KNOX KEY REQUEST

As a security measure, all requests for new or replacement keys must be signed, dated, and submitted with an authorized signature. **This form is required to initiate the process.**

Upon completion, submit using one of the following options: Scanned and emailed to records@knoxbox.com, faxed to 623-687-2296, or mailed to the Phoenix, AZ address at the bottom of the form.

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

Department Name		
Department System Code		
Shipping Address[1] (See Footnote 1 below for information)		
City	State	Zip

Quantity: _____

Key Type: ◯ Knox Master Key ◯ FDC Keywrench

◯ MedVault Override (check one) ◯ Radio-tech Key

◯ Keyed Alike to System Code

◯ Noncombinated (provide key code for the unit) _____

For Unit/Apparatus: _____

Reason for Order: _____

Name of Authorized Signer	
Title	Date
Phone	Fax
Signer's Email Address	
Signature of Authorized Signer **Original Signature Required**	

[1] Keys are shipped via FedEx and require a physical delivery address where an authorized signer will be available to receive shipment Monday–Friday, 8:00 AM–5:00 PM. For security reasons, keys cannot be shipped to P.O. Boxes. All keys require a signature upon delivery.

KNOX®
When seconds matter®

UPON COMPLETION, SUBMIT THIS FORM VIA FAX, EMAIL, OR MAIL:
Fax: 623.687.2296 | Email: records@knoxbox.com | Attn: Records, Knox Company, 1601 W. Deer Valley Rd., Phoenix, AZ 85027

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