



PSA/DNA AUTHENTICATION SERVICES  
 P.O. Box 6180, Newport Beach, CA 92658  
 (800) 325-1121 • (949) 833-8824 • PSAcard.com

### AUTOGRAPH ENCAPSULATION SUBMISSION #

**PACKAGE INFORMATION: (Customer Must Provide)**

1. Total number of orders included in this package: \_\_\_\_\_
2. Total number of collectibles included in this package (all order): \_\_\_\_\_

Customer Name: \_\_\_\_\_  
 Customer #: \_\_\_\_\_

RETURN SHIPPING ADDRESS (print clearly) <input type="checkbox"/> Check if permanent change of address	PSA/DNA USE ONLY
NAME _____ PHONE (____) _____	ORDER # _____
ADDRESS _____ EMAIL _____	PKG # _____
CITY, STATE, ZIP _____	Date Entered _____
	Verified By _____

QTY.	CATEGORY	ITEM TYPE	PREMIER AUTOGRAPH	TOTAL NUMBER OF SIGNATURES	<sup>A</sup> AUTHEN. FEE	DECLARED VALUE	<sup>B</sup> LETTER UPGRADE (optional)	<sup>C</sup> AUTOGRAPH GRADING (See reverse for details)	<sup>D</sup> PREMIUM ITEM FEE (See reverse for details)
EX. 1	Cartoon	Check	Walt Disney	1	\$150	\$4,000	<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input checked="" type="checkbox"/> \$25
EX. 1	Baseball	Trading Card	Mantle/Maris	2	\$100	\$750	<input type="checkbox"/> \$10	<input checked="" type="checkbox"/> \$50	<input type="checkbox"/> \$ _____
1							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
2							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
3							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
4							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
5							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
6							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
7							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
8							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
9							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
10							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
11							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
12							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
13							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
14							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
15							<input type="checkbox"/> \$10	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
TOTAL QTY:				SUBTOTALS:	\$	\$	\$	\$	

PSA/DNA WILL NOT BE RESPONSIBLE FOR INCOMPLETE OR INACCURATE ORDERS.

**AUTOGRAPH ENCAPSULATION (Estimated Turnaround 20 Business Days)**

**METHOD OF PAYMENT**

1. **AUTOGRAPH AUTHENTICATION FEES** - Look up at: [PSAcard.com](http://PSAcard.com) or call (800) 325-1121
  - a. REQUIRED: Authentication Fees from **A** above ..... \$ \_\_\_\_\_
  - b. REQUIRED: Jumbo Holder (over 6 1/4" x 8 1/4"). Fee calculation: \_\_\_\_\_ X **\$30** = \$ \_\_\_\_\_  
# of items fee
  - c. OPTIONAL: Letter Upgrade from **B** above. .... \$ \_\_\_\_\_  
(\$10 additional fee)
2. **GRADING - OPTIONAL** from **C** above (See reverse for details) ..... \$ \_\_\_\_\_
3. **PREMIUM ITEM FEE** from **D** above (See reverse for details) ..... \$ \_\_\_\_\_
4. **EXPEDITED PROCESSING - OPTIONAL** (Estimated Business Day turnaround)
  - \$50 (5-Day) 1-5 items     \$100 (5-Day) 6-10 items     \$150 (Same Day) 1-5 items ..... \$ \_\_\_\_\_
5. **REHOLDER** - Standard/Tallboy ... \$7  
 Supersized ... \$13  
 Jumbo (over 6 1/4" x 8 1/4") ... \$30    Fee calculation: \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
# of items fee
6. **RETURN SHIPPING FEE (per order)** — Select One:
  - Domestic Return Shipping (see chart on reverse) ..... \$ \_\_\_\_\_
  - International Return Shipping (see chart on reverse) ..... \$ \_\_\_\_\_

**Alternate Return Shipping** (Must provide your own FedEx or USPS Express Mail account and insurance coverage. If acct info & selections are on file with PSA, please write "On File".)

