



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

## **Instructions for Obtaining a Home 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.

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Go to <https://www.knoxbox.com/24125>

**It will take you directly to the Prince William County page**

It will give you one option to choose from, click on **View**

It will give you options for door hanger, color, and if a tamper switch is needed. (If you request a door hanger, a tamper switch is not available)

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**