

# AUTHORIZED SIGNATURE AND KNOX COORDINATOR CHANGE REQUEST FORM

**Add or Delete Authorized Signatures and/or Add a New or Update Knox Coordinator Information with this form:**

Department/Agency Name:		Date:	
Street Address:			
City:		State:	Zip:
Phone:		Fax:	
System Code #:	Knox Coordinator's Name and Email Address:		

**Requests require a current authorized signature** (located at the bottom of form)

**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)

Name:	Title:
Phone:	Email:

**Name and Authorized Signature of person submitting this form:** (Must be a current authorized signer)

Name:	Signature: <small>Actual signatures are required to process the request(s)</small>
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**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

**Mail:** ATTN: RECORDS 1601 W. Deer Valley Road Phoenix, AZ 85027



**INTERNAL USE ONLY:** Knox Coordinator same as KnoxConnect Contact: YES \_\_\_ NO \_\_\_;  
KnoxConnect Participant: YES \_\_\_ NO \_\_\_ Request a KnoxConnect Form: YES \_\_\_ NO \_\_\_