

# Authorized Submitter Application and Agreement for Members of the American Numismatic Association



If you have an active account with the Collectors Society you should not complete this application.

A membership with the American Numismatic Association is required when filling out this form. For an account with the ANA please call 800-367-9723 or visit [www.money.org](http://www.money.org)  
Please print clearly. When completed, please sign and send the completed application to:

**CCG**  
**PO Box 4711**  
**Sarasota, FL 34230**  
**Fax: 941-360-2553**

Select your collecting interest: (choose one): ☐ Coins ☐ Paper Money

Name: \_\_\_\_\_ ANA Membership #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Website Access Information

Your email address: \_\_\_\_\_ Create a password: \_\_\_\_\_

Your email address is your user name.

Mother's maiden name: \_\_\_\_\_

This is optional and may be used as a confirmation question in the event that you forget your password.

Public name: \_\_\_\_\_

This name will be viewed by the public when you have sets in the Registry.

## Payment Authorization

Credit Card: ☐ MasterCard ☐ Visa ☐ American Express Account #: \_\_\_\_\_ Expiration: \_\_\_\_ / \_\_\_\_

Please provide name and address if different than above.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Credit card approval and release:

I, the undersigned, authorize the following grading and conservation services (each a "Service" and collectively, the "Services") - Numismatic Guaranty Corporation of America ("NGC"), Numismatic Conservation Services, LLC ("NCS"), and Paper Money Guaranty, LLC ("PMG") - to charge the card account I provide for services rendered upon my request for grading and/or conservation services. I acknowledge that by completing and signing the submission form, I agree to pay such Service(s) the full amount of the grading and/or conservation fees and services on the card number I provide, regardless of the final services provided. I understand that if I disregard this provision, I shall be subject to immediate discharge from the CCG Authorized Submitter Network and loss of all rights and entitlements therein. I also agree that if a dispute arises in regard to the grading and/or conservation services, my recourse is to give written notice to the applicable Service(s) according to the applicable stated guarantee(s) within 14 days of receipt of said conserved items. With notification by email, fax, or telephone, and with my consent, I understand that each Service reserves the right to charge additional charges to my credit card if extra or different services are required to fulfill a service request.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have read and agree to the terms and conditions on the back of this form.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Authorized Submitter Agreement

