



# THE PHILATELIC FOUNDATION

353 Lexington Avenue, Room 804, New York, NY 10016

Enclosed herewith for examination by your EXPERT COMMITTEE are the following items:

**Do not staple or tape items to application**

***PLEASE USE THIS APPLICATION FOR COVERS***

Application Date \_\_\_\_\_

**Tel:** 1-212-221-6555

**Fax:** 1-212-221-6208

**Email:**

philatelicfoundation@verizon.net

**Website:**

www.philatelicfoundation.org

| Scott No.<br>or<br>other<br>cat. no. | Brief Cover Description | Prior Cert. No. and Service<br>(PF, APS, PSE, or other) | Value<br>Higher of<br>Cat. or Market | Fee<br>(see reverse) |
|--------------------------------------|-------------------------|---|--------------------------------------|----------------------|
| 1                                    |                         |   | \$                                   | \$                   |
| 2                                    |                         |   | \$                                   | \$                   |
| 3                                    |                         |   | \$                                   | \$                   |
| 4                                    |                         |   | \$                                   | \$                   |
| 5                                    |                         |   | \$                                   | \$                   |
| 6                                    |                         |   | \$                                   | \$                   |
| 7                                    |                         |   | \$                                   | \$                   |
| 8                                    |                         |   | \$                                   | \$                   |
| 9                                    |                         |   | \$                                   | \$                   |
| 10                                   |                         |   | \$                                   | \$                   |

**Additional notes/requests**

**SERVICE REQUESTED**

(PLEASE, ONLY ONE SERVICE PER APPLICATION)

(see reverse for details and fees)

Super

\_\_\_\_ Saver \_\_\_\_ Standard \_\_\_\_ Priority \_\_\_\_ Express

Add a 5% convenience fee if using PayPal

**Billing & Shipping**

\_\_\_\_ Please bill (Contributors only)

\_\_\_\_ Ship via FedEx \_\_\_\_ Ship via Registered Mail

\_\_\_\_ Pick up \_\_\_\_ Ship via US Express Mail

Subtotal \$ \_\_\_\_\_

**Keep this group together** (\_\_\_\_x \$1.00) \_\_\_\_\_

**(optional)** Handling Fee 4.00

Shipping Fee \_\_\_\_\_

Total (Enclosed) \$ \_\_\_\_\_

**IT IS NECESSARY TO RETURN BOTH THIS ORIGINAL FORM AND A COPY TO THE PHILATELIC FOUNDATION.**

The copy will be returned to you with a bar coded label for each item submitted. This will be your receipt.

I have read and understand the conditions and limitations of liability as listed on the reverse side of this form and on our website and agree to be bound by them.

Applicant's Account # \_\_\_\_\_ FedEx Account # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Name on PFC (if different than applicant) \_\_\_\_\_

(Same name must appear on all certificates)

Street Address (Necessary for FedEx) \_\_\_\_\_

City, State, Zip, Country \_\_\_\_\_ ( ) \_\_\_\_\_

Applicant's Phone No. **(MUST BE SUPPLIED)**

**SIGNATURE OF APPLICANT** (Typed or rubber stamped signatures will not be accepted. N.B. If applicant is under 18 years of age, applicant's parent or guardian must countersign the application.)

**CONDITIONS GOVERNING THE ACCEPTANCE OF ITEMS FOR EXAMINATION  
BY THE EXPERT COMMITTEE**

1. The Philatelic Foundation seeks to render a public service in expressing the opinions of staff, knowledgeable collectors and professional consultants who serve as members of its Expert Committee. (The fees charged for the service contribute to the maintenance of the Foundation). However, The Philatelic Foundation does not guarantee the accuracy of any opinion expressed by its Expert Committee regarding any item submitted for authentication and disclaims any liability whatsoever for any loss, damage or injuries allegedly suffered as a result of any opinion issued by the Expert Committee.
2. The Foundation reserves the right at all times to decline to examine or give an opinion or analysis on any item.
3. The Philatelic Foundation reserves the right to use all information acquired on items submitted for certification for research or other purposes in the furtherance of philatelic knowledge, including the right to publication of same without disclosing the name of the applicant or submitter.
4. If an applicant seeks an opinion regarding an item the Foundation has previously declared genuine, the applicant must submit, along with the application, the original certificate of authenticity. In the event that any item, previously declared genuine by the Expert Committee is, upon re-submission, declared not genuine, then the applicant hereby grants to the Foundation the right to retain any such prior authentication and agrees to make no claim for the return thereof.
5. Submission of all stamps and other items to The Philatelic Foundation shall be entirely at the submitter's risk. All items submitted are accepted by The Philatelic Foundation with the express agreement of the applicant that The Philatelic Foundation, its officers, trustees, agents, committees, professional consultants and employees shall in no way be liable or responsible for any loss, damage or other physical injury to the stamps and other items submitted arising from any reason whatsoever, except for acts or conduct constituting gross negligence of The Philatelic Foundation or its officers, trustees, agents, committees, professional consultants and employees. All items are passed through the Expert Committee anonymously and the names of the submitters are not divulged.
6. Items submitted will be returned as soon after examination as possible. However; The Philatelic Foundation shall in no way be liable for any delay in returning items or for any delay or failure of the U.S. Postal Service, FedEx or other private carrier in making delivery of same.
7. The Philatelic Foundation and its Expert Committee reserve the right to make such changes in the fees, rules and conditions as they deem necessary without notice, but such changes will be promptly announced on its website and thereafter in the philatelic press.
8. By the submission of an item to The Philatelic Foundation for certification, the applicant expressly agrees to all of the terms and conditions as set forth herein.

