Submitting Coins to ANACS
A Ten-Step Instruction Guide
Step 1 – The Form

- Submission forms can be found on our website, www.anacs.com under the heading “Services”, or you can call Customer Service at 1(800)-888-1861 to request that we send you a physical copy in the mail for free!

- We do ask that you fill out the submission form completely, and that you retain a copy of the form for your own records.
Step 2 – Your Information

- Fill out the top of the form with your name, address, phone number, and an email address if you have one. If you are a new customer, as seen in the example below, you don’t yet have a customer number, so you should leave that section blank. If you have submitted before, and are unsure about your customer number, customer service can fill this in for you, as well, and you can leave this area blank.
Step 3 – Return Shipping Account?

- If you have your own FedEx, UPS, or Express Mail account, you are welcome to write the account number in the box at the top, left hand side of the form, and return shipping will be charged to your personal account. If you are doing this, you do not need to pay any additional shipping charges.

- If you do NOT have one of these accounts, simply leave this blank, and we’ll come back to return shipping at the end of the form.
Step 4 – Your Coins

Leaving the first “Office use only” column blank, fill out the quantity, date, mint mark (if there is no mint mark, leave this blank!), country of origin, and estimated owner’s value (we ask this for insurance purposes - the amount doesn’t have to be exact).
• If you believe that your coin has a specific variety or error, write this in the “Variety” column next to each coin, so that we know exactly what you’d like us to verify.

• If you are unsure what specific variety your coin has and would like us to figure out which varieties or errors apply to your coin, write “Research” in this column. We’ll go over the added costs when we get to the end of the form!
Once your coin information has been filled out, place each coin into a flip, numbered correspondingly to the form, and place them in a rubber banded stack. If you have a lot of coins, we suggest stacks of ten.
Step 5 – Choose One Tier of Service

The coins in our example sheet are all US coins, so they go under the “US Mint Coins” section. All of these coins were minted after 1950, and more than 5 coins are being submitted, so the “Modern 1950-Present” tier works best in this scenario.

Different orders will be best suited to different services, so please choose the appropriate tier of service for your coins. If you’re not sure, Customer Service is happy to advise you.
Step 6 – Payment Calculations

First, multiply the number of coins times the grading fee per coin. The grading fee is listed next to the tier of service that you selected on the previous step.

Conservation is a non-abrasive method of removing possible contaminants or surface debris from coins. This can include glue, hazing, distracting stains, or PVC contamination. If you don’t want this service, select “No Thank You”, and do not add $39 to your total.
Verification is $9 per coin and applies if you know what error or variety you are looking for, and you want us to confirm the variety, and put this information on the label.

If you are certain that your coin has SOME error or variety, but you are not certain WHICH one, select the $12 research fee, and we’ll figure it out for you from scratch.

You only select ONE of these services for each coin; you do not need to select both.

Imaging adds a photograph to our online database, which you may then download and use for anything you’d like.
Step 7 – Return Shipping and Insurance

Return Shipping and Insurance varies based on the number of coins, and the total insurance value. For 10 coins valued at under $1000, our sample return shipping would cost us $32. If you have more coins, or a different insurance value, you would select the option from this chart.
Add up the services that you’ve selected to find the total amount due, and include payment information (check, money order, cashier’s check, debit card, credit card, or cash) with your order.

Make sure that the submission form is signed and dated at the bottom! We will not be able to process the order without a signature.
Step 9 – Packaging Your Coins

- Once your form has been filled out, and the coins stacked and bound with a rubber band, we recommend placing the coins and form in some bubble wrap, newspaper, or other packaging.
Step 9 – Packaging Your Coins (Continued…)

- We recommend wrapping the coins, securing them with a rubber band, and placing them inside a box or bubble mailer.

- We then recommend placing that inside a larger box, so that you can be sure that the coins are secure during shipping.
We recommend sending your coins registered and insured through the United States Postal Service. This is one of the slower ways to mail coins, but it is also the safest. Additionally, UPS and FedEx do not offer insurance for currency items. If you would like to select “Signature Required”, you are certainly welcome to.

Our mailing address is:

PO Box 6000
Englewood CO 80155
FAQ

- **What if I don’t know my owner’s value?** We recommend referring to the Whitman Publishing Red Book, or using www.money.org to locate a coin club or dealer near you who will be able to advise on the rough estimated value of your collection.

- **Can I send my coins by UPS or FedEx?** Yes, but you’ll need our physical address! Just call customer service at 1(800)-888-1861, or email us at customerservice@anacs.com for the address.

- **Where do I get coin flips?** Mylar coin flips can be found at most coin dealers, as well as online, or at hobby shops and some big-box or craft supply stores.
FAQ (Continued…)

• Why no tape or staples? The sharp edges on staples can pose a physical danger both to the surface of the coins as we remove them from the holders, and to our mail processing staff. Tape can leave sticky residue on the coins, which can permanently damage them. Even if the coins are not touching the tape when you ship the package, the coins frequently shift around in shipping.

• What if the signature line doesn’t print? Not a problem - just sign your name and the date anywhere else that there’s a margin or blank space!
Feel free to reach out to Customer Service and we’ll be more than happy to help you fill out anything on the form that you’re still unsure about!

We’re located in Colorado, so we’re open from 8am-5pm MST, Monday through Friday.

Customer service can be reached by phone at 1(800)-888-1861, or by email at customerservice@anacs.com.