



JERSEY CITY DEPARTMENT OF PUBLIC SAFETY DIVISION OF FIRE  
465 MARIN BOULEVARD, JERSEY CITY, NEW JERSEY 07302  
PHONE: (201)-547-4255 FAX: (201)-547-5733  
EMAIL: FIREPREVENTION@NJJCPS.ORG



## Step-by-Step Lock Box Procedures

1. Fill out the Knox box application and pay the \$25 fee at 465 Marin Blvd.
2. Follow the steps at the bottom of the application to order the Knox box from their website.
3. Prior to delivery, the property owner is to make copies of ALL keys required to provide entry to the premises and/or security gates. KEYS ARE TO BE LABELED CORRECTLY AND PLACED ON A KEY RING.
4. Upon delivery, the property owner will install the Knox box in the vicinity of the entry door. NO HIGHER THAN 6 FEET FROM THE GRADE.
5. Once the box is installed, the property owner will contact Jenny Lu at [JLU@NJJCPS.ORG](mailto:JLU@NJJCPS.ORG) to request for the box to be locked.
6. Jenny will arrange for an Inspector to verify that all keys work as labeled before they request an apparatus to respond to the property to lock the keys within the box.

PLEASE NOTE: IF THE PROPERTY OWNER CHANGES THE LOCKING DEVICES, FIRE PREVENTION SHALL BE NOTIFIED TO INSTALL THE NEW KEYS WITHIN THE LOCK BOX.



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**LOCK BOX APPLICATION**

APPLICATION MUST BE ACCOMPANIED WITH A \$25.00 PAYMENT MADE BY CREDIT/DEBIT CARD OR CASHIER'S CHECK/MONEY ORDER MADE OUT TO "CITY OF JERSEY CITY"

PAYMENT ACCEPTED BY: \_\_\_\_\_

**CONTACT INFORMATION**

COMPANY: \_\_\_\_\_ NAME: \_\_\_\_\_

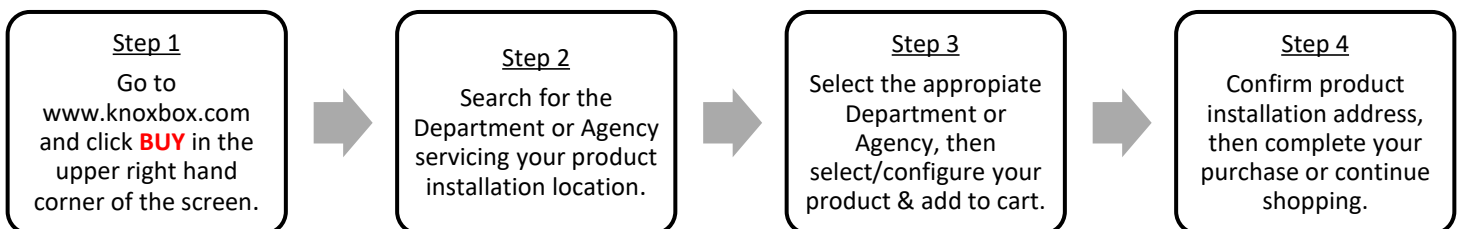
ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

INSTALLATION ADDRESS: \_\_\_\_\_

IMAGE	DESCRIPTION	MOUNT TYPE	MODEL NUMBER	COLOR	QUANTITY NEEDED
	KNOX-BOX® 3200 SERIES HINGE DOOR, SURFACE MOUNT, TAMPER SWITCH	SURFACE	3262	BLACK	
			3264	ALUMINUM	
			3266	DARK BRONZE	
		RECESS	3271	BLACK	
			3273	ALUMINUM	
			3275	DARK BRONZE	
	KNOX® ELEVATOR WITH "FIRE DEPT USE ONLY" BANNER		1404	RED	
	KNOX® CABINETS 7-INCH DEPTH, SINGLE LOCK, GREY, TAMPER SWITCH		1304		
	KNOX® PADLOCK EXTERIOR ALL CONDITIONS		3770		

**HOW TO ORDER KNOX PRODUCTS ONLINE**



NOTE: SOME EMERGENCY RESPONSE AGENCIES REQUIRE PRE-AUTHORIZATION OF YOUR ORDER PRIOR TO THE SALE.

FOR ONLINE ORDERING ASSISTANCE, PLEASE CONTACT **KNOX® AT 1(800)-552-5669 EXT. 572**