

## **SAMPLE TOBACCO SALES AGE VERIFICATION POLICY FOR VIRGINIA BASED RETAILER**

- Federal and Virginia law prohibits the sale of ANY tobacco products to persons under the age of 18.
- Any individual trying to purchase a tobacco product who appears to be 30 or younger will be carded. No ID.... NO TOBACCO. NO EXCEPTIONS.
- When in doubt....DO NOT SELL.
- No Third-Party/Proxy Sales. A “Proxy Sale” is when third parties (adults) attempt to purchase tobacco products for an underage person. Some ways to spot proxy sales include:
  - Be aware of groups of youth congregating outside the store approaching members of the public who enter the store.
  - If members of the public who might have been approached, ask for the same product which you have just refused to sell to an underage person.
  - If the adult pays separately for the product and keeps the change separate.
  - If the adult re-enters the store just to buy tobacco after they have left.
  - If a group (2 or more) that appears to be of the same age (30 or younger) attempts a purchase, then the entire group needs to show ID. If any member in the group is underage then we cannot sell tobacco to any member of the party. This is a case of Selling to Minors by Proxy.
- To verify age, check one of the following ID’s to ensure the customer is over the age of 18:
  - Virginia State Driver’s License
  - Virginia State Identification Card
  - Valid Passport
  - Current Out-of-State Driver’s License
  - Current Military Identification Card
- Take the ID off of the customer or take the ID out of any holder so that you can feel it and look at it closely and look closely at the photo.
- How to spot a fake ID:

- Look: Read what is actually written on the card. Be sure it matches the person using the ID. Watch for fuzzy or dark photos (possible substitutes). Look for erasure marks; type that does not line up straight; type style that does not match the rest; damaged paper surface, usually involving the date of birth. Also, look for information pasted on to cover the original date of birth. Watch for signs of altered signature.
- Feel: Feel for bumps or splits in the lamination (signs of tampering or alteration). Is the card too thick or too rigid/Is it too flexible?
- How to refuse a sale: Be polite and say:
  - No I'm sorry you have to be 18 or older to buy cigarettes or tobacco.
  - No I'm sorry it's against the law for me to sell cigarettes or tobacco to you.
  - No I'm sorry, but I could lose my job.
  - No I'm sorry, but I could be fined if I sell tobacco to you.
  - Point to the sign and explain to them that you cannot sell tobacco to them, it's against the law.

Note: Selling of ANY tobacco product to a minor either directly or through proxy is a violation of Federal and Virginia State Law and can result in a fine to both the Salesperson involved and to \_\_\_\_\_. Repeat violations could cause \_\_\_\_\_ to lose its ability to sell tobacco products. As such, the consequences of violating this policy must be strict:

- Any employee not adhering to this policy could result in termination.

I have read and been informed about the content, requirements and expectations of the Tobacco Sales Age Verification Policy. I agree to abide by this policy as a condition of my employment at \_\_\_\_\_.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signed

\_\_\_\_\_

Date