 FedEx/USPS Express Mail Account # \_\_\_\_\_  
 Declared Value limit per package (Required): \_\_\_\_\_  
 Purchase FedEx Insurance?  Yes \$ \_\_\_\_\_  No      Signature Required?  Yes  No  
 Saturday Delivery     Pri-Overnight am     Std-Overnight pm     2-Day     3-Day     Ground  
 **Pick Up (by approval only)**
7. **VOUCHER/CREDIT ON ACCOUNT** ..... - \$ \_\_\_\_\_
8. **TOTAL CHARGES** (Add lines 1-7) ..... = \$ \_\_\_\_\_

VISA     MasterCard     AMEX     DISC

Check # \_\_\_\_\_ Money Order # \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Card \_\_\_\_\_

Exp. Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

All fees must be paid in advance before PSA/DNA can process your order. Incomplete or illegible submission forms will delay turnaround time. PSA/DNA reserves the right to correct your submission form to reflect its current authentication and shipping fees. All authentication fees are applicable regardless of outcome. Autograph grading fees only apply to those items that are deemed genuine.

**I HAVE READ AND AGREE TO THE PSA/DNA TERMS AND CONDITIONS SET FORTH ON THIS FORM. I ACCEPT FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM(S).**

\_\_\_\_\_  
 Authorized Signature (required)      Date  
 (Order will not be processed without signature.)

Turnaround time does not begin until order has been entered into the grading system. All terms and conditions are subject to change. For up-to-date information, visit [PSAcard.com](http://PSAcard.com).

**SUBMISSION INSTRUCTIONS**

1. Print your name, customer number, return shipping address, email address and phone number in the space provided.
2. **Package Information (Required)** – Be sure to fill out this section completely.
3. List the description of each item with authentication fee, verifiable at [PSAcard.com](http://PSAcard.com). Enter declared value amount on each line. For multi-signed items, list the primary autograph and total number of signatures. On lines listing a quantity greater than one, enter the declared value for all items in the "Declared Value" column.
4. **Calculate Subtotals of Fees.**
  - a. Please visit [PSAcard.com](http://PSAcard.com) to view current PSA holder sizes. Any item requiring a Jumbo holder will be subject to an additional \$30 fee.
  - b. **Premium Letter Upgrade (optional)**-By choosing encapsulation, the submitter will forgo the certificate or full premium letter, PSA/DNA tamper-evident label and DNA daub. The customer may request both encapsulation and the premium letter for an additional fee of \$10.
  - c. **Autograph Grading (optional)** - Provided that the autograph is genuine, it can then be graded based on the condition of the autograph using a scale of 1-10 with 10 being the best. The grade reflects the condition of the autograph only. While each signature is assigned an individual grade for 1-3 autographs, one overall averaged grade is assigned for the item. Four or more autographs will not be graded individually and will only receive one overall grade for all signatures.
  - d. **Premium Item Fee** - Any item with a declared value of \$1,000 or higher is subject to an additional Premium Item Fee (chart below).
  - e. **Expedited Processing (optional)** - Add \$50 per order (1-5 items) or add \$100 per order (6-10 items) for an estimated 5 Business Day turnaround. PSA/DNA will have your order completed in approximately 5 Business Days following the day our receiving department processes your order. Shipment time is not included. Packages must be marked 5-day on the outside of the package. During the week of the major conventions, turnaround times may vary. Check the show schedule for the specific dates. Call to confirm the availability of same day service, \$150 per order (1-5 items).
  - f. **Return Shipping Fee** - You must remit return postage for EACH order unless you have your own shipping account with Federal Express or USPS Express Service. For international shipments, the customer is liable for any duties and taxes assessed on the shipment to and from PSA/DNA.
5. **Total charges** and mark **Method of Payment**. Include check, money order, or credit card info. **You must include payment or your order will not be processed.**
6. **Read the terms and conditions below.** Sign and date the front of the form. Keep a copy for your records. Your order will not be processed unless the submission form is signed.
7. **Package items and submission form carefully.** Items should be placed in a flexible plastic pouch such as a "Card Saver 1." Do not use hard acrylic holders, screwdowns or top loaders.
8. **Packages to PSA/DNA:** United States Postal Service (USPS) and Federal Express (FEDEX) are the only carriers accepted. We do not accept items sent via UPS, DHL, or any other shipping company. No exceptions. **YOU ARE RESPONSIBLE FOR INSURING ALL PACKAGES TO US.**
  - a. USPS to: PSA/DNA, P.O. Box 6180, Newport Beach, CA 92658
  - b. FEDEX Express service to: PSA/DNA, 7000 Barranca Parkway, Irvine, CA 92618 (Select "Hold at FedEx location" on airbill).
  - c. FEDEX Ground Service to: PSA/DNA, 1610 E. St. Andrew Suite 150, Santa Ana, CA 92705
9. **Packages from PSA/DNA (Return Carrier):**
  - a. All orders are returned Priority, Express or Registered Mail depending on the declared value of the submission.
  - b. FEDEX/USPS Express Mail: if requested, you must have your own shipping account number and insurance coverage.
  - c. Do not send postage stamps, shipping materials or pre-paid postage labels for the return of your package.
10. **TURNAROUND TIMES:** The turnaround times listed on the PSA/DNA submission form are estimates and only include Business Days. While our staff works extremely hard to process submissions within the time frame listed, the turnaround times are not guaranteed.
11. **All terms and conditions are subject to change.** For a complete description of all PSA/DNA services and to view a list of the items PSA/DNA authenticates and grades, please visit [PSAcard.com](http://PSAcard.com).

