Village of Bald Head Island
Department of Public Safety
KNOX BOX INFORMATION SHEET

Date Form Completed: _____ ***Read the back of this Form.***

Street Address for Knox Box to be installed: _____

_____

Mailing Address of Home Owner: _____

_____

Owner's Name: _____

On-Island Phone Number: _____

Alternate Phone Number #1 of Home Owner: _____

Alternate Phone Number #2 of Home Owner: _____

(Alternate phone numbers can be cell phones, work, pagers, other home, etc.)

Alarm Company's Name: _____

Contact Number for Alarm Company: _____

Alarm Code: _____

(Alternate contacts should be friends of family you trust and that can contact you if needed.)

Alternate Contact #1: _____

Relationship: _____

Phone #1: _____

Phone #2: _____

Alternate Contact #2: _____

Relationship: _____

Phone #1: _____

Phone #2: _____

Alternate Contact #3: _____

Relationship: _____

Phone #1: _____

Phone #2: _____

Please read the back of this form for important information about your Knox Box.
Please call (910) 457-5252 with any questions about this form.

RETURN TO:
Village of Bald Head Island Department of Public Safety
P.O. Box 3009
Bald Head Island, NC 28461

Important Information Regarding your Knox Box Order

Please Read

- The Knox Company is an independent company and is in no way affiliated with the Village of Bald Head Island. All monies go to the Knox Company. We handle the administrative and installation details at no charge.

- We utilize the Knox Box program solely for reasons related to fire and life safety applications. This program allows us to enter a home without damaging costly doors or windows. Law Enforcement applications do not apply to our Knox Box Program.

- The key to your home will not be accessible to the Fire-Rescue Department **until** such time as the Knox Box is installed on your home.

- You house key will remain secured at the Public Safety Department until your Knox Box is installed.

- It generally takes 2-4 weeks to receive the Knox Box and install it at your home.

- Please remember to notify us of any contact information changes or key changes that may occur in the future. Once notified we will update your information within 2 weeks.

- The Knox Box system will only be used in a fire or medical emergency. We **cannot unlock your door** simply because you or your renter forgot their key or locked themselves out of the house. A security agreement exists between the Knox Company and the Village of Bald Head Island that prohibits any other usage of keys that are secured within a Knox Box.

- The only persons that have access to the Knox Boxes on Bald Head Island are the on-duty paid fire-medic staff and the Chief of Emergency Services.

- Thank you for purchasing a Knox Box. Hopefully we will not need to use this program to access your home.