

All Beckett Authentication Services submissions begin with filling out an online submission form to accompany your items. Whether submitting in person at a show or mailing your items directly to Beckett, the online submission form is the most important step.

Please note, **we no longer accept handwritten submission forms.**

## Step One:

Visit [New Online Submission Form | Beckett Authentication Services \(beckett-authentication.com\)](#) and log into your account to start the submission process. If you do not have a Beckett account you may create one here: [Register for free on Beckett.com](#)

## Step Two:

Choose your submission type: Authentication or Encapsulation and the service speed you would like.

## Step Three:

Add your items by selecting item type and signer. You may also choose to add on extra services like letter upgrades, autograph grading and card grading.

## Step Four:

Confirm your return shipping address and select your method of payment.

## Step Five:

Complete your submission and print the confirmation page.

## Step Six:

Package your submission for shipment to Beckett.

We recommend shipping to Beckett Authentication Services using registered insured mail via USPS or FedEx and purchasing the necessary insurance. Once you've determined the carrier you will use, follow the steps as outlined below:

## Step 1



- Place items to be encapsulated inside Mylar sleeves before inserting into Beckett Shield card sleeve, put the card sleeve between two pieces of cardboard, and rubber band everything together. (Beckett Shield Products can be purchased here: [Beckett Shield | Beckett Marketplace](#))
- Wrap other items in bubble wrap and be sure that they are kept together in some manner so they are not scattered about the box when it is opened.
- Use plenty of packaging materials (bubble wrap, packing peanuts) to ensure the items do not move around inside the box. (Remember these packages can encounter rough treatment during shipping).

## Step 2

Include a copy of your confirmation page in the package.



## Step 3

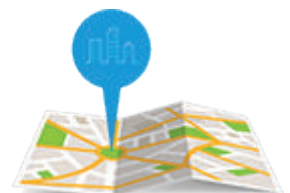
Use packing tape to completely seal the box. USPS requires that every seam on the box is covered with craft paper tape, you cannot use regular plastic tape.



## Step 4

**Address the package to:**

Beckett Authentication, 2700 Summit Ave, Ste 100 Plano, TX 75074



## Step 5

Deliver the package to the shipping carrier of your choice. Purchase the necessary insurance and retain a copy of the tracking number for your records.

