

House Policy on Alcohol Sales

To be posted where it is visible to all employees

You may only sell alcohol to a person who is **21 years of age or older** and not showing any **signs of intoxication**.

Check ID for any customer who looks less than 30 years of age

Acceptable forms of ID

- A Driver's License, ID card, or Instruction Permit issued by any U.S. state or Canadian province, US territory and District of Columbia
- A U.S. Military ID
- A Washington State Tribal Enrollment Card
- Merchant Marine ID
- Passport from any nation

The ID must show

Date of birth	Signature
Photo	Expiration date (except Tribal Enrollment card)

How to check ID

- Ask for identification
- Have the customer hand you the ID. Do not accept or handle a customer's wallet
- Check the expiration date. Do not accept expired ID
- Check the date of birth. For vertical ID's, check the information to the left of the photo to make sure the customer has turned 21
- Verify the photo matches the customer
- Verify the ID's unique features

Refuse the sale when someone is

- Unable to provide proof of legal age (the ID appears to be fake, does not match the individual, has expired, or the individual has no ID)
- Apparently attempting to purchase alcohol for anyone under the age of 21
- Apparently intoxicated (shows two or more signs of intoxication)

Any employee who **sells alcohol illegally** will be subject to disciplinary action up to and including termination of employment in addition to receiving criminal citations/monetary penalties or jail time according to state law.