

Start Here



Submission Guidelines

THIS SUBMISSION FORM IS FOR PARIS OFFICE SUBMISSIONS ONLY.



PARIS SUBMISSION FORM

Collectors Universe Inc. – PCGS
92 rue de Richelieu, Escalier G, 2nd floor
75002 Paris, France
Tél : +33 (0) 1 40 20 09 94

PCGSEurope.com • info@PCGSEurope.com
(For shipping instructions see #11 on reverse.)
Intra-community VAT Number FR 71 520 515 438
SIRET Number 520 515 438 00031 RCS Paris

3 **SUBMISSION #**

1234567

VAT #: _____

1 Authorized Dealer/Collectors Club Member Name: _____

Authorized Dealer/Collectors Club #: _____

☐ Join the PCGS Collectors Club for (69€)

(You must be a PCGS Authorized Dealer or Collectors Club member to submit coins)

PASSPORT/I.D. INFORMATION (print clearly)

NAME (as written on your Passport/I.D.) _____

PASSPORT/I.D. NUMBER & COUNTRY _____

LEGAL ADDRESS (for return shipping)

NAME _____

ADDRESS _____

CITY _____ COUNTRY _____

PHONE (_____) _____ EMAIL _____

PACKAGE INFORMATION: (Customer Must Provide)

1. Total submission forms (orders) included in this package: _____

SUBMISSION RETURN (choose one)

☐ Pick up at the PCGS Submission Center (by appointment only)

☐ Show Pick Up (when available)

A valid Passport/I.D. that matches the name/number on the submission form must be presented in order to pick up your coins.

☐ Ship directly to client.

(Client must make prior arrangements with PCGS.)

Call +33 (0) 1 40 20 09 94

PCGS USE ONLY

ORDER # _____ / Box _____

ITEM # _____

INV. TYPE CODE _____

DATE RECEIVED _____

A. TYPE OF SUBMISSION: (Choose one per form) ☐ Grading ☐ Regrade ☐ Crossover ☐ Reholder (SEE REVERSE FOR DEFINITIONS)

B. GENUINE OPTIONS: (Choose one per form) ☐ Genuine With Details (default) ☐ Genuine No Details ☐ Do Not Holder Genuine

C. SERVICE LEVEL: (Choose one per form)

Service Level	Max. Coin Value (€)	Collector Fee (Excludes VAT) (€)	Service Level	Max. Coin Value (€)	Collector Fee (Excludes VAT) (€)
<input type="checkbox"/> Modern (1949 to date)	1,000	20	<input type="checkbox"/> Regular*	3,000	45
<input type="checkbox"/> Add 5€ per coin for Secure Service.*			<input type="checkbox"/> Premium*	20,000	95
<input type="checkbox"/> Economy non-Gold*	300	27	<input type="checkbox"/> High Value*	100,000	250
Pre-1932 Chinese, Pre-1925 Russian coins, all Patterns and Mint Errors must be submitted at the Regular Service level or higher. Not available for on-site grading.			<input type="checkbox"/> Rarity*	No limit	450
<input type="checkbox"/> U.S. Bullion (\$10 and \$20 U.S. Gold)	3,000	35	<input type="checkbox"/> Reholder (Standard)	No limit	15
Please confirm with PCGS prior to submitting under this service level.			<input type="checkbox"/> Reholder*	No limit	20
<input type="checkbox"/> Add 5€ per coin for Secure Service.*			<input type="checkbox"/> Other		

*Secure Service includes a high resolution image of each coin.

D. FEE CALCULATION:

of coins X Service level fee = €

OVERSIZED HOLDER FEE: 20€ (when required) = €

COLLECTORS CLUB MEMBERSHIP = €

TOTAL CHARGES = €

METHOD OF PAYMENT

☐ Cash ☐ Bank Wire Transfer ☐ Check # _____ ☐ Credit Card

Credit Card No. _____

Exp. _____ 3-digit code _____

Cardholder Signature _____

QTY	METAL (Gold, Silver etc.)	Failure to complete may result in coin being returned ungraded.				COUNTRY	VARIETY	Complete for current encapsulated coins		MINIMUM GRADE RAW / CROSSOVER (See Reverse Section #3 for Information)	DECLARED VALUE (required per coin)	
		DATE	DENOM.	SPECIFY MS/PR/SP				Current Grade	Certification Number		Per Coin	Per Line
0	1	Gold	1909-A	100 Fr	MS	France						
1	a	b	c	d	e	f	g	h		i	j	
2												
3												
4												
5												
6												
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I HAVE READ AND AGREE TO THE PCGS GRADING TERMS AND CONDITIONS ON THE BACK OF THIS FORM AND 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, I AUTHORIZE PCGS TO CORRECT THE ORDER AND CHARGE ANY ADDITIONAL GRADING FEES THAT MAY APPLY. ALL FEES MUST BE PAID IN ADVANCE BEFORE PCGS CAN PROCESS YOUR ORDER.

