



**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.

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

It is a link directly to the Knox Box Main Page

The page will have all available Knox Box items that can be ordered for Prince William County.

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 confirm the jurisdiction, if correct, you will click on the confirm department link.

If the jurisdiction does not appear, you can search for your department by using the blue search box towards the bottom of the screen. You will need to input the state and type in your jurisdiction, it will then populate the departments that match your search, you will select the correct one and then confirm.

It will then take you to the department screen that shows all items they support. You can then select the item that you need.

For Home Knox Box items, you will select the 1500 series box (Mechanical Lock). Just click on the item you want to order. It will give you options for mounting, Hanging (Standard Door Hanger) or Surface Mount.

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 at
(703) 792-6360 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**