## AUTHENTICATION SERVICE FEES & SHIPPING CHARTS

**SINGLE-SIGNED ITEM** To determine the fee of your single-signed item, look up the fee for the autograph online. Visit [PSAcard.com](http://PSAcard.com) or call (800) 325-1121.

**MULTI-SIGNED ITEM** (All signatures will be authenticated) To determine the fee of your multi-signed item, first, look up the fee for the premier autograph online. Next, count the total number of signatures and refer to the chart below to determine the total authentication fee.

AUTHENTICATION FEES					
# of Signatures:	Single-Signed	2 Signatures	3-4 Signatures	5-19 Signatures	20-49 Signatures
Premier Autograph The premier autograph is the autograph that holds the most value.	\$10	\$20	\$50	\$100	\$150
	\$20	\$35	\$50	\$100	\$150
	\$25	\$35	\$50	\$100	\$150
	\$30	\$50	\$75	\$100	\$150
	\$35	\$50	\$75	\$100	\$150
	\$50	\$75	\$75	\$100	\$150
	\$75	\$100	\$100	\$100	\$150
	\$100	\$100	\$100	\$100	\$150
	\$150	\$150	\$150	\$150	\$150
The authentication fee for a multi-signed item (2-49 signatures), with a Premier Autograph that has an authentication fee of \$150 or higher, remains the same as the single-signed Premier Autograph rate.					

For 50+ signatures, call for rates.

**Example 1:** A single-signed Nolan Ryan photo would be \$20.

**Example 2:** If there are 22 autographs on the item with Nolan Ryan as the Primary (\$20), the fee based on the chart above is \$150.

### DOMESTIC RETURN SHIPPING & INSURANCE RATE CHART

Number of Items	TOTAL DECLARED VALUE								
	\$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 - 8	\$18.00	\$29.00	\$37.00	\$44.00	\$56.00	\$64.00	\$79.00	\$120.00	\$131.00
9 - 25	\$24.00	\$35.00	\$43.00	\$47.00	\$63.00	\$78.00	\$93.00	\$130.00	\$151.00
26+	add .25 per item	add .25 per item	add .25 per item	add .25 per item	add .50 per item	add .50 per item	add .50 per item	add .50 per item	add .50 per item
Declared Value over \$200,000 - Add \$20 for each \$50,000 over.									
*Packages over \$200,000 will be a two package shipment and could be subject to additional return shipping fees.									

### PSA/DNA TERMS & CONDITIONS

By signing the front side of this form, Customer acknowledges that they have read the PSA/DNA Terms and Conditions (the "Agreement") set forth below and agrees to abide by this Agreement, and further agrees that PSA/DNA is entitled to rely upon and benefit from this Agreement.

