



# SUBMISSION FORM INSTRUCTIONS

## NGC / NCS SUBMISSION FORM INSTRUCTIONS

Please follow these instructions for submitting your coins directly to NGC for grading and, if selected, NCS for conservation. By following these instructions, you can prevent delays in processing your order. Submission forms are available online at [NGCcoin.com](http://NGCcoin.com) or in paper format upon request. If you have any questions about the completion of the submission form or would like to have submission forms mailed to you, **please contact NGC Customer Service at 1-800-NGC-COIN (642-2646) or 1-941-360-3990.**

### PREPARING COINS FOR SUBMISSION

- Place raw coins up to 40.6 mm in diameter in 63.5 x 63.5 mm non-PVC plastic flips. Use larger flips for larger coins. Coins should insert easily into a flip. Placing a coin into a flip that is too small may result in damage to the coin.
- Remove all plastic sleeves or any other packaging before placing a coin in a flip.
- Place only one coin in each flip and fold the other half of the flip. Label each flip with the submission number and the coin line number (e.g. 1234567-001).



- Do not cut, tape, staple or glue flips as they can damage the coins.**
- Bulk submissions do not need to be submitted in non-PVC plastic flips. These may be submitted in original rolls or other packaging.
- Coins 4.5 to 9 mm thick (and have a diameter of 45 mm or less) require a Double Thick Holder. **Submit coins requiring Double Thick Holders on a separate submission form.**
- Any coin over 45 mm in diameter or over 9 mm in thickness requires an NGC Oversize Holder. **Oversize coins must be submitted on a separate submission form.**

### COMPLETING THE SUBMISSION FORM

**Important:**

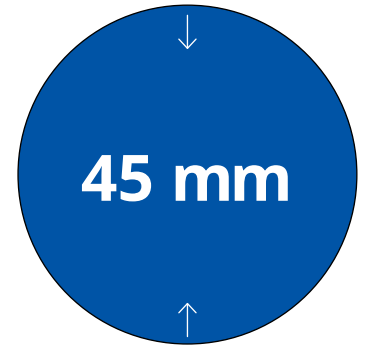
- Forms must be completed in English.**
- Print all information clearly.
- Use separate forms for each NCS Conservation Tier or NGC Grading Tier. Do not mix multiple NCS Conservation Tiers or multiple NGC Grading Tiers on the same form.
- GSA hard case, GSA soft pack and holdered coins must be submitted on separate submission forms.
- Sign and return, if applicable, the consent form on the back of the submission form cover sheet.

### NGC HOLDER TYPES AND REQUIREMENTS

- There are three types of NGC holders.
- Submit coins for each holder type on a separate submission form (e.g. Do not mix coins for NGC Standard Holders with coins for NGC Double Thick Holders on the same submission form).

#### NGC STANDARD HOLDER

Coins up to 45 mm in diameter with a maximum thickness of 4.5 mm.



#### NGC DOUBLE THICK HOLDER

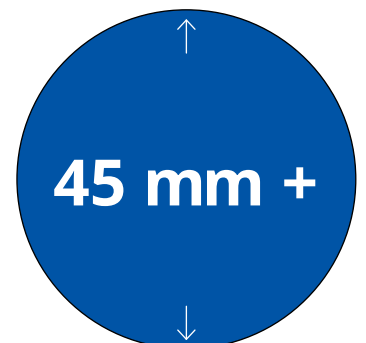
Coins up to 45 mm in diameter with a thickness of 4.6 to 9 mm.



#### NGC OVERSIZE HOLDER

Coins greater than 45 mm in diameter with a maximum thickness of 25 mm.

The medium NGC Oversize Holder (MSCH) can accommodate most coins up to 101.5 mm in diameter and 25 mm in thickness. The large NGC Oversize Holder (OSCH) can accommodate most coins up to 120 mm in diameter and 15 mm in thickness.



## NGC / NCS SUBMISSION FORM INSTRUCTIONS

### 1 SUBMITTER'S NAME AND ACCOUNT NUMBER

Print your legal name and fill in your account number.

### 2 SHIP TO

Print your legal name, address, telephone and email address in the space provided.

