

# Legal Forms of Defense

To defend yourself against a sales-to-minor citation, you must document every time you card a patron. Photographs, photocopies, videotapes, ID swipe machines, and a completed Declaration of Age Card can be used as your defense, according to the Pennsylvania Liquor Code.

## Completing the Declaration of Age Card (PLCB-931)

The Declaration of Age Card is provided free of charge by the PLCB.

PLCB-931 02/18 PENNSYLVANIA LIQUOR CONTROL BOARD	DECLARATION OF AGE	BUREAU OF STORE OPERATIONS
I, <b>1</b> _____, DATE <b>6</b> _____, hereby represent to <b>7</b> _____, a Fine Wine and Good Spirits store employee or licensee of the Pennsylvania Liquor Control Board, that I am of full age and discretion and over the age of 21 years, having been born on _____/_____/_____ <b>2</b> in _____ <b>3</b> in _____ <b>3</b> . <small>This statement is made to induce said store or licensee above named to sell or otherwise furnish alcoholic beverages to the undersigned.</small>		
Serial Number of Identification Card _____ <b>8</b> <b>I UNDERSTAND THAT I AM SUBJECT TO CRIMINAL PENALTIES INCLUDING FINES, IMPRISONMENT AND/OR LOSS OF DRIVING PRIVILEGES FOR ANY MISREPRESENTATION HEREIN.</b>		
WITNESS: NAME _____ ADDRESS _____ <b>9</b>	SIGNATURE _____ <b>4</b> <small>(Person Requesting Service)</small> ADDRESS _____ <b>5</b>	
<small>The PLCB reserves the right to furnish the Declaration of Age card to any appropriate law enforcement agency.</small>		
Identification Shown _____ <b>10</b> Signature Compared - Yes _____ <b>11</b> No _____		
Race _____ Sex _____ Complexion _____ <b>12</b> Hair Color _____ Weight _____ Height _____		
Code Requested _____ <b>13</b> Time _____ Reason Refused _____ <b>14</b>		

First, ask to see proper identification and use the FEAR method of carding. Closely compare the photograph with the person's face. Check the birth date. Ensure the ID has not been altered.

### Ask the individual to fill out:

1. Name
2. Birth date
3. Place of birth (city and state)
4. Signature
5. Home address

### The server/licensee then should fill in the:

6. Current date
7. Name of establishment
8. Number of the ID card presented by the customer
9. Witness – licensee/server name and address

10. Type of ID shown
11. Signature compared – check Yes or No
12. Physical description of the customer, to include race, sex, complexion, hair color, approximate weight, height, and distinguishing features
13. Code requested – what was purchased
14. Reason refused (if service is refused)

The reverse side of the card is the Spanish version.

At the end of each business day, file completed cards in alphabetical order in a file box. Completed cards should be retained on the licensed premises for at least two years.

If you are at high risk for minors attempting to enter and be served because of your location (e.g., near a college or university) or because of other factors (e.g., your type of entertainment), you are strongly encouraged to maintain proof of carding. This practice has proven to be an effective deterrent to minors attempting to obtain alcoholic beverages.

If your establishment develops a reputation for always requesting and closely checking IDs and only allowing the five forms of acceptable ID, word will get around and minors will stay away!

[www.lcb.pa.gov](http://www.lcb.pa.gov)

Or call  
866.275.8237

Hearing Impaired:  
TTD/TTY 717.772.3725

Responsible  
Alcohol  
Management  
Program

**RAMP**

**PA** pennsylvania  
LIQUOR CONTROL BOARD

LCB-95 04/18

# FAKE ID



**PA** pennsylvania  
LIQUOR CONTROL BOARD



## When to Check IDs

It isn't always easy to identify a minor. Physical characteristics, mannerisms, clothing, and facial make-up can be very misleading and give the impression of a much older, more mature individual. For these reasons, it is often recommended that anyone who appears to be under the age of 35 be considered a potential minor, and he/she should be asked to provide acceptable ID.

## The Five Forms of Acceptable ID

- A valid photo driver's license issued by the Pennsylvania Department of Transportation (PennDOT) or any other state
- A valid photo identification card issued by PennDOT or any other state
- A Canadian driver's license or other bona fide Canadian identification, such as a Canadian-issued passport that contains a photograph
- A valid U.S. Armed Forces ID card that contains the holder's photograph
- A valid passport, passport card, or travel visa that contains the holder's photograph

No other forms of ID are considered acceptable, even if they contain a photograph. If you are uncomfortable with any of the IDs that are presented to you, you have the right to and should refuse service.

Printed ID checking guides, which include color photographs and detailed descriptions of driver's licenses and other identifying documents from every U.S. state and territory, are easily found online. Some ID checking guides also cover Canadian provinces, Mexican states, and foreign countries. Many guides are updated yearly.

## Pennsylvania's New Acceptable ID

In Summer 2017, PennDOT began issuing new driver's licenses and photo identification cards. New designs were issued as a pilot program, and a full rollout began in Fall 2017. These designs will be phased in over a four-year renewal cycle. PennDOT advises that both current and new card designs will be in circulation during this four-year transition period.

These licenses and ID cards look very different from the outgoing design. They also have additional enhanced security features, which improve fraud prevention and protect from counterfeiting and alteration.

The Pennsylvania Liquor Control Board (PLCB) website has resources, including a short video, so you can familiarize yourself with the new designs and features of the licenses and photo ID cards. Visit [www.lcb.pa.gov](http://www.lcb.pa.gov).

## How to Card

When checking IDs, it is important to develop and follow an established routine, such as the FEAR method of carding. FEAR stands for Feel, Examine, Ask, and Return. Memorize the steps and use them, in order, each and every time you check an ID. To begin, ask the patron to remove his/her ID from his/her wallet. Then,

### Feel for:

- Glue lines or bumpy surfaces by the picture or birth date. Uneven surfaces often indicate tampering.
- Pinholes on the surface. Bleach may have been inserted to "white out" certain aspects of a date.
- Thickness of an ID, which can change if a card is re-laminated after information is altered.



### Examine:

- Orientation – Is it a vertical Pennsylvania UNDER 21 until... license?
- The photo and physical description – Do they match the person handing you the ID?
- The expiration date – You CANNOT accept an expired ID.
- The birth date – Does the math add up?
- The consistency of numbers – Do all numbers look the same? Are tiny pieces of paper placed over the original numbers?
- The state logo – Is the state seal or logo partially missing or altered?
- The hologram – Is it the genuine hologram for that license or just a basic hologram added to a fake ID?
- The card's reverse side – Are the letters blurry? Can you see lines from cut-out paper? While the front may appear flawless, some counterfeiters merely photocopy the reverse side.
- The size, color, lettering, thickness, and corners – Does it look like your own license or others you've seen?
- The driver's license or identification card number – Does the number follow the state's format?

### Two more tips:

- If an ID is marked as a duplicate, ask for another form of ID. Someone else might have the original ID.
- Whenever you're looking at an out-of-state or unfamiliar license, use a printed ID checking guide.

### Ask:

- The cardholder about basic information on the card, such as the birth date, middle initial, zip code, age, etc.
- The cardholder for a second form of ID. People with fake IDs rarely carry valid back-up identification.
- The cardholder to complete and sign a Declaration of Age Card (PLCB-931).

### Return:

If you are satisfied that the proof of age is valid, you may permit the individual to enter the licensed premises and be served alcohol. However, if you are still not convinced of adequate proof of age at this point, do not serve the individual and return his/her ID.