U.S. Postal Service

Postal Key and Lock Requisition

(Use Form 3915 for requisitioning customer's post office box keys and locks.)

From: *(Requisitioning office and address)*	ZIP + 4	Date

FEDSTRIP Number	Finance Number	Telephone Number *(Include area code)*
18 - __ __ __ __	__ __ __ __ __ __	

To:

MAIL EQUIPMENT SHOPS
UNITED STATES POSTAL SERVICE
2135 5TH ST NE
WASHINGTON DC 20260-6224

Make one requisition for keys and a separate one for locks.

Prepare each in triplicate.

Submit original and copy 1 to the Mail Equipment Shops.

Read instructions on reverse before ordering locks or keys for transferred boxes.

If this is a duplicate or second request of a prior requisition, please so state under "Remarks."

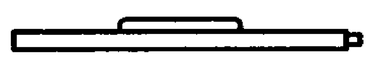
Keys Requested

Make	Combination Number	Quantity
Arrow *(For street letterbox, relay, NDCBU, or apartment mailbox panel)*		
Serial *(Street letterbox padlock)*		
Rotary	N/A	
L.A.	N/A	
Serial *(Metro padlock)* — ordered only by Plant Mgr., Area Processing & Distribution Office. See Handbook AS-701, *Material Management*, Chapter 4.		

Locks Requested

Make	Combination Number	Quantity
Serial *(Street letterbox padlock)*		
Serial *(Metro padlock)* — ordered only by Plant Mgr., Area Processing & Distribution Office. See Handbook AS-701, *Material Management*, Chapter 4.		

Arrow Locks Requested *(Note: When ordering Arrow locks, number of screws must be specified. If none, state none.)*

Make		Combination Number	Quantity
Arrow *(For street letterbox, relay, NDCBU, or apartment)* Indicate # 1035 or #1035-Y.	Screws Required? ☐ Yes ☐ No		
# 1035 (Regular)			
# 1035-Y with an extension			
#1035-Y with an extension and swivel plate			

State manufacturer of boxes when requesting locks for NDCBUs.

Remarks

Requested By *(Signature)*	Title

Instructions for Ordering Locks and Keys for Transferred Boxes

Item numbers of letterboxes (Items 1168a, 1168b, 1170, and 1171) are of no value to the Mail Equipment Shops in supplying locks and keys. Do not list the item numbers on Form 4983.

In supplying locks and keys, the Mail Equipment Shops may, for security purposes, furnish an office with a lock for a combination different from that attached to the box received.

To assure prompt delivery of locks and keys for boxes transferred between offices, the following procedures shall be observed.

If the Box Is Received

1. Equipped with a hasp and staple, it uses a padlock. Otherise, Item 1170-K and letterboxes equipped with modification kit (D170E) use Item No. 1035-Y Arrow lock.

2. With padlock attached, a number is embossed on the face of the lock. That number represents the combination of the lock, and a key should be requested by that number.

   No box shall be transferred between offices without first removing the lock. Any office receiving a box with a lock that cannot be opened by that office's Arrow key shall report that fact to its regional office and office from which the box was shipped. The regional office will instruct the shipping office to send the receiving office an Arrow key which will open the box. The lock shall then be removed and sent to the Mail Equipment Shops, and the key shall be returned by registered mail to the office from which it was received.

3. With a locked Arrow and **Shipping Office Cannot Be Determined**, proceed as follows:

   a. **If the Four Screws Can Be Seen** from the front of the box, drill out the screws and push the lock back into the box. The box can then be opened and an Arrow lock with your combination can be installed.

   b. **If the Four Screws Cannot Be Seen** from the front of the box, request an Arrow lock and keys from the Mail Equipment Shops. Upon receipt of lock, enter the box by sawing off the lock bolt (use hack saw). The lock can then be removed with a screwdriver. Install the new lock and send the old lock to the Mail Equipment Shops.

Letterboxes to be used with Metro Series padlocks must be equipped with a staple and hasp. If the box is not so constructed, notify the Manager, Area Procurement Office.

Use the remarks section on the front of this form to furnish any of the above information needed by the Mail Equipment Shops.

Note: Arrow keys for your regular combination will also work in your Y-locks.

For assistance in filling out this form, telephone the Mail Equipment Shops, Lock and Key Shop, at (202) 268-5217.

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L.A.	**N/A**	
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# 1035 (Regular)			
# 1035-Y with an extension			
#1035-Y with an extension and swivel plate			

State manufacturer of boxes when requesting locks for NDCBUs.

Remarks

Requested By *(Signature)*	Title

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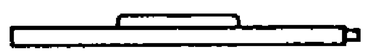
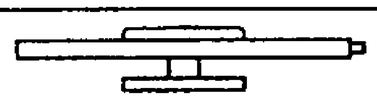
# 1035 (Regular)			
# 1035-Y with an extension			
#1035-Y with an extension and swivel plate			

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