TOTAL DECLARED VALUE _____ € 10 (Required)

14 AUTHORIZED SIGNATURE (REQUIRED)

Order will not be processed without signature

DATE

Legal Address:

PCGS Paris Submission Form Instructions:



Please follow these important instructions when submitting your coins for grading to the PCGS Paris Submission Center. By following these instructions you will prevent any delays in processing your order. When picking up your submissions, you must provide PCGS a copy of your original submission form, a valid Passport/I.D. (that matches the information provided on the submission form) and the credit card used as payment for the submission. The name on the submission form, Passport ID and the credit card must match in order to pick up the submission (unless prior arrangements have been made). If you have any questions that are not answered in this brochure, please contact PCGS Customer Service at info@PCGSeurope.com.

1 Dealer/Member Name, Dealer/Member Number and Passport/I.D. Information: Print your name, member number and passport/I.D. information in this area (information must match exactly how it is listed on your passport). You must be a PCGS Collectors Club member or Authorized Dealer to submit coins. Select the box "Join the PCGS Collectors Club for 69 €" if you would like to become a member.

2 Legal Address: Print your name, address, telephone number and email address in the spaces provided. Information must match exactly how it is listed on your passport. Please be sure that this information is legible.

3 Submission Number: The submission number is located in the upper right of the submission form; this will be your reference number when inquiring about your submission.

4 Package Information: Indicate the total of submission forms (orders) you will be mailing in your package (or dropping off).

5 Submission Return: Upon completion of orders, there are three Submission Return options:

1. Pick up at the PCGS Paris Submission Center (by appointment only).
92 rue de Richelieu, Escalier G, 2nd Floor, 75002 Paris, France
2. Show Pick Up (when available). **Client must make prior arrangements with PCGS.**
3. Shipped directly to client (will be shipped to the address listed on the submission form). **Client must make prior arrangements with PCGS.**

6 Type of Submission: Select the type of submission that you are submitting. The four options include: **Grading** (raw coins), **Regrade** (coins currently in PCGS holder), **Crossover** (coins currently graded and in another third-party grading company's holder) and **Reholder** (re-encapsulation of a PCGS-graded coin). You cannot mix raw coins, Regrades, Crossovers and Reholders on the same form. For further explanation of each type of submission, visit www.PCGSeurope.com.

7 Genuine Options: All coins submitted are subject to being deemed as Genuine (not gradable). PCGS may determine the coin's condition has been permanently altered either by man made actions or through environmental causes. Select one of the three options for Genuine Service. Only one option is allowed per submission form:

- Genuine with Details (default – will print the coin problem as well as a details grade).
- Genuine No details.
- Do not holder Genuine-only coins.

8 Service Level: Refer to the PCGS Services and Fees on the form. Note minimum requirements and restrictions. You can only choose one service level per submission form.

9 Properly describe and value each coin submitted in this area.
a. Quantity: Fill in the quantity of coins for that line. Example: If you have two of the exact same coin, you would write 2 as your quantity.

b. Metal: List the type of metal the coin is made up of (Gold, Silver etc.).

c. Date: Please fill in the date of the coin being submitted and mint mark (if applicable).

d. Denomination: Please enter the denomination of the coin you are submitting.

e. MS/PR/SP: Specify whether the coin is Mint State, Proof or Special Strike.

f. Country: For World (non-U.S.) coins, please list the Country that your coin is from.

g. Variety: Please enter the variety of the coin if applicable. Example: on a 1855 5 Francs the variety would be "main-chien." PCGS does not recognize every variety for all coins.

h. Current Grade/Certification: This needs to be completed if submitting Regrades, Crossovers or Reholders. If you are submitting one of these types of coins, please fill in the Current Grade and Certification Number in the appropriate area. If you have a question regarding Regrades, Crossovers or Reholders, please contact Customer Service before sending in your submission.

i. Minimum Grade: A minimum grade is the lowest grade you are willing to accept. If the coin does not meet the minimum grade, it will not be placed in a PCGS holder. See reverse section #3 on the form for information.

