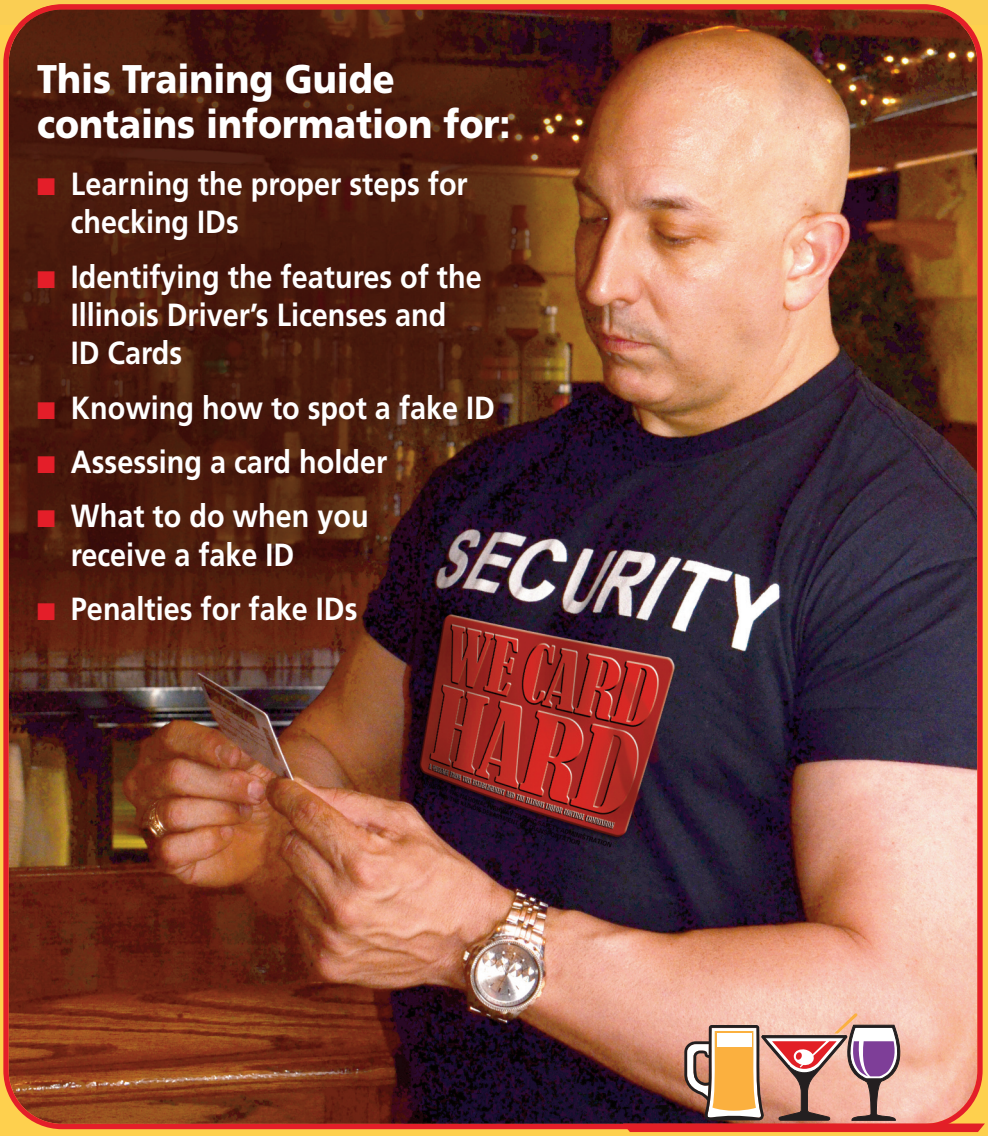
ILCC ID Guide.qxp_Layout 1 7/11/18 8:52 AM Page 1

THE PROPER WAY TO Check IDs

Training Guide



This Training Guide contains information for:

- Learning the proper steps for checking IDs
- Identifying the features of the Illinois Driver's Licenses and ID Cards
- Knowing how to spot a fake ID
- Assessing a card holder
- What to do when you receive a fake ID
- Penalties for fake IDs

State of Illinois
Illinois Liquor Control Commission

BASSET
Beverage Alcohol Sellers & Servers Education and Training

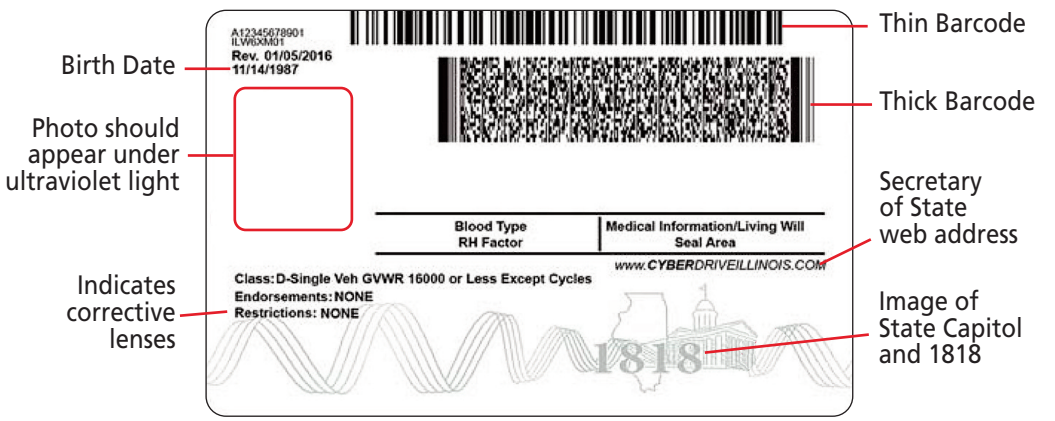
ILCC ID Guide.qxp_Layout 1 7/11/18 8:52 AM Page 2

