



**PRINCE WILLIAM COUNTY
DEPARTMENT OF FIRE AND RESCUE
OFFICE OF THE FIRE MARSHAL**

Instructions for Obtaining a Commercial Knox Box



Prince William County Department of Fire and Rescue is now using the eApproval system for Knox Boxes. Everything is done online. They support Google Chrome, Microsoft Edge, and Mozilla Firefox.

Go to <https://www.knoxbox.com/8676>

It takes you directly to the Prince William County Page

It will give you two options to choose from, the 3200 series or the 4400 series for larger key capacity. Click **View** to see options for each one.

It will give you options for color, mounting, and if a tamper switch is needed.

Enter installation address and other information requested, and then **Submit**.

It will ask you to confirm this is the correct department and address by clicking a check box, once done then click, **Add to Cart**

It will ask you to login as a returning customer or enter your information as a new customer. Once done, click the **“I agree to the Term and Conditions”** and click **Register**

There may be additional information, they may require after you click Register

Once completed, the information will be sent to our office by email for approval, once approved, you will be notified, and the order will be placed.

After you receive the Knox Box and install it, you can contact the Fire Marshal’s Office to coordinate a time to meet on site to add keys and secure the door.

If you have any problems or questions with the above process, please call the Knox Box Coordinator: Lt. Barry Culbertson @ 703.792.5316