



Top 10 Tips

1. Display statutory notice prominently (“It is illegal to sell tobacco products to anyone under the age of 18”)
2. If your customer could be under the age of 18, then ask for ID
3. **No excuse** is acceptable for lack of ID, do not be persuaded otherwise
4. Check ID carefully - make sure it is genuine, make sure the photo and the person match and check the date of birth
5. Remember the ID’s to look out for:
 - Photo driver’s license
 - Current passport
 - Citizencard and other ‘PASS’ accredited cards carrying the PASS hologram

Details of all acceptable Pass accredited proof of age cards can be found at **www.pass-scheme.org.uk**

6. If in doubt do not sell any tobacco products without a valid photo ID
7. Keep your refusals register up to date. A No ID No Sale register and template is available at **www.tobaccoretailing.com**
8. Ensure your statutory No ID No Sale notices are neat and tidy – replace when ‘scruffy’
9. No ID No Sale kits are available free via **www.noidnosale.com**
10. Make sure a copy of this Top 10 is visible to staff for easy and quick reference