



DPS

**Montgomery County
Department of Permitting Services**

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)777-0311
www.montgomerycountymd.gov/dps



KNOX BOX ORDERING INFORMATION

INSTRUCTIONS FOR ORDERING A “KNOX BOX” FROM THE KNOX COMPANY

In order to purchase a Knox Box, please follow the online purchase application process below. Once you complete your purchase request online, an email will be sent by the Knox Company to the Montgomery County Fire Marshal’s Office (DPS) requesting approval of the purchase. The Fire Marshal will respond to the email, electronically approving your purchase. The Knox Company will then email you advising your purchase has been approved. The email will have a link that will allow you to pay for and complete your purchase. The Knox Company will then ship the product to you.

Once you have the “Knox Box” installed on your building, you may contact the Fire Marshal’s Office (DPS) at 240-777-0311 to request to have a fire inspector come out to place your building access keys inside the box, you are required to have 3 complete sets of keys. The fire inspector will then lock the box and your installation will be complete.

ONLINE ORDERING INSTRUCTIONS:

- Click on the following link: <https://www.knoxbox.com> or type Knox Box into your search engine or web browser.

Once on the Knox Company Website, you will need to create an account in order to purchase an item

- Click on “Login” in the upper right corner of the page
- Create an account by entering the information requested under “New Customers Only”
- Click “Create Account”
- Click the red “BUY” icon in the upper right corner of your screen.
- Enter “Montgomery Co Fire Marshal” in the box that says, “Enter department name” (Or Enter your address into the boxes provided to enter your address)
- Click “Select Department” next to the Montgomery Co Fire Marshal – Rockville MD information
- Scroll through the list of products that are accepted by Montgomery Co Fire Marshal
- Click “Select and Configure” under the product you wish to purchase
- Fill in all the requested information and then click “Submit for Approval”

For additional information contact: The Knox Company Customer Service at 1-800-552-5669 or The Office of the Fire Marshal (DPS) at 240-777-0311.