



# Key Code Service Application Checklist

**American Key Supply**  
9 Sunset Ave, Suite 100  
Henderson, NV 89014  
Phone: (855) 991-CODE / (855) 991-2633  
Fax: (855) 992-CODE / (855) 992-2633  
Email: codes@americankeysupply.com

Please submit all of the items below to us via fax (855-992-CODE / 885-992-2633) or email (codes@americankeysupply.com). All information provided on your application WILL be verified. We will send you an email confirmation after your background check has been completed and all items have been processed. Please allow up to 3 business days for approval. American Key Supply and KeyCode Pro reserves the right to cancel service at any time and for any reason without notice.

- |  |   |
|--|---|
| <input type="checkbox"/> Company Application       | <input type="checkbox"/> Government Issued Photo ID (for each user)                               |
| <input type="checkbox"/> Business License          | <input type="checkbox"/> Additional Authorized User Application(s)                                |
| <input type="checkbox"/> Credit Card Authorization | <input type="checkbox"/> Locksmith License (or Yellow Pages ad where licensing is not applicable) |

## TO OBTAIN A KEY CODE:

**1**

**DURING REGULAR BUSINESS HOURS** (Monday thru Friday, 9:00am-5:30pm CST)

- ONLINE:** Log in at [americankeysupply.com/codes](http://americankeysupply.com/codes)
- BY EMAIL:** Email us at [codes@americankeysupply.com](mailto:codes@americankeysupply.com)
- BY PHONE:** Call us at **855-991-CODE (2633)**
- BY FAX:** Fax us at **855-992-CODE (2633)**

### EVENING/WEEKEND HOURS

- BY PHONE:** Call us at **855-991-CODE (2633)**

**2**

**Our operators will process your request, usually within 5-15 minutes**

**3**

**You will be contacted with the code via Email, Phone, or Fax (your requested method)**

To avoid delays, please double-check your VIN numbers before contacting us.

If your code does not work, verify that locks (or computers) are factory original, personally verify the VIN number on the vehicle, and then call us to make sure there was no mistake on our side. You must CALL us if the code does not work to avoid being charged. **THERE ARE NO REFUNDS AVAILABLE ON GM CODES.**



# Key Code Service Company Application

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COMPANY INFORMATION	COMPANY NAME				
	ADDRESS		CITY	STATE	ZIP
	OFFICE PHONE		CELL PHONE		FAX
	EMAIL ADDRESS		TAX ID #		LOCKSMITH LICENSE
	OWNER NAME		DRIVER'S LICENSE	STATE	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor

TRADE REFERENCES	COMPANY NAME		CONTACT NAME		PHONE	ACCOUNT #
	ADDRESS		CITY	STATE	ZIP	DATE ACCT ESTABLISHED
	COMPANY NAME		CONTACT NAME		PHONE	ACCOUNT #
	ADDRESS		CITY	STATE	ZIP	DATE ACCT ESTABLISHED
	COMPANY NAME		CONTACT NAME		PHONE	ACCOUNT #
	ADDRESS		CITY	STATE	ZIP	DATE ACCT ESTABLISHED

We cannot provide any codes until we receive a copy of the following: **Business License, Locksmith License** (where applicable) or other similar documentation, and a **Driver's License** for each employee that will be submitting requests. The normal time needed to process a code request is 5 to 30 minutes. Exceptions and longer times may occur. Not all codes are available after 5:30pm CST. You will be contacted by phone, email or fax when the requested code is available. Neither American Key Supply nor KeyCode Pro are responsible if the codes are no longer compatible with any locks or engine control computers that have been installed after the initial production date. Please allow up to 3 business days for approval of your application.