For Raw Coins: Use this column only if you do not want your coin encapsulated unless it meets this minimum grade or higher. You will be charged the full grading fee even if your coin does not meet the minimum grade specified and is not encapsulated.

For Crossovers: 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. Please specify one of the following options 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.

- **"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 as low as Genuine with Details.
- **"LOWER GRADE"** – If you would like to specify a lower grade than listed on the holder, write your acceptable numerical grade (include suffix if applicable).

Submission Form Instructions (continued)



Note the following limitations apply:

- You cannot specify a higher minimum grade.
- You cannot specify a minimum details grade for genuine coins.
- First Strike or equivalent will not be recognized.

Fees: Standard grading fees will apply whether the coin crosses or not. You will be charged the full grading fee even if your coin does not meet the minimum grade specified and is not encapsulated (since the coin completed the grading process and our graders rendered an opinion). For coins which do not meet the minimum grade specified, the result for the coins will show as DNC (Did Not Cross) as the only explanation.

There are instances when the outcome can be a "No Grade," in which case your coin will be returned to you in the same holder (see www.PCGSeurope.com/Standards for No Grade definitions). Please keep in mind that it is not uncommon for different grading services to reach different conclusions about the grade of a particular coin. PCGS is not bound, in any way, by an opinion rendered by another grading service.

j. Declared Value: The Declared Value section is required for all submissions. Each coin submitted must have an individual value on the submission form. Please follow the Declared Value rules for each service level on your submission form. Failure to place values on your coins will delay the processing of your order.

10 Total Declared Value: Add all the values from the Value column and enter the total value here.

11 Fee Calculation: In this area, calculate grading and other applicable fees. List the number of coins submitted multiplied by the fee for the service level you have chosen.

12 Total Charges: Add the total charges due for the submission. If you are joining the PCGS Collectors Club, please add 69 € to your total.

13 Method of Payment: PCGS accepts Cash, Bank Wire Transfer, Check or Credit Card as payment for grading fees. Incorrect fees will prevent your order from being processed.

14 Authorized Signature: Please read the PCGS Grading Terms & Conditions on the back of the submission form and sign in this area. Failure to sign the submission form will prevent your order from being processed.

SHIPPING INSTRUCTIONS

Protect your coin using individual mylar flips (2-1/2 x 2-1/2) and wrap securely. Place the coin in the inside front pouch of the flip so the openings of the flip are not exposed. Only one coin per mylar flip is allowed. **Note: PCGS highly recommends you use mylar flips when submitting any of your coins for grading. The inert mylar flips will be a better storage unit for your coins while they are in the grading process here at PCGS.**

We do not accept shipments via Post Office (either Registered or Secured mail). Submissions can be sent via courier of your choice, or delivered in person to the PCGS Paris Submission Center. For additional information or to setup an appointment, contact Customer Service at +33 (0)1 40 20 09 94 or email info@PCGSeurope.com.

Ship all submissions to the following address:

PCGS Paris Submission Center
92 rue de Richelieu, Escalier G, 2nd Floor
75002 Paris, France

SUBMISSION REMINDERS...

■ When utilizing the PDF online submission form, print two copies of your completed submission form. Send one copy with your coins to PCGS. Keep the second copy to present to PCGS when picking up your coins.

■ When utilizing the carbon copy, four page form, tear away the gold copy (last copy) and retain for your records. Send the remaining three copies with your coins to PCGS.

■ No Grades

PCGS will not grade coins which bear evidence of harsh cleaning, artificial toning, damaged surfaces, excessive major marks, planchet flaws, altered surfaces, PVC damage, or similar impairments. By signing the PCGS submission form, you agree in the event that PCGS rejects any coin for grading in accordance with the PCGS grading standards and procedures, we shall not refund the fees paid because the determination to reject a coin required a review by PCGS grading experts. For more information contact Customer Service at +33 (0) 1 40 20 09 94 or info@PCGSeurope.com.

Collectors Universe Inc. PCGS Paris Submission Center
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