

This image is not to scale and is presented only for informational purposes.

DO NOT USE this image for security container information.

You **must use a genuine Standard Form 700** because it consists of a three-part carbonless transfer with envelope. The National Stock Number (NSN) is 7540-01-214-5372. U.S. Government Departments, Agencies, and Offices can place an order with either a government purchase card or AAC (Activity Address Code) for Standard Form 700 by:

- Calling GSA Global Supply at (800) 525-8027
- Visiting their website at <https://www.gsaadvantage.gov>

NOTE: Government Contractors will need to have their Government Department, Agency, or Office sponsor their request before placing an order.

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| CLASSIFICATION LEVEL | | | |
|---|--|--|-----------------------|
| SECURITY CONTAINER INFORMATION INSTRUCTIONS 1. Complete Part 1 and Part 2A (on end of flap). 2. Detach Part 1 and attach to the inside of the control drawer of the security container. 3. Mark Parts 2 and 2A with the highest classification level stored in this security container. 4. Detach Part 2A, insert in envelope (Part 2) and seal. 5. See Privacy Act Statement on reverse. | 1. AREA OR POST <i>(if required)</i> | 2. BUILDING <i>(if required)</i> | 3. ROOM NO. |
| | 4. ACTIVITY <i>(Division, Branch, Section or Office)</i> | | 5. CONTAINER NO. |
| | 6. MFG. & CLASS OF CONTAINER | 7. MFG. & LOCK MODEL | 8. SERIAL NO. OF LOCK |
| | 9. DATE COMBINATION CHANGED | 10. PRINT NAME/ORGANIZATION SYMBOL WITH SIGNATURE OF PERSON MAKING CHANGE. | |
| 11. <i>Immediately notify one of the following persons, if this container is found open and unattended.</i> | | | |
| EMPLOYEE NAME | HOME ADDRESS | HOME PHONE | |
| SAMPLE | | | |

1. ATTACH TO INSIDE OF SECURITY CONTAINER

700-102
NSN 7540-01-214-5372

STANDARD FORM 700 (REV. 4-01)
Prescribed by NARA/ISOO
32 CFR 2003

WARNING
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CLASSIFICATION LEVEL

SECURITY CONTAINER NUMBER

COMBINATION

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

WARNING
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.
UNCLASSIFIED UPON CHANGE OF COMBINATION.

2A. INSERT IN ENVELOPE

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