Legal Forms of Defense

To defend yourself against citations for serving minors, you must document your carding. The Pennsylvania Liquor Code allows the following methods to be used in defense: photographs, photocopies, videotapes, ID swipe machines, and a completed Declaration of Age Card. The Declaration of Age Card is the most popular and commonly used by servers.

Completing the Declaration of Age Card

Ask to see proper identification. Look closely at the photograph and the person's face. Check the birthdate. Insure the ID has not been altered.

Ask the individual to:

1. Print name
2. Enter birth date
3. Enter place of birth (City and State)
4. Sign card
5. Enter home address

The server/licensee then should fill in the:
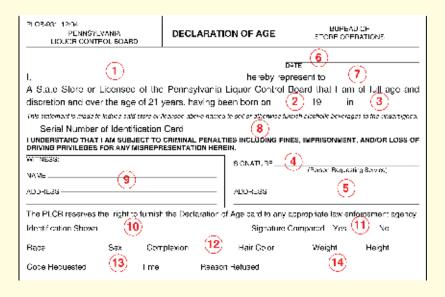
6. Current date
7. Name of establishment
8. Serial number of the ID card presented by the customer
9. Witness-licensee/server name and address
10. Type of ID shown
11. Signature compared - check Yes or No
12. Physical description of the customer, to include race, sex, complexion, hair color, approximate weight, height, and distinguishing features
13. Code requested - what they purchased to go
14. Reason refused

For Spanish version see reverse side of Declaration of Age Card.

At the end of each business day, file completed Declaration of Age Cards in alphabetical order in a file box. Completed cards should be retained on the licensed premises for a minimum of 2 years.

If your establishment is at high risk for minors attempting to enter and be served because of your location (i.e., in close proximity to a college or university) or because of other factors such as type of entertainment, you may wish to adopt a policy of requiring youthful appearing individuals to complete a Declaration of Age Card as the first step of the age identification process. This practice has proven to be an effective deterrent to minors attempting to obtain alcoholic beverages.

If your establishment develops a reputation for closely checking IDs and using Declaration of Age Cards, the word will get around and minors will stay away!

Pennsylvania Liquor Control Board RAMP

990 Briarsdale Road, Unit A
Harrisburg, PA 17109-5905

www.lcb.state.pa.us

For more information please call:
1 (866) 275-8237

Hearing Impaired:
TDD/TTY(717) 772-3725

Fake ID

Responsible
Alcohol
Management
Program
RAMP

When and Who to Card

It isn't always easy to identify an underage drinker. A person's 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 30 be considered a potential underage drinker, and be asked to provide proper identification.

What Are Acceptable IDs?

- A valid photo driver's license issued by the Pennsylvania Department of Transportation or by any state.

- A valid photo identification card issued by the Pennsylvania Department of Transportation or by any state.

- A valid United States armed forces identification card that contains the holder's photograph.

- A valid passport, passport card, or travel visa containing the holder's photograph.

If you are uncomfortable with any of the acceptable IDs that are presented to you, you have the right to refuse service.

Unacceptable IDs

College ID	Social Security Card
Birth Certificate	Personal ID Card
Resident Alien Card	Selective Service Card
National ID	Hunting License
Welfare Card	Fishing License
Check Cashing Card	International Driver's License
Gun Permit	
Library Card	
Voter's Registration Card	

How to Card

Now that you determined that the person should be carded you should use the FEAR method of carding. The first step is to get the ID into your hands by asking him or her to remove it from their wallet and give it to you. The next step is to:

Feel For:

- Glue lines or bumpy surfaces by the picture or birth date. Uneven surfaces often indicate tampering.

- Pin holes on the surface. Bleach may have been inserted to "white out" certain aspects of a date.

- Thickness of an ID can change if they re-laminate the ID after altering information under the original laminate.

Protect yourself and your license.
Check IDs and use Declaration of Age Cards.

Examine:

- The photo and physical description on the card. They should match the person handing you the ID.

- The expiration date. You CANNOT accept an expired ID.

- The birth date. Do your math. Does it add up?

- Consistency of numbers. The numbers should match throughout the license. Also look for tiny pieces of paper with modified numbers placed over the original numbers.

- Whether or not the license is a duplicate. Ask for another form of ID just in case someone else has the original card.

- The state logo. A state seal or logo which is partially missing or appears altered is another clue to a fake card.

- The hologram. Is it a genuine hologram for that license or a basic hologram added to a fake ID?

- The card's reverse side lettering. While the front may appear flawless, often counterfeiters merely photocopy the reverse side. Look for blurred lettering or a cut out piece of paper.

- The size, color, lettering, thickness, and corners. Compare the questionable ID against a standard ID.

- Whether it is an out-of-state license. You should use an ID checking guide anytime you are looking at an unfamiliar license.

- The Social Security number. Each state has their own set of social security numbers that you can ask questions about.

Ask:

- Quiz the card holder about basic information on the card, such as birth date, middle initial, zip code, age, etc.

- Ask for a second form of ID. People with fake IDs rarely carry valid back-up identification.

- Ask them to complete and sign a Declaration of Age (PLCB-931) card.

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. However, if you are still not convinced at this point of adequate proof of age, do not serve the individual and return the ID.