### 3 SHIP METHOD

Select the return shipping method for your order. If you request one of the overnight shipping services, you must have your own account and your own private insurance with the carrier and have the required shipping information form on file with NGC.

### 4 TYPE OF SUBMISSION

Select either US or world. US and world coins must be on separate submission forms. Ancient coins should be submitted on an NGC Ancient submission form.

### 5 NCS CONSERVATION SERVICES (optional)

If you would like to have your coins evaluated and conserved by NCS (optional), select a desired NCS Conservation Service here.

- If you select NCS Conservation, **also select an NGC Grading Tier in Box 6**. NGC grading fees are additional.
- Oversize and holdered coins must be submitted on separate submission forms.

NCS will only conserve coins that it believes will benefit from conservation. If you select NCS Conservation and NCS believes your coin will not benefit from conservation, it will be transferred directly to NGC for grading and only the NGC grading fees will apply.

NCS Conservation Services Requirements and Descriptions are located on the back of the submission form. **You can only select one NCS Conservation Service per form.**

### 6 NGC GRADING TIER

Select an NGC grading tier based on coin type and maximum coin value.

If you selected NCS Conservation in Box 5, also select an NGC grading tier.

- a. You can select only one NGC grading tier per submission form.
- b. Double Thick coins (4.5 to 9 mm thick but less than 45 mm in diameter) must be on a separate form.
- c. Oversize coins (over 45 mm in diameter or 9 mm in thickness) must be on a separate form.
- d. NGC Grading Tier Requirements and Descriptions are located on the back of the form.
- e. If you have coins to submit under another grading tier, use a separate form.
- f. If you are sending NGC-certified coins for NGC Services only (e.g. ReHolder), leave this section blank.

### 7 NGC ADD-ON SERVICES

Select the NGC Service(s) that you desire, if any. If you do not require any NGC Services, leave this section blank.

If you would like either the Early Releases or First Releases designation for qualifying coins, choose one here. If you would like a special label, enter the label name and label number in the Special Label section. For mixed label submissions, write MIXED on the Special Label line and list the desired Special Label name and number on each line next to the coin in Section 11.

NGC Services Requirements and Descriptions are located on the back of the form.

Except for VarietyPlus® and Mint Error, each service must be on a separate submission form. Applies to all coins on form.

Lower NGC Grading Tiers can be upgraded to Scratch-Resistant Holders by checking the upgrade box in Box 6 (NGC Grading Tier).

**Crossover:** If submitting PCGS coins for CrossOver, see the detailed CrossOver instructions on the last page. Coins certified by grading companies other than PCGS are not accepted for CrossOver and the consent form on the back of the submission form cover page must be signed.

### 8 NGC REHOLDERS

Select the NGC ReHolder service you desire, if any. Otherwise, leave this section blank. Applies to all coins on submission form. NGC ReHolder Requirements and Descriptions are located on the back of the form.

### 9 OTHER NGC SERVICES

Select the service you desire, if any. Otherwise, leave this section blank. Applies to all coins on the submission form.

### 10 NGC IMAGING SERVICES

Imaging can be done by request after your coins are graded. Select an NGC Imaging Service that you desire, if any. Applies to all coins on the submission form.

### 11 LIST YOUR COIN(S)

Complete the following section as applicable to your coins. Not all sections will apply. Declared value is required. **If NGC determines that coins are undervalued, NGC will assign its determination of the fair market value and adjust the conservation and / or grading fees accordingly.** Enter coin details here. You must fill in all of the required columns for each coin you add to your submission.

- a. **Qty.** Enter the quantity of coins for that line. Example: If you have two of the exact same coin, write 2.
- b. **Country.** Enter country of the coin.
- c. **Coin Date.** Enter the date of the coin.
- d. **Mintmark.** If applicable, enter the mintmark of the coin.
- e. **Denomination.** Enter the denomination of the coin.
- f. **MS or PF.** Enter MS for Mint State or PF for Proof.

