

DEPARTMENT REGISTRATION FORM



Knox Rapid Access System

The Knox Company has been manufacturing secure emergency access equipment since 1975. From key vaults to comprehensive key control systems, Knox provides fire departments and law enforcement agencies with proven, dependable products and services.

More than 14,000 fire departments, law enforcement agencies, military installations and government agencies depend on Knox key boxes, vaults, cabinets, gate and key switches, padlocks and master key retention systems. Other products include FDC locks as well as Storz locks for protecting building fire department connections and standpipes from vandalism and debris.

The Knox Rapid Access System helps your department reduce response times, property damage and the liability of lost keys.

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 will 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 Department 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 Department. 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 Department. Such persons should make every reasonable effort to protect against improper use or loss of Knox Master Keys.
- c. Department personnel should not release the Knox Master Key to any unauthorized person or Department. Signatories shall notify users of these Terms and Conditions of Use.
- d. It is recommended that all Knox Master Keys be kept in a secure place and maintained in good condition.
- e. If a Department 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 Department of loss, theft, damage or destruction to any Knox Master Key in a timely manner, in order that records may be kept accurately for the total number of Knox Master Keys distributed to the Department 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 KeyWays remain the exclusive property of the Knox Company.
- h. Knox Master Keys are provided solely for use with the Knox Rapid Access 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. Department shall not provide Knox installation database access to any non fire department or law enforcement personnel, unless required by law.
- l. These Terms and Conditions of Use are defined to help ensure the dependability of the Knox Rapid Access 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 Access System registration and support, which include the efforts required to maintain and control the registered key code/section for the Department.



KNOX PROGRAM - DEPARTMENT REGISTRATION FORM

Please type or print the following information:

Starting Your Knox Program

Completion of this form provides the Knox Company with information necessary to begin your rapid access program. We assign a system identification number and a restricted lock code to your department.

Authorization forms preprinted with your department name and system ID, as well as brochures explaining the Knox System are provided at no charge to help implement your rapid access program.

Change Notice

Changes in authorized signatures must be submitted to the Knox Company on a Knox change request form or on official department letterhead and signed with an authorized signature.

Statement of Authority

By signing this statement, you represent that the persons listed on this form are authorized to order products (i.e. Master Keys, Key Vaults, etc.) from the Knox Company and that the Knox Company may accept the authorized signatures on this form and rely on them when supplying products ordered by your department.

Department Name			
Street Address			
Mailing Address			Phone ()
City			Fax ()
County	State	Zip	Email
Population Served			
Department Head - The officer who is in charge of your department.			
Name	Title	Email	Phone
Knox Program Coordinator			
The Knox Program Coordinator for your department. All materials will be sent to this person at the address above.			
Name	Title	Email	Phone
Shared Knox System			
Will another department also use the Knox System? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, what is the name of the department(s)?			
Will you require a sub-master? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Knox System Requirements			
Please order the exact number of Knox Master Keys and/or Knox FDC Keywrenches required to avoid loss or misplacement. With an authorized signature, additional keys can be ordered any time at no charge.			
Number of Knox Master Keys Required:			
Number of Knox FDC Keywrenches Required: <i>Remember to include any keywrenches required by your mutual aid departments.</i>			
Authorized Signatures			
Authorized signatures are required to order additional Knox Master Keys or Keywrenches, delete or add names and authorized signatures, or request an installation address list.			
Print Name and Title	Authorized Signature	Date	

FDC Specifications (For Fire Department Only)

Knox Engineers may require a male and female thread sample to confirm the correct fit. Sample will be returned upon request.

Our department uses National Hose (NH) thread (formerly called National Standard Thread – NST). Yes No

If No, please specify thread size: OD (Outside Diameter) **X** TPI (Threads Per Inch)

(OD X TPI)

**Upon completion, present ORIGINAL Registration Form to your Knox Account Manager or MAIL to:
Attn: Records, Knox Company, 1601 W. Deer Valley Rd., Phoenix, AZ 85027**

KNOX ONLINE ORDERING ACKNOWLEDGMENT AND REGISTRATION FORM

Effective January 1, 2019, Knox Company will no longer provide or accept paper authorization forms. To provide online ordering for customers, please select either the Express or eApproval online ordering option below and submit this form by either fax, email or mail.

Express Ordering

With Express Ordering, customers in a Department's territory may purchase Knox products, keyed to that Department System Code, without providing notice or securing pre-approval from the Department.

eApproval Ordering

eApproval Ordering allows Departments to review and approve (or deny) products selected by property owners prior to purchase to confirm that products should be keyed to the Department's System Code. Once approved, customers then return to the Knox website to complete their transaction.

By signing below, the department acknowledges and confirms:

1. The department wishes to allow property owners in its jurisdiction to order Knox products online using the selected approval/authorization method indicated above.
2. The department can update the online approval method at any time upon written notice to the Knox Company.
3. The department understands only recognized authorized signers for the department can request these changes and represents that the person signing this form is dully authorized to do so.

Please type or print the following information:

Department Name	
Department System Code	
Department City	State
Knox Coordinator Name	Title
Knox Coordinator Email	
Signature	Date

PLEASE COMPLETE, SIGN & SUBMIT TO "RECORDS" BY ANY METHOD BELOW:

Email: info@knoxbox.com

Fax: (623) 687-2296

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



ONLINE ORDERING OPTIONS

KNOXBOX.COM

Express ORDERING

With Express Ordering, property owners in a Department's jurisdiction can immediately purchase Knox products, keyed to that Department's System Code, without providing notice or securing pre-approval from the Department.

1 Property Owner visits **knoxbox.com**, selects department + products.

2 Property Owner checks out (creates account, adds shipping + payment info), completing transaction.

3 Department receives an email notification when orders have been shipped.

eApproval ORDERING

eApproval Ordering allows Departments to review and approve (or deny) products selected by property owners prior to purchase to confirm those products should be keyed to the Department's System Code. Once approved, customers then return to the Knox website to complete their transaction.

1 Property Owner visits **knoxbox.com**, selects department + products, creates account and submits request for approval.

2 Department "Approvers" receive email informing them they have a request to review

3 Department "Approvers" log into Knox Partner Portal to review and approve or deny request.

4 Upon Approval, Property Owner receives an approval email with secure cart link.

5 Property Owner clicks link from email, logs into website, adds shipping + payment info, and completes transaction.

6 Department receives an email notification when orders have been shipped.