

KICA MEMBER BARCODE REQUEST/RECORD UPDATE FORM

To obtain a new barcode decal, please submit information and documentation for each vehicle (reverse side of form), including any vehicles you have previously registered. Additional forms are available at our website: www.kica.us.

Frequently Asked Questions Regarding Member Barcode Decals

Who may obtain member barcode decals?

KICA member barcode decals are for the exclusive use of KICA members and their dependent children (under 18 or a full-time student under the age of 23). Non-dependent children who do not reside at your Kiawah address are not eligible for a member barcode decal; they are eligible for a member guest pass.

How many barcodes may I receive?

Each member may receive up to three (3) barcode decals per property free of charge. A copy of the **current vehicle registration** or a bill of sale (for a new car only), is required for issuance of any vehicle barcode decal. Additional decals, for vehicles properly registered to the member, are available at a one-time cost of \$25 each. Please make checks payable to KICA. If you sell your vehicle and are requesting a replacement barcode, please send us a copy of the new registration noting which car is being replaced.

If I drive a company-owned vehicle, can I get a barcode decal?

Members may **only** receive a barcode decal for their company-owned vehicles by submitting a letter, on company letterhead and signed by a principal in the company, stating that the vehicle is for the sole use of the member and his or her immediate family. Please also include a copy of the vehicle's lease agreement or registration.

What if I usually fly to Charleston and rent a vehicle?

For our members who regularly use rental vehicles, we are happy to provide a pass for the duration of your stay, up to 30 days. This paper pass will provide the same access as the member barcode. This type of pass is for the sole use of members, their spouses and dependent children. These passes may be obtained by contacting the KICA main gate at 843-768-5566 or toll-free 866-596-7184.

When will I receive my barcode decals?

Member services will process decal requests as quickly as possible. If the required paperwork and/or check for additional decals are included, the process will be expedited. Your annual assessments must be paid in full before member barcode decals will be issued. Members may also choose to pick up decals at the KICA administrative office at 23 Beachwalker Drive.

Who can help me with other questions about member barcode decals?

Please contact KICA member services locally at 843-768-9194, toll-free at 866-226-1770, or you may contact Nancy Root, senior member services representative, via e-mail at nancy.root@kica.us.