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

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Photo</td>
<td>Expiration date (except Tribal Enrollment card)</td>
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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.