**CERTIFICATE FEES AND SPECIAL SERVICES**

**SPECIAL SUPER SAVER RATE:** Select groups of US and Canadian stamps, with a submitted value up to \$100.00. No minimum quantity required.

US: #548 to date; C7-date; E12-date; J68-date; PS 1-15, WS 7-13 & S1-7; QE1-4; RW26-date

Canada: #135-date; C1-date; E3-date; J1-date & CO's, EO's & O's

Approximate turnaround time: 30-35 business days. Special Super Saver Fee: \$20.00.

**STANDARD SERVICE:** US and BNA items only. No limit to submitted value. Approximate turnaround time: 30-35 business days

Fee: 5.5% of submitted value. Minimum fee: \$27.00—Maximum fee: \$1,000.00.

**PRIORITY SERVICE:** US and BNA items only. No limit to submitted value. Approximate turnaround time: 20 business days

Fee: 5.5% of submitted value + \$10.00 per item. Minimum fee: \$37.00—Maximum fee: \$1,000.00.

**EXPRESS SERVICE:** US and BNA items only. No limit to submitted value. Approximate turnaround time: 15 business days

Fee: 5.5% of submitted value + \$20.00 per item. Minimum fee: \$47.00—Maximum fee: \$1,000.00.

**US and BNA COVERS:** No limit to submitted value. Approximate turnaround time: 30-35 business days

Fee: 5.5% of submitted value. Minimum fee: \$40.00—Maximum fee: \$1,000.00.

Only US covers may be submitted for Priority or Express Service.

The additional \$10.00 or \$20.00 fees will apply as noted above.

**OTHER FOREIGN STAMPS AND COVERS:** No limit to submitted value. Approximate turnaround time 30-35 days, except for difficult items (up to 90-150 days)

Fee: 5.5% of submitted value. Minimum fee of \$35.00 (\$50.00 for overprints including those found not genuine; \$50.00 where cancel is key to value)

No Priority or Express Service available. Items cannot be subject to a "keep together" with U.S. submissions.

Checks for payment must be payable in U.S. dollars drawn on a U.S. bank. If payment is in Euros, please add a 5% processing fee.

**PLATING:** Requests for plating of submissions will be honored, when possible, for an additional fee of \$25.00.

**HI-VOLUME DISCOUNT PROGRAM:** Discounts up to 20% are available. Contact office for details. A \$1,500.00 contribution is required.

**ADDITIONAL FEE INFORMATION:**

The above fees are applicable notwithstanding an adverse opinion by the Expert Committee regarding the authenticity of any item. However, fees will be adjusted in the following cases:

For any item not valued in any standard catalogue, or the value of which is enhanced by condition, the fee will be based on an appraisal by professional consultants to the Expert Committee.

If a stamp is found to have been misidentified by the submitter, i.e. wrong catalog no., used rather than unused, etc., the fee will be based on the value of the correctly identified stamp.

The fee for counterfeits and forgeries will be the minimum, \$27.00.

If after deliberate consideration the Expert Committee is unable to issue an opinion regarding the authenticity of any submitted item, a fee of \$27.00 will be charged.

**ADDITIONAL SERVICES** (Fees will be invoiced separately. Please contact our office for specific information).

**Duplicate Certificates:** Duplicate certificates for certified multiples are available at \$6.00 each if a request is made at time of submission.

**Separation of Multiple:** Individual stamps from a previously certified multiple are eligible for separate certificates provided the multiple is broken in the presence of a member of the Expert Committee. The fee for each separate certificate is \$15.00 per stamp.

**SHIPPING AND HANDLING**

**ALL ITEMS WILL BE RETURNED BY FEDEX OR REGISTERED MAIL**

If you have a FedEx Account please include it. We will use your FedEx account to return your items to you.

All FedEx packages must be shipped to a street address.

**DECLARED VALUE FEE**

|                           |         |                            |         |
|---------------------------|---------|----------------------------|---------|
| \$0.01 to \$ 5,000.00     | \$28.00 | \$10,000.01 to \$15,000.00 | \$36.00 |
| \$5,000.01 to \$10,000.00 | \$30.00 | over \$15,000.00           | \$45.00 |

Add \$4.00 handling fee per shipment. (This includes pick-ups). Include an additional \$15.00 for international shipments.

USPS Express Services are available at prevailing costs.