

# AUTHORIZED SIGNATURE AND KNOX COORDINATOR CHANGE REQUEST FORM

USE THIS FORM TO ADD OR DELETE AUTHORIZED SIGNATURES; ADD A NEW KNOX COORDINATOR, OR UPDATE CURRENT KNOX COORDINATOR INFORMATION

|                                 |      |        |      |
|---------------------------------|------|--------|------|
| Department/Agency Name:         |      | Date:  |      |
| Street Address:                 |      |        |      |
| City:                           |      | State: | Zip: |
| Phone:                          | Fax: |        |      |
| System Code #/ Role (if known): |      |        |      |

**DELETE AUTHORIZED SIGNATURE(S):** (To delete additional personnel, submit a second page)

**Name and Title:**

|    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

**ADD AUTHORIZED SIGNATURE(S):** (To add additional personnel, submit a second page)

Check the applicable boxes for each new signature to provide the following: The "Orders" box provides the authority to request installation reports and the ability to authorize property owner order forms. Checking both the "Orders" and the "Keys" boxes provides the authority to request additional master keys and/or add/delete authorized signers.

**Name and Title:**

**Signature:** Actual signatures are required to process the request(s)

Keys Orders

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

**ADD OR UPDATE KNOX COORDINATOR INFO:** (The Knox Coordinator is your system's primary point of contact).

Your Knox Coordinator must be an authorized signer for both keys and order privileges.

|        |        |
|--------|--------|
| Name:  | Title: |
| Phone: | Email: |

**NAME AND AUTHORIZED SIGNATURE OF PERSON SUBMITTING THIS FORM:** (Must be a current authorized signer)

|              |  |
|--------------|--|
| <b>Name:</b> | <b>Signature:</b> Actual signatures are required to process the request(s) |
|--------------|--|

**PLEASE COMPLETE, SIGN, AND RETURN THIS FORM TO THE KNOX RECORDS DEPARTMENT USING AN OPTION LISTED BELOW:**

**Email:** RECORDS@KNOXBOX.COM

**Fax:** (623) 687-2296

