

## STATE-ISSUED ID (NON-DRIVERS)



## NEW UNDER 21 DRIVER'S LICENSE



## OVER 21 DRIVER'S LICENSE



Birthdate is shown in **red**. (Note: Not all states show the birthdate in red.)

### Acceptable forms of ID:

- State-Issued Driver's License
- State-Issued ID (for non-drivers)
- Passport
- Immigration Card
- Military ID

All forms of ID are valid until they expire.

## OLD UNDER 21 DRIVER'S LICENSE



## HOW TO CHECK ID

1. Ask anyone who appears under the age of 27 to show their photo ID.
2. Have the customer remove the ID from their wallet.
3. Look at the photo. Make sure the photo and physical description match the customer.
4. Check the expiration date. If the expiration date has passed, the ID is not valid.
5. Check the date of birth and compare it to a calendar. If the customer is **under the age of 18**, DO NOT sell them any tobacco products.
6. If the driver's license is vertical, this could mean that the customer is **under the age of 21**. Check the date of birth to verify that the customer is **at least 18 years old**.
7. Check for DUPLICATE or REPLACEMENT. This could mean that this is not the actual customer's ID.
8. Check for signs of tampering.
9. Be cautious if a customer shows the interim paper copy of their ID. Check the date it was issued. They should have received the permanent copy of their ID within 20 days of the issue date.
10. Ask for a 2<sup>nd</sup> or 3<sup>rd</sup> form of ID if you are unsure.

## GOOD COMPANY POLICIES

- **Practice ID checking with staff.** The average clerk spends 2 seconds checking an ID. This is not enough time to properly check an ID.
- **Have staff training and meetings regularly.** It is important that retail clerks are trained properly on how to spot fake, altered, borrowed, or underage IDs. Document these trainings and keep them in your employee records.
- **Placement Practices.** State (TCA § 39-17-1511) and federal laws require that all tobacco products and smoking paraphernalia be placed behind the counter or in locked cases where customers cannot access. If inspectors find Self-Service Displays of tobacco products (where customers can access them), you will be fined.
- **Train your staff on the law.** It is your staff's responsibility to know the laws that govern the industry of tobacco sales. Knowing these laws will help reduce failing tobacco compliance checks in the future.
- **Train your staff on how to properly use the store's register and scanning system.** If your store does not have an ID scanning system, train your staff on how to look for the under 18 information.