

# SCHOOL SECURITY REGISTRATION FORM

Completion of this form initiates a restricted key control system that requires an authorized signature on all Knox Company orders. The signature control option is available to commercial, industrial, and governmental organizations.

Business Name:		
Street Address:		
Mailing Address:		
City:	State:	Zip Code:
<b>PRIMARY CONTACT</b>		
The primary contact acts as the coordinator for your rapid access system; all materials and correspondence will be provided to them. The form must be updated when the primary contact vacates that role.		
Name:	Title:	
Phone: (    )	Fax: (    )	
Email:		
<b>SIGNATURE CONTROL OPTION</b>		
Original signatures must be provided in the "Authorized Signature" fields below. The authorized individuals can perform the following actions:		
<ul style="list-style-type: none"> <li>A. Order Knox Rapid Access System Products</li> <li>B. Order additional Knox Rapid Access System master keys</li> <li>C. Delete/add names and authorized signatures</li> <li>D. Agree to comply with the <b>Terms and Conditions of Use</b> detailed on the reverse side of this form</li> </ul>		
<b>Print Name and Title:</b>	<b>Authorized Signature:</b>	<b>Date:</b>
<b>A maximum of 25 keys will be provided at No Charge with the initial order</b>	<b>Additional keys can be purchased for \$6 each plus shipping and handling fees</b>	<b>Total Number of Keys requested:</b> _____

- The Security Registration form is the only document establishing authorization to purchase additional Knox keys, units, or locks with assigned codes.
- ANY changes in authorized signatures must be submitted to the Knox Company on your company's letterhead bearing one of the original signatures from the above "AUTHORIZED SIGNATURE FORM".
- The Knox Company hereby authorizes its officers, employees, and agents to accept the authorized signatures appearing on this form in their fulfillment of products with a sensitive nature (master keys, locks, key vaults, etc.). The Knox Company's responsibility and that of its officers, employees, and agents, shall extend only to a reasonable conclusion that an authenticated signature on any order placed with the Knox Company, under these circumstances has been made by the party whose signature is the aforesaid authorized signature.



# SECURITY KEY CONTROL SYSTEM

## TERMS AND CONDITIONS OF USE

In order for the Knox Company to maintain the integrity of the Knox System, Knox requires that all persons who use Knox Master Keys be bound by the following "Terms and Conditions of Use." Therefore, each person signing the reverse side of this sheet agrees that:

- a. All Knox Master Keys delivered to the School shall remain the sole and exclusive property of the Knox Company, and may only be used in accordance with these Terms and Conditions of Use.
- b. **The Knox Master Key is a security device and access to the Knox Master Key must be controlled within the School. The persons signing on the reverse side who are authorized signatories for the Knox Rapid Access System are authorized to request that Knox provide Master Keys to the School. Such persons should make every reasonable effort to protect against improper use or loss of Knox Master Keys. INIT \_\_\_\_\_**
- c. **School personnel should not release the Knox Master Key to any unauthorized person(s). Signatories shall notify users of these Terms and Conditions of Use. INIT \_\_\_\_\_**
- d. **It is recommended that all Knox Master Keys be kept in a secure place and maintained in good condition. INIT \_\_\_\_\_**
- e. If a School wishes to discontinue the Knox Rapid Access System, all Knox Master Keys shall be returned to the Knox Company
- f. Notification must be given by the School of loss, theft, damage or destruction to any Knox Master Key in a timely manner, to ensure records are kept accurately for the total number of Knox Master Keys distributed to the School and to allow Knox an opportunity to take whatever steps it deems necessary to protect the Knox Rapid Access System.
- g. Knox Master Keys may not be duplicated or altered in any way. The Key Codes associated with Knox Master Keys and Key-ways remain the exclusive property of the Knox Company.
- h. Knox Master Keys are provided solely for use with the Knox Rapid Entry System. No other use of the keys or their associated codes is authorized or permitted.
- i. Knox Master Keys and their associated codes may be used only with product manufactured by the Knox Company. Use with any other products is prohibited.
- j. Tampering with or altering key codes in Knox Products without expressed authorization from the Knox Company is prohibited.
- k. These Terms and Conditions of Use are defined to help ensure the dependability of the Knox Rapid Entry System over its lengthy expected life. Failure to comply with these Terms and Conditions of Use may result in a system more vulnerable to misuse, both intentional and unintentional. Therefore, the Knox Company reserves its rights to cancel the respective Knox Rapid Entry System registration and support, which include the efforts required to maintain and control the registered key code/section for the School.

**Upon completion, return the form using one of these options:**  
**scan and email to:** records@knoxbox.com; fax to 623-687-2296; or mail to the address below.