



2020 Pass Procedures

Lost Beach/Parking Pass:

Upon discovery that your beach pass and/or one (or more) of your parking passes has been lost and you would like a replacement, notification to the property manager and Community Patrol (CP) is required by any of the following methods:

- a) Completing the Lost Pass Report & Replacement Request form *online* at **middlesexbeach.org/forms/lost-passes**;
- b) Printing the form (link above) and *emailing* a scanned, completed version to **lostpass@middlesexbeach.org**; OR
- c) Printing the form (link above) and *mailing* the completed version to:
Middlesex Beach Association, Inc.
c/o CAS
8600 Coastal Highway, Suite 200
Ocean City, MD 21842

Upon 'CAS' receipt, verification, and approval of your request, your property will be charged (by CAS) a fee of seventy-five U.S. Dollars (\$75). Simultaneously, your previous pass will be **voided** and hence become invalid. Lastly, your new pass will either be (a) mailed to the mailing address registered with your property or (b) awaiting pickup at the Guard House (upon request).

If you lose more than one pass, this procedure **must** be repeated for each lost pass.

NOTE: *use of nullified passes subjects the involved parties for immediate removal from the premises, fines, and/or revocation of beach and/or parking access privileges.*

¹CAS may not be able to process replacement pass requests during weekends/holidays; they will be handled as soon as possible during normal business hours. In the event a One-Day Pass is needed during this time, please see the Community Patrol at the Guard House for additional information.

Owner's Non-Transferable One-Day Beach Pass:

If you would like to use one (1) of your five (5) non-transferable MBA Beach Day Passes ("Day Pass" or "Day Passes") allowed per property, the following procedures **must** be followed:

1. Visit the MBA Guard House at 30A Dune Road, Bethany Beach, DE 19930 on and for the day for which you would like the pass to be valid.
2. The Community Patrol will ask you for a photo ID (for verification as an owner).
3. You will then be asked to complete a form authorizing a One-Day Beach Pass be used.
4. The CP will subsequently provide you with a Beach Day Pass for the current day and property for which it was issued **only**

NOTE: *Each Day Pass is valid for up to ten (10) persons unless otherwise noted; the CP **will** keep a log of all issued Day Passes. Day Passes are **not** permanent replacements for lost passes.*