

## Combination-Electronic Lock Reset Code (MRC) Request Form

To maintain the security of your Fort Knox vault proof of ownership must be verified prior to the code being re-issued. Choose the verification method that best fits your situation, then fax or mail **all** of the information requested to Fort Knox. Please allow 1-2 Business days for research and processing for all notarized requests. If you need your code immediately, please contact a certified locksmith and ask them to submit the request.

In order to retrieve a code **you will need the serial number** from the safe. The serial numbers on safes built prior to 1998 are on the Back-outside wall, if facing the back wall, the serial number is in the lower left-hand corner. For safes built after 1998 the serial numbers are on the Right-outside wall, if facing the right wall, the serial number is in the lower left-hand corner. **All Requests Require the Serial Number.**

### Accepted Methods of Verification:

- A receipt showing you as the original purchaser included with this completed and **notarized** form.
- A written statement from local law enforcement, on their letter head, stating that the vault is in your possession and has not been reported as stolen, included with this completed and **notarized** form.
- A written statement from a local licensed and bonded locksmith, on their letter head, stating they have verified ownership of the safe, included with this completed form. The code will be released to the locksmith.

In the event you need to open the safe after the owner is deceased, the written statement needs to include that you are now the owner or executor of the estate and have legal authority to open the safe. You must also include a copy of the death certificate. If you have Power of Attorney for the safe owner a complete copy of the documentation confirming you have the authority to act on their behalf in the circumstance is required.

**Requesting:**  Mechanical lock Combination  E-lock override code (MRC) **Please respond with code by:**  
 Fax \_\_\_\_\_  E-mail \_\_\_\_\_ Mail  (To address below)

Serial number \_\_\_\_\_ Owners Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Fax or E-mail \_\_\_\_\_

Owner(s) Signatures \_\_\_\_\_

Additional information: \_\_\_\_\_

### \*Notary Section\*

Notary Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Notary Name (Print) \_\_\_\_\_ My Commission Expires \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*Notary must have different last name than the owner\*\*

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to me and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Stamp Here

This form must be notarized (if sent by owner) and sent to Fort Knox with the required ownership verification documents.  
Fax to 801-226-5493  
Mail: Fort Knox, 993 N. Industrial Park Rd., Orem, UT 84043  
Web site [www.ftknox.com](http://www.ftknox.com) Phone 1-800.821-5216