



**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: **[Knox Box Main Page](#)**

It is a link directly to the Knox Box Main Page

The page will have all Knox Box items that can be ordered. For specific items for Prince William County, you will have to add and confirm your address, see below on how to add your address.

To place an order click on the **[Start Here Link](#)** at the top left of the Knox Page. Once you put your address in, it will ask you to set the address and will link you to another page to select and confirm the jurisdiction, once completed it will take you to the Prince William County Page.

You can then select the item that you need.

For Commercial Knox Box items, you can select the 3200 series or 4400 series box (Mechanical Lock). Just click on the item you want to order. It will give you options for color, mounting, and if you need a tamper switch. Once you select your options, **Add to Cart.**

After adding it to your cart and you are done, you can click on your cart to checkout.

It will give you an option to create an account or checkout as a guest.

After you start your checkout, it will ask you for shipping address, name and phone number information along with payment method.

Once done "Save Changes, and then click on "Place Order"

Once installed, please contact the Fire Marshal's Office to coordinate a time to meet on site to add keys and secure the door. Any orders placed after 7/1/2026, the Fire Marshal's Office now charges an inspection fee for the initial inspection(adding keys and securing the Knox Box closed) Please contact our office at (703) 792-6360 to schedule any inspections and pay the fee's. Fee's have to be paid before the inspection will be completed.

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