



2026 Lost Pass Procedures

Lost Beach or 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 Community Patrol staff on duty is required:

- 1.) Immediately report the loss of the Pass(es) to Community Patrol at the Guard Shack or by calling 302-662-9026 (7 days, 9:00 AM-5:00 PM).
- 2.) The CP staff will provide you with the Lost Pass form which must be completed in full. This form may also be found and printed from middlesexbeach.org/forms/lost-passes
- 3.) The completed form is given to CP staff. CP staff will begin the process of issuing a replacement pass.
- 4.) The Pass which has been declared LOST will immediately be deactivated. A replacement Pass will be activated and provided to you. There is a \$75 charge for this new Pass, and it must be paid **in cash** at the time the pass is declared "lost." It is NOT refundable should the old Pass later be found. Please DO NOT declare a pass LOST unless you have exhausted all efforts to find it.
- 5.) Replacement passes take time to prepare and may not be immediately available. We will make every effort to ensure the replacement pass is available to you in as short a time as possible.
- 6.) The MBA designated Lost Pass Liaison will work with the holder of the pass to determine details of the loss and obtain a replacement pass. This Liaison will provide the replacement pass to staff at the Guard Shack for distribution.
- 7.) For each lost Pass, this procedure must be repeated in full.

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

If a Beach Pass is reported to be Lost, and the Lost Pass form is completed, but a Replacement Pass is not immediately available, a non-transferrable MBA Beach Day Pass (Day Pass) during the season (May25-September 7) may be issued. The following procedures MUST be followed:

- 1.) The Lost Pass form must be submitted, and the \$75 fee must be paid before a Day Pass may be issued.
- 2.) The Day Pass Authorization Form available from the CP staff at the Guard Shack must be completed.
- 3.) CP staff will provide you with the Day Pass which may only be used on that day and for that specific property indicated on the form.
- 4.) Each Day Pass is valid for up to ten (10) persons unless otherwise noted.
- 5.) CP staff keeps a log of all issued Day Passes. Day Passes are NOT permanent replacements for LOST passes.