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- g. **Variety.** If applicable, enter the variety of the coin. Check VarietyPlus® or Mint Error if applicable. Note additional charges apply.
- h. **Label Number.** If applicable, enter NGC label number.
- i. **Crossover Min. Grade.** Only enter the “Minimum Grade” if you are submitting a coin under “CrossOver” service (PCGS coins only). See CrossOver instructions on this page.
- j. **Certification #.** Enter the certification number on the holder if your coin is already encapsulated by NGC, NCS or PCGS.
- k. **Declared Value.** Enter the declared value of each coin. Put the Total Declared Value in the appropriate box.

### 12 TOTAL FEES

Calculate the total fees that are due to NGC.

### 13 PAYMENT AND SIGNATURE

NGC accepts checks, wire transfers and Visa, Master Card and American Express. If paying by credit card, this section MUST be signed for your submission to be processed.

If you have an NGC member credit, it will be automatically applied to your submission fees (excluding shipping and handling fees). **You must still provide a method of payment** to be used for shipping and handling fees as well as any amount due above the member credit.

### 14 EXECUTION OF AGREEMENT

This section MUST be signed to process your submission.

## PACKING YOUR COINS FOR SHIPMENT

- Multiple submissions can be mailed in the same box and can be shipped back together upon request.
- Pack the coins in a well-secured, appropriately sized box with the submission form. We recommend packing a box within a box.
- Securely seal the package with reinforced shipping tape to prevent tampering en route. Any damaged, unsealed or poorly sealed packages will be rejected and returned by the shipper.
- Clearly write WK (for coins in the WalkThrough tier) or EX (for coins in the Express tier) on the outside of the shipping box. These boxes will be opened first.

## CROSSOVER INSTRUCTIONS

**CrossOver at same grade**—If you would like your coin to be certified by NGC at the same grade as it is presently certified, write **SAME** in the space provided in the *CrossOver Min. Grade* column. Note that the minimum grade request applies to both the numerical grade and designation such as Cameo or Ultra Cameo. If the grade criteria are satisfied but the designation criteria are not, your coin will not cross.

**IMPORTANT:** If the *CrossOver Min. Grade* column on the NGC Submission Form is left blank, the grade on the holder becomes the CrossOver Minimum Grade. A blank column does NOT mean cross at any grade. It means cross at the same grade.

**You may NOT request a higher grade than the grade on the current holder**—Even though a higher grade cannot be requested when using the CrossOver submission, coins can cross at a higher grade level if they meet NGC’s standards.

**Specified Minimum Grade**—Submitters willing to cross their coins to NGC at a lower grade level than the grade on the PCGS holder can specify a minimum grade by writing the numeric grade in the *CrossOver Min. Grade* column. For example, if a coin is graded MS 64 and the submitter will accept an **MS 63** from NGC, the grade MS 63 should be written in the *CrossOver Min. Grade* for that line item.

**Cross at any grade**—Write **ANY** in the *CrossOver Min. Grade* column to have your coins crossed regardless of their grades. Note that coins with detrimental surface conditions such as scratches or improper cleaning will not cross if ANY is specified.

**Coins for NGC Details Grading**—Coins with detrimental surface conditions, including coins that have been net graded or described as genuine by other companies can be crossed to a holder with an NGC Details label by writing **DETAILS** in the *CrossOver Min. Grade* column. If DETAILS is requested and a coin is eligible for numerical grade, a numerical grade will be assigned. And vice versa, if a numerically graded coin has a detrimental surface condition, it will be NGC Details Graded if DETAILS has been specified.

**Coins with Designations, for example CAMEO and FULL BANDS**—When submitting coins for CrossOver, you cannot request a designation that is not already assigned to the coin on its current holder. For example, you cannot request that a Standing Liberty Quarter that has not been designated FULL HEAD cross to NGC only if it receives the FULL HEAD designation.

If the coins have been assigned a grade-modifying designation (sometimes called a “strike character”) such as DCAM, RB or FS by PCGS, NGC will remove the coins from their holders only if NGC determines that the coins will receive the same or higher designation (or an equivalent or higher designation) from NGC.

**Star Designation (★)**—You cannot request that a coin cross only if it receives the NGC Star Designation.

**Pedigrees**—Due to the special verification required, NGC does not recognize designations or pedigrees assigned by other grading services if NGC requires that the coins be submitted in the sealed mint shipping box.