Name / Number:

2 RETURN SHIPPING ADDRESS (REQUIRED)

NAME

ADDRESS

CITY, STATE, ZIP

PHONE ()

EMAIL

PCGS USE ONLY

SERVICE: QTY DV

ORDER # BOX

ITEM #

INV. TYPE

DATE RECEIVED

3 SERVICE GROUP (ONE PER FORM)

4 GENUINE OPTION (ONE PER FORM) APPLICABLE FOR COINS DEEMED NOT GRADABLE

☐ STANDARD ☐ GOLD SHIELD +\$5 PER COIN ☐ HOLDER COINS WITH GENUINE DETAIL GRADES (DEFAULT) ☐ DO NOT HOLDER

5 SERVICE TYPE (ONE PER FORM)

☐ GRADING ☐ REGRADE (+1%GP) ☐ CROSSOVER (+1%GP) ☐ REHOLDER ☐ RECONSIDERATION (+1%GP): ☐ FULL GRADE (DEFAULT) ☐ PLUS GRADE ☐ SUFFIX ☐ ANY

6 SERVICE LEVEL (ONE PER FORM) SERVICES INCLUDE GOLD SHIELD FEE - FOR CURRENT TURNAROUND TIMES PLEASE VISIT PCGS.COM/SERVICES. NFC ANTI-COUNTERFEITING TECHNOLOGY INCLUDED IN ALL SERVICE LEVELS.								
SERVICE LEVEL	MAX. COIN VALUE	GRADING FEE	SERVICE LEVEL	MAX. COIN VALUE	GRADING FEE	SERVICE LEVEL	MAX. COIN VALUE	GRADING FEE
☐ RARITIES	NONE	\$300 (+1%GP)	☐ REGULAR	\$3,000	\$42	☐ RARITIES REHOLDER	NONE	\$300
☐ RARITIES - CRYPTO	NONE	\$300 (+\$10GP)	☐ ECONOMY (NON-GOLD)	\$300	\$24	☐ REHOLDER	\$3,000/\$50,000	\$15/ \$25
☐ WALKTHROUGH	\$50,000	\$150	☐ MODERN (1965-DATE)	\$3,000	\$30	☐ GUARANTEE RESUBMISSION	NONE	\$25
☐ EXPRESS	\$10,000	\$70	☐ MODERN VALUE (1965-DATE)	\$300	\$17	☐ OTHER:		
☐ MINT ERRORS	\$10,000	\$70	☐ SPECIAL LABEL/HOLDER:					
☐ ECONOMY MINT ERRORS	\$300	\$40						

7 COIN DETAILS						ADD-ON SERVICES				FOR ENCAPSULATED COINS ONLY			
NO.	QTY.	COIN NUMBER	DATE/MINT MARK	DENOM.	COIN DESCRIPTION/VARIETY	FIRST STRIKE (\$18)	TRUE VIEW (\$5)	VARIETY ATTRIB. (\$20)	OVERSIZED HOLDER (\$20)	GRADE	CERTIFICATION NUMBER	MIN. GRADE (OPTIONAL)	DECLARED VALUE (REQUIRED)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
TOTAL # OF COINS:						X \$18	X \$5	X \$20	X \$20	TOTAL DECLARED VALUE:			
TOTAL ADD ON FEES:													

8 ALTERNATE RETURN SHIPPING (OPTIONAL) ADD \$5 PER ORDER - IF USING ALT. SHIPPING OPTION YOU MUST PROVIDE YOUR OWN ACCOUNT # AND INSURANCE COVERAGE

SHIPPING TYPE: ☐ PICK UP (AUTHORIZED DEALERS ONLY) ☐ FEDEX ☐ EXPRESS MAIL DELIVERY SPEED

SIGNATURE REQUIRED: ☐ YES ☐ NO ACCOUNT #

9 FEE CALCULATION (REQUIRED) ALL FEES MUST BE PAID IN USD				
FEE DESCRIPTION	#OF COINS	x	FEE	= TOTAL
SERVICE LEVEL FEE				
GOLD SHIELD FEE			\$5.00	
VOUCHER			\$0.00	
ADD ON FEES				
SPECIAL LABEL FEE				
HANDLING FEE				\$10.00
CC MEMBERSHIP FEE				
RETURN SHIPPING FEE				
ESTIMATED TOTAL CHARGES				

10 PAYMENT METHOD (REQUIRED)

PAYMENT TYPE: ☐ CC ☐ LOC ☐ CCOF ☐ CHECK/MONEY ORDER#

CREDIT CARD NUMBER

EXPIRATION DATE CARDHOLDER SIGNATURE

BY PROVIDING YOUR CARD INFORMATION, YOU AUTHORIZE PCGS TO STORE AND CHARGE YOUR PAYMENT CARD INFORMATION IN ACCORDANCE WITH ITS TERMS & CONDITIONS.

11 AUTHORIZED SIGNATURE / TERMS & CONDITIONS

TERMS AND CONDITIONS: I HAVE READ AND AGREE TO THE PCGS GRADING TERMS AND CONDITIONS AS PUBLISHED AT PCGS.COM/US-TC, LINKED VIA THE QR CODE ON THE BACK OF THIS FORM. I ACCEPT FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM. IF COINS ARE SUBMITTED FOR SERVICES FOR WHICH THEY DO NOT QUALIFY, MY SIGNATURE BELOW AUTHORIZES PCGS TO CORRECT THE ORDER AND CHARGE ANY ADDITIONAL GRADING, GUARANTEE PREMIUM, HANDLING AND/OR SHIPPING FEES THAT MAY APPLY.

AUTHORIZED SIGNATURE (REQUIRED) ORDER WILL NOT BE PROCESSED WITHOUT SIGNATURE DATE

DOMESTIC SHIPPING & INSURANCE RATE CHART

	TOTAL DECLARED VALUE								
Number of Coins	\$1 - \$1,000	\$1,001 - \$5,000	\$5,001 - \$15,000	\$15,001 - \$25,000	\$25,001 - \$50,000	\$50,001 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$150,000	\$150,001 - \$200,000
1 - 4	\$27.00	\$33.00	\$41.00	\$46.00	\$62.00	\$67.59	\$74.25	\$109.95	\$155.10
5 - 25	\$32.00	\$38.00	\$46.00	\$53.00	\$71.00	\$76.35	\$81.60	\$120.45	\$176.00
26+	add .25 per coin	add .25 per coin	add .25 per coin	add .25 per coin	add .50 per coin	add .50 per coin	add .50 per coin	add .50 per coin	add .50 per coin
For packages over \$200,000, please call Customer Service.									

INTERNATIONAL SHIPPING & INSURANCE RATE CHART - \$100,000 MAXIMUM

NUMBER OF COINS	CANADA	EUROPE	ALL OTHER COUNTRIES
1-10 coins	\$59.40	\$65.84	\$77.94
11-20 coins	\$63.35	\$70.97	\$83.19
21-30 coins	\$67.30	\$76.11	\$88.43
31-40 coins	\$75.40	\$85.96	\$100.66
41-60 coins	\$87.57	\$100.72	\$118.99
Over 60 coins	\$1.41 per coin	\$1.75 per coin	\$1.75 per coin

All orders are returned fully insured with signature required. Shipments requesting specific shipping carriers, may be charged additional Shipping fees.

PCGS GRADING TERMS & CONDITIONS

The QR Code below links to the applicable PCGS Grading Terms & Conditions, located at [pcgs.com/us-tc](https://www.pcgs.com/us-tc). Please review them carefully prior to completing the Submission Form and submitting your items to PCGS.

