

# 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 [info@knoxbox.com](mailto:info@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 <sup>1</sup> (See Footnote 1 below for information)		
City	State	Zip

**Quantity** \_\_\_\_\_ **Key Type**    Knox Master Key    FDC Keywrench    MedVault Override    Radio-tech Key

**For Unit/Apparatus** \_\_\_\_\_

**Reason for Order** \_\_\_\_\_

Name of Authorized Signer		
Title		Date
Phone	Fax	
Signer's Email Address		
Signature of Authorized Signer		
<b>Original Signature Required</b>		

<sup>1</sup>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.



**Upon completion, submit this form via fax, email, or mail:**

Fax: 623.687.2296 | Email: [info@knoxbox.com](mailto:info@knoxbox.com) | Attn: Records, Knox Company, 1601 W. Deer Valley Rd., Phoenix, AZ 85027