

From the Bureau of Engraving and Printing website

<https://www.bep.gov/>

How to Submit a Request for Mutilated Currency Examination

BEF is accepting in-person deliveries of mutilated currency at the Washington, DC facility, only.

All in-person and mailed/shipped mutilated currency deliveries must include a fully completed and signed BEP Form 5283 with the submission.

Mutilated Currency in-person delivery and shipping address:

Bureau of Engraving and Printing
Mutilated Currency Division, Room 344A
14th and C Streets, SW
Washington, DC 20228

In-Person delivery instructions:

in-person deliveries should be made at BEP's Annex building visitor entrance on 14th Street, SW (on the Department of Agriculture side of 14th Street). On arrival, please check in at the security station.

Drop-offs are accepted between 8:00 a.m. – 11:30 a.m. and 12:30 p.m. – 2:00 p.m., Monday through Friday. Excluding federal holidays and other institution closings.

[Form 5283 Instructions](#)

[Privacy Act Statement](#)

Please read before submitting BEP Form 5283.

[Certification Statement](#)

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By clicking the submit button you will be leaving BEP's website. In order to successfully submit the form, you must go through all pages and receive a Record Locating Number.

Mutilated Currency Packing Directions

The mutilated currency examiners are best able to determine the value of the currency when it has been carefully packed and boxed as described below. As a result, failure to follow the directions below may result in denial of a mutilated currency redemption request:

- Regardless of the condition of the currency notes, do not disturb the fragments any more than absolutely necessary.
- If the currency is brittle or inclined to fall apart, pack it carefully in cotton and box it as found, without disturbing the fragments, if possible.
- If the currency was mutilated in a purse, box, or other container, it should be left therein, if possible, to protect the fragments from further deterioration or from being lost.
- If it is absolutely necessary to remove the fragments from the container, send the container along with the currency and any other contents found.
- If the currency was flat when mutilated, do not roll, fold, laminate, tape, glue or in any other way alter the currency in an attempt to preserve it.
- If the currency was in a roll when mutilated, do not attempt to unroll or straighten it out.
- If coin or any other metal is mixed with the currency, carefully remove it. Do not send coin or other metal in the same package with mutilated paper currency, as the metal will break up the currency. **Any fused, melted, or otherwise mutilated coin should be sent to the [United States Mint](http://www.usmint.gov) (www.usmint.gov) for evaluation.**

Mutilated Currency Division Contact Information



The best way to contact the BEP'S Mutilated Currency Division for information about pending requests is via email: mcdstatus@bep.gov

The BEP is experiencing a high volume of mutilated currency redemption requests. Thank you for your patience as each examiner carefully processes each request. Every effort will be made to respond within 48 hours. If you utilize caller ID for incoming calls, please note that U.S. government phone numbers are not identified for security reasons.