- PSA/DNA will endeavor to certify submissions within a reasonable time frame. However, PSA/DNA will have no liability whatsoever to the customer for damages (including incidental or consequential damages) allegedly due to PSA/DNA's failure to certify any submission within any time frame.
- PSA/DNA may not certify items consisting of A: autographs NOT listed on the PSA/DNA Autograph Fee Schedule (For items not listed please call.) or B: autographs that are damaged and/or illegible or C: autographed items exceeding PSA/DNA's weight restrictions.
- Fees paid to PSA/DNA are NON-REFUNDABLE once the autographed item begins the authentication process.
- Certification and authentication involves an individual judgment that is subjective and requires the exercise of professional opinion, which can change from time to time. Therefore, PSA/DNA makes no warranty or representation and shall have no liability whatsoever to the customer for the opinion rendered by PSA/DNA to any submission.
- PSA/DNA will exercise reasonable care in handling submissions for authentication. However, if PSA/DNA determines the Customer's submission was lost or damaged while in PSA/DNA's possession, Customer will be compensated based upon the fair market value of the submission as determined by PSA/DNA standard procedures which may include filing a claim with our insurance carrier. The declared value you stated on the front of this form is for estimating the insurance coverage only, and the fair market value of the submission may be less than your declared value. IN NO EVENT SHALL THE TOTAL LIABILITY EXCEED THE DECLARED VALUE OF THE ITEM.
- Customer must inspect all submitted items immediately upon receipt from PSA/DNA and report any damage or discrepancy to PSA/DNA within five (5) days of receipt. Customer must also inspect all submissions immediately upon receipt for mechanical errors pertaining to the description of the submission. Mechanical errors include, but are not

- limited to, such errors as incorrect date or designation. Customer agrees to return any incorrectly described item to PSA/DNA upon request at any time and agrees to indemnify and hold harmless PSA/DNA and its affiliates against all losses and/or claims (including attorney's fees) caused by the circulation or sale of a mislabeled or inappropriate item or any unauthorized use of a PSA/DNA certificate or label.
- PSA/DNA shall have no liability whatsoever to the customer for any loss or damage of any submitted item occurring while the item is not in the custody or control of PSA/DNA.
  - Occasionally, our experts cannot express an opinion on an item. Such items will be designated as "Inconclusive" and a credit voucher will be issued in the full amount of the authentication fee. This voucher can be used towards future submissions.
  - It is absolutely essential that submissions sent to PSA/DNA be packaged and shipped in strict accordance with the requirements. PSA/DNA shall have no liability whatsoever for any damage to any submission shipped or delivered to PSA/DNA in a manner that does not strictly conform to our written specifications, such as during transit and from PSA/DNA.
  - Except as expressly specified set forth herein, PSA/DNA disclaims any and all warranties, express or implied, (including the warranty of merchantability and the warranty of fitness for a particular purpose) regarding our service.
  - Notwithstanding anything to the contrary contained herein, THE MAXIMUM AGGREGATE LIABILITY THAT PSA/DNA SHALL HAVE TO CUSTOMER, OR ANY THIRD PARTY FOR WHOM THE CUSTOMER MAY BE ACTING, ARISING FROM ANY CAUSE, ACT, OMISSION OR OTHER CIRCUMSTANCE, SHALL IN NO EVENT EXCEED AUTHENTICATION/GRADING FEES PAID BY CUSTOMER FOR THE AUTHENTICATION SERVICES RENDERED BY PSA/DNA WITH RESPECT TO THE ITEMS SUBMITTED FOR AUTHENTICATION HEREUNDER. IN NO EVENT SHALL PSA/DNA OR ANY OF ITS AFFILIATES, OR ANY OF ITS OR THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS OR AGENTS BE LIABLE TO CUSTOMER OR ANY OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY

- DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- In the ordinary course of its operations, PSA/DNA (i) compiles data regarding each item submitted for authentication, including, but not limited to, data relating to the identity, production, condition and grade of the item (the "Data"); and (ii) may take, or have taken, one or more digital or other types of photographs, images or reproductions of each such item (collectively, the "Images"). In consideration for the authentication services being provided by PSA/DNA, Customer, on behalf of itself and any third party for whom Customer may be acting, hereby authorizes PSA/DNA (i) to compile and maintain such Data with respect to each item submitted hereunder for authentication; and (ii) to take, or cause to be taken, one or more Images of each such item, and further agrees that PSA/DNA will be the owner of such Data and all such Images and that PSA/DNA may use and exploit such Data and the Images for commercial and any other purposes, as PSA/DNA in its sole discretion deems appropriate, including, but not limited to, the publication and republication or reproduction in or on any media, of such Data and Images. Without limiting the generality of the foregoing, Customer, on behalf of itself and any third party for whom Customer may be acting with respect to this agreement, unconditionally and irrevocably transfers, conveys and assigns to PSA/DNA any and all current and any hereafter acquired rights, title and interests (including, without limitation, rights in copyright, patent, trade secret and trademark) that Customer or any such third party may have in or to the Data and the Images (on whatever media or in whatever form such Images may be reproduced or published).
  - Payment for all PSA/DNA services is due upon submission except as otherwise expressly agreed by PSA/DNA in writing. Customer agrees that PSA/DNA may charge Customer interest at the highest rate permitted by law on any unpaid balance, and that PSA/DNA shall have a security interest on any property of Customer's in the possession of PSA/DNA or any affiliate thereof to secure Customer's payment obligation hereunder.
  - It is our firm policy for customers not to contact our office for results. Please await your return shipment which will include our written results regardless of outcome — ABSOLUTELY no authentication results will be given over the phone, fax or by email.

### INTERNATIONAL RETURN SHIPPING

Insurance Included - \$100,000 Maximum	
CANADA	ALL OTHER REGIONS/COUNTRIES
1 - 10 items.....\$46.00	1 - 10 items.....\$55.00
11 - 20 items.....\$50.00	11 - 20 items.....\$60.00
21 - 30 items.....\$54.00	21 - 30 items.....\$65.00
31 - 50 items.....\$59.00	31 - 40 items.....\$70.00
51 - 60 items.....\$69.00	41 - 60 items.....\$80.00
Over 60 - \$1.25 per item	Over 60 - \$1.25 per item
EUROPE	
1 - 10 items.....\$53.00	
11 - 20 items.....\$58.00	
21 - 30 items.....\$60.00	
31 - 40 items.....\$70.00	
41 - 60 items.....\$75.00	
Over 60 - \$1.25 per item	

### GRADING FEES

Authentication fee as illustrated on the left plus grading fee below.

1. For 1-3 autographs, all signatures are graded individually.* If Autograph Authentication Fee =	Grading Fee =
\$10-\$49	\$10
\$50-\$99	\$25
\$100 or higher	\$50
2. For 4+ autographs, grades are averaged.	\$75

\*While each signature is assigned an individual grade for 1-3 autographs, one overall averaged grade is assigned for the item. Four or more autographs will not be graded individually and will only receive one overall grade for all signatures.

### PREMIUM ITEM FEE

Any item with a declared value of \$1,000 or higher is subject to an additional Premium Item Fee in addition to the Authentication Fee.

Declared Value	Premium Item Fee
\$1,000 - \$4,999	\$25
\$5,000 - \$9,999	\$50
\$10,000 - \$24,999	\$150
\$25,000 - \$49,999	\$300
\$50,000+	Call

**PRE-CERTIFIED LOA UPGRADE** PSA/DNA is hired by many leading auction houses to authenticate autographs in their catalogs prior to sale. Please look for our Pre-Certified logo in participating auction catalogs or websites.

### PRE-CERTIFIED LOA UPGRADE

Item must be received within 60 days following the closing of the auction.

PSA/DNA Authentication Fee	Discount COA/LOA Upgrade Fee
Under \$50	\$10 (COA Only)
\$50 - \$99	\$35
\$100 - \$149	\$75
\$150 or higher	\$125