

Safe Identification Form



Name: _____ Policy No: _____

We need as much detailed information as possible in order that we may identify your safe. You may use the back of this form to sketch any unusual features.

Please clearly mark the correct response to each question.

Type of Safe

Is your safe: **Freestanding** **Underfloor** **Wall Safe** **Security Cabinet** **Fire Cabinet** **Fire File** **Data Safe**

Other: _____

Maker's Name: _____ Model: _____

Serial Numbers/Letters: _____

Is the serial number stamped on: **Top Hinge** **Bottom Hinge** **Above the Door** **On Top of the Door Plate**

On the Edge of the Door **On the Top Bolt** **Middle Bolt** **Top Bolt**

Elsewhere: _____

If the serial number is Dymo-taped on, is this on the: **Rear of the Safe** **Face of the Door** **Inside of the Door**

or elsewhere: _____

If the serial number is on a metal plate, is this: **Inside the door** or elsewhere: _____

Maker's Name Plate is this: **Brass** **White Metal** Other: _____

Square **Rectangular** **Round** **Oval** Other _____

Is the name let into the handle? **Yes/No** Has the nameplate been removed? **Yes/No***

*If a mark has been left on the paintwork, please indicate its shape or draw on the back of this form.

If on the back of the doorplate there are any **numbers, certificates, model etc**, please detail: _____

Locking is this: **Single Keylock** **Two Keylocks** **Double Bitted Keys** **Detachable Bit** **Cylinder Keylock**

Other: _____

Combination Lock **Key & Combination** **Dial Check Lock** **Blinder Shield**

Dual Locking **Digital Locking**

Escutcheon Plate (Keyhole Cover) is this: **Brass** **White Metal** **Square/Rectangular** **Round/Oval**

Does it have: **Name, Text or Numbers**: _____

Has the Escutcheon been removed? **Yes/No**

If **YES** and it has left a mark, please indicate its shape or draw on the back of this form.

Boltwork are the bolts: **Round** **Rectangular** **Hook Bolts**

Do they move: **1 Way** **2 Ways** **3 Ways** **4 Ways**

Hinges are they: **Exposed** **Concealed** **Full Length** **Covered**

If the shape of the hinges is in any way unusual, please sketch them on the back of this form.

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Bolt Thrower Handle is this: **Brass** **White Metal** **Painted/Coated**
Round **Rectangular** **Disc** **Spoked**

Body Type is this: **Square Cornered** **Square Corner Banded** **Pillar Banded** **4 Corner Bent**
4 Corner Banded **8 Corner Bent** **12 Corner Bent** **Modern Construction**

Other: _____

Don't Know

Door Type: is this: **Single Plate Door with Lock Case Fixing** **Single Plate Door with Angle-Iron Lockcase**

Modern Cast Door **Other:** _____

Don't Know

Dimensions: Inches **Yes/No** Millemetres **Yes/No**

Exterior: High _____ Wide _____ Deep _____

Interior: High _____ Wide _____ Deep _____

Door Thickness: _____

Is the safe bolted into position? _____

Is the safe situated within an alarm protected area? _____

Is the safe covered by a PIR sensor or fitted with a limpet device? _____

In addition to the above information, a photograph of your safe will help us to determine the cash rating. Please, if possible, attach a photograph of your safe.

ADDITIONAL INFORMATION

SKETCH