



## Protocols for Checking License Identification

- ✓ Follow the same procedure when checking each ID; don't be distracted by conversation with the customer.
- ✓ Check the ID of anyone who looks under the age of 30.
- ✓ Check the birth date to see that the person is over 21. Check to see if the birth date has been altered.
- ✓ Check the ID photo and the recorded height for resemblance with the attempted buyer. Compare the hairline, eyebrows and chin shape on the photo-these are the most difficult features to change.
- ✓ Check the expiration date. If it is expired, it is not a valid ID.
- ✓ Check the date the ID was issued. The issue date is usually in 4 year increments from the age of 16.
- ✓ Check the ID's of all people at the counter or table if they all look of questionable age. For example, if a 21-year-old buys a pitcher of beer, check the ID of everyone at the table who appears younger than age 30.
- ✓ If a customer is using a license from another state, compare the license to representative license from that state. You can obtain a copy of "United States Driver's Licenses" from the Mayor's Substance Abuse Prevention Council.
- ✓ Always hold the ID in your hand and feel for any raised surfaces.
- ✓ Look at the ID under a bright light for glue lines or pin-holes where bleach may have been injected. See if the format of the card looks correct.
- ✓ Check the size, thickness and edges of the ID; ragged edges may indicate tampering.
- ✓ If the word "duplicate" is stamped on the license, someone else may have the original. Ask for another form of ID.
- ✓ Check the back of the ID. On some state licenses, if the numbers have been changes on the front, the true numbers will be shown on the back.
- ✓ If you are unsure, ask for another form of ID or for personal information, such as address, birth date, middle initial, or zodiac sign. If the customer doesn't provide another ID, politely refuse to sell the alcohol.
- ✓ If you identify a fake ID:
  - Be polite yet firm in refusing the sale to the customer.
  - Call a manager.
  - Confiscate the fake ID.
  - Contact law enforcement if there is a disagreement over law.

Developed in collaboration with East Providence's Mayor's Substance Abuse Prevention Council

Please contact the Mayor's Substance Abuse Prevention Council at 351.4300 ext. 542 or visit [www.msapc.org](http://www.msapc.org)