TERMS & CONDITIONS	INITIALS	DATE	The key codes and information I receive are for use within the stated company and will not be sold or given to anyone outside of my company.
	INITIALS	DATE	I will use the information I receive from American Key Supply and KeyCode Pro in a lawful manner.
	INITIALS	DATE	I hereby agree to absolve, defend, indemnify and hold harmless: the owners, management, employees, subcontractors, and affiliates of KeyCode Pro from any and all claims arising from the authorized or unauthorized use of the requested, specified and acknowledged services described herein.
	INITIALS	DATE	I declare that I am requesting vehicle information on behalf of my customer and I will examine their driver's license and either title or registration to prove they are the vehicle owner.
	INITIALS	DATE	I will not retain any codes obtained from American Key Supply or KeyCode Pro after services are completed.
	INITIALS	DATE	I understand that a violation of this agreement will terminate my business relationship with KeyCode Pro.
	I am acknowledging and giving permission to American Key Supply and KeyCode Pro to run a background check on myself, my company and any individuals associated with the accessing of key code information. I do solemnly swear, affirm, and promise under criminal penalty of a felony for fraudulent use of a false or fictitious name or address or for making a false material statement punishable by fines of up to \$10,000 or by imprisonment of up to five years, or both, that the statements contained herein are true and accurate. A violation of any part of this agreement will cause the termination of business relations with American Key Supply and/or KeyCode Pro. I understand that phone conversations with American Key Supply and KeyCode Pro may be recorded for security purposes.		
	PRINT NAME		TITLE
SIGNATURE		DATE	

<b>FOR AMERICAN KEY SUPPLY USE ONLY</b>	REVIEWED BY	DATE	NOTES
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# Key Code Service

## Additional Authorized User



**American Key Supply**  
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COMPANY INFORMATION	COMPANY NAME				
	ADDRESS		CITY	STATE	ZIP
	As the employer, I hereby agree to oversee and take responsibility for the proper use of any key codes given to my company.				
	PRINT NAME		TITLE		
	SIGNATURE		DATE		

EMPLOYEE INFO	EMPLOYEE NAME			
	PHONE	DRIVER'S LICENSE	STATE	LOCKSMITH LICENSE

We cannot provide any codes until we receive a copy of the following: **Company Application** with supporting documentation, **Employee Locksmith License** (where applicable) or other similar documentation, and a **Driver's License** for each employee that will be submitting requests.

TERMS & CONDITIONS	INITIALS	DATE	The key codes and information I receive are for use within the stated company and will not be sold or given to anyone outside of my company.
	INITIALS	DATE	I will use the information I receive from American Key Supply and KeyCode Pro in a lawful manner.
	INITIALS	DATE	I hereby agree to absolve, defend, indemnify and hold harmless: the owners, management, employees, subcontractors, and affiliates of KeyCode Pro from any and all claims arising from the authorized or unauthorized use of the requested, specified and acknowledged services described herein.
	INITIALS	DATE	I declare that I am requesting vehicle information on behalf of my customer and I will examine their driver's license and either title or registration to prove they are the vehicle owner.
	INITIALS	DATE	I will not retain any codes obtained from American Key Supply or KeyCode Pro after services are completed.
	INITIALS	DATE	I understand that a violation of this agreement will terminate my business relationship with KeyCode Pro.
	I am acknowledging and giving permission to American Key Supply and KeyCode Pro to run a background check on myself. I do solemnly swear, affirm, and promise under criminal penalty of a felony for fraudulent use of a false or fictitious name or address or for making a false material statement punishable by fines of up to \$10,000 or by imprisonment of up to five years, or both, that the statements contained herein are true and accurate. A violation of any part of this agreement will cause the termination of business relations with American Key Supply and/or KeyCode Pro. I understand that phone conversations with American Key Supply and KeyCode Pro may be recorded for security purposes.		
	PRINT NAME		TITLE
SIGNATURE		DATE	

  
**COPY OF EMPLOYEE'S  
 GOV'T ISSUED PHOTO ID  
 MUST ACCOMPANY  
 THIS AUTHORIZATION**  


FOR AMERICAN KEY SUPPLY USE ONLY	REVIEWED BY	DATE	NOTES
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# Key Code Service

## Credit Card Authorization

**American Key Supply**  
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CARD INFORMATION	COMPANY NAME		NAME ON CARD		
	BILLING ADDRESS		CITY	STATE	ZIP
	PHONE FOR CREDIT CARD	FAX	EMAIL ADDRESS		
	CARD NUMBER	EXPIRATION DATE	TYPE	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express	

AUTHORIZATION	I hereby authorize American Key Supply and KeyCode Pro to automatically charge the credit card listed above on the 1st and 15th day of each month for invoiced charges. A detailed statement will follow via email or fax number provided. I also agree to abide by the conditions set forth in the card issuer's agreement.		
	SIGNATURE	PRINT NAME	DATE



**COPY OF CARDHOLDER'S GOV'T ISSUED PHOTO ID  
MUST ACCOMPANY THIS AUTHORIZATION**

