(Your business name/logo here)

House Policy on Alcohol Sales

# This sign must be posted where all employees can see it

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

**Check ID for every customer who looks less than 30 years of age Acceptable IDs**

* Driver’s License, ID card, or Instruction Permit issued by any U.S. state or Canadian province, U.S. territory or, the District of Columbia
* A U.S. Military ID or Merchant Marine ID
* A tribal enrollment card issued by the governing authority of a federally recognized Indian tribe
* A passport, passport card, or NEXUS card from any country

# Acceptable IDs 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. If ID is in a wallet, ask them to take it out for you. Do not hold customer wallets
* Check the expiration date. Do not accept an expired ID
* Check the date of birth. For vertical IDs, 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

# Do not make a sale when someone is:

* Unable to provide ID with proof of legal age (ID appears to be fake, picture does not match the customer, ID is expired, or the customer has no ID)
* Apparently attempting to buy 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 based on state law.