Proper steps for checking IDs

1. Politely greet the guest. *(The initial encounter is an opportunity to evaluate the guest for intoxication or drug impairment).*
2. Ask for their ID. *(Ask them to take it out of their wallet and hand it to you).*
3. Feel the card to check for any signs of tampering. *(Feel the edges to see if the card is smooth and not peeling).*
4. Hold the card up next to the person but in front and off to the side about eye level. *(Do not invade their personal space).*
5. Compare the picture to the person. *(Observe the features that do not change: nose, ears, eyes and chin)*.
6. Check the information on the card. *(Check for consistency of the numbers and letters, date of birth, expiration date, sex, height/weight and eye color)*.
7. Check the security features on the card. *(Bar codes, holograms, lines and artistic patterns)*.
8. Check the back of the card. *(Turn the card over to check the bar codes, disclaimers and other back features)*.

Features of the Illinois Driver's Licenses & ID Cards

(Shown Actual Size)



Illinois Driver's Licenses also have hologram security features on the front that are visible under ultraviolet light. The images are the Chicago Skyline over the left photo and the words "Land of Lincoln" below the drivers license number.

ILCC ID Guide.qxp_Layout 1 7/11/18 8:52 AM Page 3

How to spot a fake

- Know what to look for by learning the basic elements and hidden security features. *(Check the color, font size, and artistic patterns)*.
- Compare the ID to a valid one. *(This is where you can compare the size, coloring, and lettering)*.
- Run a finger over the card. *(Check for lamination tampering)*.
- Use an ultraviolet light, flashlight, and an ID checking guide. *(These tools can highlight the features of the card)*.
- Scan the barcode. *(The barcode gives information on the front of the card)*.

Assess the card holder

- Maintain eye contact with the card holder. *(Signs of presenting a fake ID include avoiding eye contact, having a nervous look, and heavier than normal breathing)*.
- Look at facial expressions and body language. *(Pursing their lips or touching their face can be signs of lying)*.
- If they are on their phone when asking for their ID, politely ask them to put their phone down so you can check their ID. *(Using a phone can be a distraction tactic)*.

Hold the ID up next to and front of the person.

- If in doubt, ask to see their social media account *(Facebook, Twitter, Instagram, etc.)*.
- If unsure of the cardholder's identity ask for a secondary form of ID *(FOID Card, Concealed Carry Card, Passport, or work ID with a picture and name on it).*
- Keep a pen and pad of paper handy to compare signatures. *(Sometimes they may sign their real name instead of what is on the fake ID)*.
- Ask the card holder questions and take note if they are hesitant when giving information. *(While holding the card, ask the person questions regarding information on the card. Ask their middle name or what year they graduated high school)*.
- When carding a group, ask everyone to pull out their IDs and hand them to you at the same time. *(This can prevent an ID from being passed around. Also, if you feel you have a fake ID, you can ask someone in the group the cardholder's name)*.

What to do when you receive a fake ID

An establishment can set its own house rules when it comes to effective carding policies and practices. It is up to the individual establishment to confiscate fake IDs and turn them into the authorities. **Keep in mind the safety risk** if a guest threatens a staff member because they detected a fake ID. For the safety of the staff, **it is best to call the police.**

ILCC ID Guide.qxp_Layout 1 7/11/18 8:52 AM Page 4

Penalties for Fake IDs

It is illegal to use, obtain or possess a fake driver's license or identification card in the State of Illinois.

You can be convicted of a **CLASS A MISDEMEANOR** punishable by up to one year in jail and fines up to **$2,500 FOR ANY OF THE FOLLOWING**:

- Lending a license or state ID to a friend or knowingly allowing someone *(such as a younger sibling)* to use it.
- Displaying or representing as one's own, any driver's license or ID card issued to another person.
- Possessing a fictitious driver's license or identification card *("fictitious" means a license containing untrue information produced by the Illinois Secretary of State or another state/federal government office)*.
- Possessing, transferring or providing any identification document, whether real or fictitious, for obtaining a fictitious ID card or driver's license.
- Altering or attempting to alter a driver's license or state ID.
- Any subsequent conviction of the above is a Class 4 felony.

You can be convicted of a **CLASS 4 FELONY** punishable by one to three years imprisonment and fines up to **$25,000 FOR ANY OF THE FOLLOWING**:

- Possessing a fraudulent Illinois driver's license or ID card *("fraudulent" means a license or ID card produced by someone other than a government office)*.
- Possessing security equipment to reproduce a governmental issued identification card or driver's license.
- Advertising, distributing, manufacturing, or selling a fraudulent driver's license.
- Any subsequent conviction of the aforementioned is a Class 3 felony punishable by up to seven years in prison, fines of up to $25,000, and loss of driving privileges.

DRIVE SOBER OR GET PULLED OVER

Illinois Liquor Control Commission

Printed by the Authority of the State of Illinois. 20M 5/18 IOCI18-369