

This is a fillable PDF form. Click on any field to start and use the tab key to move from field to field.



American Express® Safekeeping Facilities form

Please complete one questionnaire for each safe on the premises. If you have any questions, please call (888) 887-9833. Include pictures and/or brochures when possible.

1. Your Information	
BUSINESS NAME	<input type="text"/>
YOUR FULL NAME MR/MRS/DR/OTHERS	<input type="text"/>
ADDRESS	<input type="text"/>
TELEPHONE NUMBER	<input type="text"/>
5. Authorization	
SIGNATURE AND TITLE	<input type="text"/>
DATE	<input type="text"/>
2. Safe Information	
MANUFACTURER	<input type="text"/>
MAKE/ MODEL NUMBER	<input type="text"/>
FIRE RESISTANT RATING	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
BURGLAR RESISTANT RATING	TL-15 <input type="checkbox"/> TL-30 <input type="checkbox"/> TRTL-30 <input type="checkbox"/>
	TRTL-15 x 6 <input type="checkbox"/> TRTL-30 x 6 <input type="checkbox"/>
IS YOUR SAFE FASTENED TO THE WALL/ FLOOR?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IS YOUR SAFE LOCATED IN YOUR VAULT?	YES <input type="checkbox"/> NO <input type="checkbox"/>
NUMBER OF OUTSIDE DOORS	<input type="text"/> IF MORE THAN TWO, SUBMIT SAFE SPECIFICATIONS
APPROXIMATE SAFE WEIGHT IN POUNDS	<input type="text"/>
APPROXIMATE SAFE OUTER MEASUREMENTS IN INCHES	HEIGHT <input type="text"/> WIDTH <input type="text"/> DEPTH <input type="text"/>
IS THIS THE ONLY SAFE YOU WILL USE TO STORE CHEQUES?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DO YOU HAVE A SAFE DEPOSIT BOX AT YOUR BANK TO STORE ADDITIONAL CHEQUES?	YES <input type="checkbox"/> NO <input type="checkbox"/>

3. Main Vault Information	
IF TRAVELLER'S CHEQUES ARE KEPT IN YOUR VAULT COMPLETE THE FOLLOWING:	
VAULT DOOR MANUFACTURER	<input type="text"/>
MAKE/ MODEL NUMBER	<input type="text"/>
RATING OF VAULT	<input type="text"/>
IS THE VAULT INSTALLED WITH A RELOCKING DEVICE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
CAN ONE PERSON OPEN THE VAULT ALONE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DOES THE VAULT HAVE DUAL LOCKS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3 MOVEMENT 120 HOUR TIME CLOCK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
STEEL FACE PLATE AT LEAST 3.5 INCHES?	YES <input type="checkbox"/> NO <input type="checkbox"/>
OVERALL THICKNESS OF DOOR IN INCHES	<input type="text"/>
NUMBER OF LOCKING BOLTS	<input type="text"/>
DIAMETER OF LOCKING BOLTS IN INCHES	<input type="text"/>
CONSTRUCTION OF VAULT (STEEL, BRICK, REINFORCED CONCRETE, OTHER SPECIFY)	
WALLS	<input type="text"/>
THICKNESS IN INCHES	<input type="text"/>
FLOOR	<input type="text"/>
THICKNESS IN INCHES	<input type="text"/>
CEILING	<input type="text"/>
THICKNESS IN INCHES	<input type="text"/>
"MINI VAULT OR UNI VAULT" CONSTRUCTION	
SOLID STEEL AT LEAST 1.5 INCHES THICK?	YES <input type="checkbox"/> NO <input type="checkbox"/>

3. Emergency Vault Information

VAULT DOOR MANUFACTURER

MAKE/ MODEL NUMBER

RATING OF VAULT

IS THE VAULT INSTALLED WITH A RELOCKING DEVICE? YES NO

CAN ONE PERSON OPEN THE VAULT ALONE? YES NO

DOES THE VAULT HAVE DUAL LOCKS? YES NO

3 MOVEMENT 120 HOUR TIME CLOCK? YES NO

STEEL FACE PLATE AT LEAST 3.5 INCHES? YES NO

OVERALL THICKNESS OF DOOR IN INCHES NUMBER OF LOCKING BOLTS

DIAMETER OF LOCKING BOLTS IN INCHES

CONSTRUCTION OF VAULT (STEEL, BRICK, REINFORCED CONCRETE, OTHER SPECIFY)

WALLS THICKNESS IN INCHES

FLOOR THICKNESS IN INCHES

CEILING THICKNESS IN INCHES

4. General Office Protection

WHEN THE OFFICE IS CLOSED ARE THERE:

FULL TIME ON PREMISE GUARD(S)? YES NO

ROVING GUARDS WHO VISIT THE PREMISES EVERY 2 HOURS? YES NO

ARE THE ABOVE GUARDS CONTROLLED OFF PREMISES CENTRAL STATION AT LEAST EVERY 2 HOURS? YES NO

ARE ALL ENTRANCE DOORS EQUIPPED WITH BURGLARY RESISTANCE LOCKS? YES NO

ARE ALL ENTRANCE DOORS EQUIPPED WITH SLIDING STEEL SHUTTERS? YES NO

ARE ALL GROUND FLOOR ENTRANCE DOORS, WINDOWS, AND ANY OPENINGS ON OTHER FLOORS ACCESSIBLE FROM OTHER STRUCTURES, REINFORCED WITH STRONG STEEL BARS? YES NO

DO YOU HAVE AN ALARM SYSTEM TO PROTECT YOUR ENTRANCE WINDOWS THAT ARE ACCESSIBLE FROM THE GROUND OR ADJACENT STRUCTURES? YES NO

SAFE ALARM SYSTEM TYPE

VAULT ALARM SYSTEM TYPE

ARE THE ALARM SYSTEMS MONITORED BY:

ALARM COMPANY CENTRAL STATION YES NO

POLICE YES NO

IS IT CONNECTED ONLY TO A BELL OR OTHER SOUNDING DEVICE LOCATED AT YOUR PREMISES? YES NO

BRIEFLY DESCRIBE THE SAFE ALARM SYSTEM

BRIEFLY DESCRIBE THE VAULT ALARM SYSTEM

BRIEFLY DESCRIBE THE PREMISES ALARM SYSTEM

OTHER COMMENTS

ATTACHMENTS