

5 Steps for

EFFECTIVE CARDING

1

**Check the
expiration**

You can never accept expired IDs even in combination with other documents.

There is no "grace period" on expired IDs.



2

**Check the
birth date.**

Make sure the customer is 21 or older.

Subtract the birth year from the current year. The result should be 21 or over. If the result is 21, make sure the birth month and day is the current date or has already passed.



3

**Check the
photo.**

Compare the photo to the customer.

People can change their hairstyle, hair color and facial hair but normally not their facial structure.



4

**Check the
ID for**

Look for cracking, peeling or anything that looks odd.

Make sure the colors look correct and the proper security features are present. Consult an ID Checking Guide if you have one.



5

**Ask
questions.**

Ask the customer questions off their ID but out of order.

Can they answer quickly and with confidence?

What is your zip code? What is your middle initial?