1. In return for access to the services of NGC, NCS, and PMG, in accordance with each of their normal fees and procedures, the undersigned Authorized Submitter ("Authorized Submitter") agrees to be bound by and comply with the terms of this agreement ("Agreement") and the procedures and rules governing submission of coins and paper money for grading and/or conservation services, as shall be prescribed by each of the Services from time to time. The undersigned Authorized Submitter consents to the utilization of its name in periodic advertising in print and other advertising media. Authorized Submitter status shall continue until terminated by either party upon fifteen (15) days written notice to the other party unless earlier terminated for any reason stated below.
2. Authorized Submitter status shall be subject to termination at any time upon written notice if an Authorized Submitter shall fail or refuse to make timely and proper payment of its financial obligations to the applicable Service(s), or if an Authorized Submitter shall be the subject of a judicial or quasi-judicial proceeding in which a final judgment, order, or finding shall be issued by a court or tribunal of competent jurisdiction concluding that an Authorized Submitter is responsible for conduct (acts or omissions) which constitute (i) fraud or deceit, (ii) an illegal conversion of client or fellow coin dealer's property, (iii) a violation of federal or state criminal statutes, or (iv) conduct involving moral turpitude, or otherwise which could threaten the reputation of any Service and/or the numismatic coin, paper money or conservation industries.
3. The Authorized Submitter hereby authorizes NCS to perform any and all procedures that NCS deems necessary at its sole discretion to provide conservation services with respect to submitted numismatic items. The Authorized Submitter agrees that NCS shall have no liability in the event that any of NCS's services result in a loss, lower grade, damage, defect or any resulting change in value of the submitted numismatic items. The Authorized Submitter acknowledges that conservation services can sometimes involve the use of caustic or abrasive procedures and can involve a risk of loss, lower grade, damage, defect or resulting change in value to the submitted numismatic items. The Authorized Submitter further acknowledges that uncertified or certified coins submitted for conservation may lose their suitability for certification as a result of conservation services. The Authorized Submitter agrees to bear the entire risk of loss, defect, lower grade, resulting change in value, or damage arising from or occurring during conservation services, delivery, the possession of the Authorized Submitter, or NCS's possession, under all circumstances, including, but not limited to loss, defect, lower grade, resulting change in value, or damage caused in whole or in part by the conduct or negligence of NCS.
4. The Authorized Submitter shall indemnify and hold each Service and their respective affiliates, employees, officers, directors and agents, harmless from and against all claims, liabilities, and expenses (including reasonable attorney's fees) relating to or arising under this and the transactions contemplated hereunder, except to the extent finally judicially determined to have resulted primarily from the bad faith or intentional misconduct of such Service. IN NO EVENT SHALL ANY SERVICE OR ANY THEIR RESPECTIVE AFFILIATES, EMPLOYEES, OFFICERS, DIRECTORS OR AGENTS, BE LIABLE TO THE AUTHORIZED SUBMITTER OR ANY OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND IN NO EVENT SHALL THE AGGREGATE LIABILITY OF ANY SERVICE OR ANY THEIR RESPECTIVE AFFILIATES, EMPLOYEES, OFFICERS, DIRECTORS OR AGENTS, EXCEED THE FEES PAID OR PAYABLE TO THE SERVICE BY THE AUTHORIZED SUBMITTER FOR SERVICES. THE AUTHORIZED SUBMITTER'S SOLE REMEDY AND THE SOLE LIABILITY OF ANY SERVICE WITH RESPECT TO ANY GRADING OR CONSERVATION SERVICES SHALL BE PURSUANT TO THE APPLICABLE GUARANTEE, IF ANY, OFFERED BY THE APPLICABLE SERVICE IN CONNECTION WITH SUCH GRADING OR CONSERVATION SERVICE, AND EACH SERVICE HEREBY DISCLAIMS ALL OTHER WARRANTIES OR GUARANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
5. The Authorized Submitter agrees to deliver any and all numismatic and paper money items directly to the applicable Service via carrier of its choice. The Authorized Submitter agrees to bear all risk of loss during shipping. The Authorized Submitter further agrees to indemnify and hold the applicable Service harmless from and against any and all loss, theft, defect, damage, lower grade, resulting change in value, or expense, arising from or occurring during shipping.
6. NCS reserves the right to reject any numismatic item submitted to it for conservation services, and PMG and NGC each reserve the right to reject any coin or paper money submitted for grading. The applicable Service will return, within a reasonable period of time, any numismatic or paper money item that it deems not suitable for grading or conservation; however, in such event, the Service will still charge the evaluation fee, if applicable, for each such item returned. If NCS agrees to perform conservation services, then, after the completion of such services, NCS will forward the numismatic items to NGC or other NCS approved grading service, for grading as per the request and tier specified by the Authorized Submitter on the NCS submission form. At the Authorized Submitter's option, if requested, said items may be returned to the Authorized Submitter by NCS after conservation and without grading by NGC or other NCS approved grading service.
7. The Authorized Submitter acknowledges that the specific techniques used to perform each conservation procedure are considered the proprietary information and property of NCS and therefore may not, at the option of NCS, be fully disclosed. If specifically requested, and at an additional charge for each item, NCS will provide a general limited description of the services performed for each numismatic item to the Authorized Submitter.
8. The Authorized Submitter acknowledges that all payments for services must be made by credit card. A current pre-authorized credit card agreement must be on file with NCS. The credit card will be charged for the evaluation portion of the fee upon receipt of numismatic items, and for the conservation procedure portion upon completion of such procedure. Fees charged will be in accordance with NCS's then current published pricing schedule. Shipping charges are in addition to NCS fees and will be charged to the credit card on file or supplied on the submission form at the time of shipping.
9. The Authorized Submitter acknowledges and agrees that, while one Service may have consulting agreements with other members of the Certified Collectibles Group of companies and other third parties to provide expertise, each Service is a completely separate and distinct company. The Authorized Submitter acknowledges and agrees that no Service is an agent or representative of any other Service for any purpose. The Authorized Submitter agrees that a Service shall not be liable for any conduct of any other Service or other third party whatsoever.
10. This Agreement constitutes the entire agreement between the Authorized Submitter and each Service and may only be amended in a writing signed by all parties, except that all terms and conditions of each Service's submission form shall also apply with respect to submissions of numismatic or paper money items. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida as applied to transactions taking place wholly within Florida between Florida residents and shall apply with respect to all submissions of numismatic or paper money items by the Authorized Submitter to a Service. The Authorized Submitter hereby expressly consents to the exclusive personal and subject-matter jurisdiction of the state and federal courts located in the County of Sarasota, State of Florida, for any dispute arising from or related to this Agreement or any transaction contemplated hereunder. The Authorized Submitter agrees that each Service may assign or delegate any of its rights and/or obligations to any other Service.
11. The release, indemnity and related provisions of this agreement shall survive termination. Termination does not end the financial obligations of the Authorized Submitter.