

# AGE VERIFICATION POLICY AND STAFF ACKNOWLEDGMENT (TO BE KEPT WITH STAFF RECORDS)

(An Age-Verification Policy is a legal requirement from 1st April 2017 and here we have combined it with the staff acknowledgment form which is recommended to evidence training)

Name of Staff :	Example: Joe Smith
Date of Birth:	29.11.99
Is Staff under the age of 18?	Yes / No
Name and Address of 'Shop':	Smiths News, 45 Argyll Street, Glasgow
Name of the responsible person registered as the tobacco and/or NVP retailer for the above Shop on the Scottish Tobacco Register or name of the Shop Manager permitted to authorise sales if staff is under 18	Your name and/or the name of the registered retailer or list managers of the Shop who can authorise sales

The sale of tobacco, cigarette papers and nicotine vapour products (NVPs) to anyone under the age of 18 is an offence in accordance with the Tobacco and Primary Medical Services (Scotland) Act 2010 (as amended).

The above named Store operates this age verification policy as a legal requirement so that steps are taken to establish the age of a person attempting to buy a tobacco product, cigarette papers or NVP.

If it appears to staff selling those products that the customer may be under the age of 25 years old (or older if your company policy is to set the age limit higher), the customer will be asked their age. Where the staff member requires assurance of this, the staff member should ask the customer for proof of age.

**At this Store, the following documents are acceptable proof of age forms of identification:**

Passport, European photocard driving licence, Ministry of Defence Form 90 (Defence Identity Card), Photographic identity card bearing the national Proof of Age Standards Scheme (PASS) hologram – such as Young Scot Card, EU identity card and Biometric Immigration Document.

If the customer does not show you the correct form of ID or the data on the ID does not prove the date of birth or identification of the customer, or the document appears fraudulent then you must refuse the sale. If you are in doubt then ask another member of staff to assist you with the verification but if this is not possible then you must refuse the sale.

If any tobacco products, cigarette papers or NVPs are sold to persons under the age of 18 then this is an offence which may result in you and/or the responsible person named above facing a fine of £2,500 or more and/or a term of imprisonment.

**If you are under 18 years old** then you must be authorised by the responsible person registered as a tobacco/ NVP retailer or the manager of the Shop (as named above) to sell tobacco, cigarette papers or NVPs. This authorisation must be recorded in the Tobacco Sales Authorisation Record. If you sell tobacco products, cigarette papers or NVPs without such authorisation then it is the registered tobacco retailer/ manager/ employer who has committed the offence and not you.

**STAFF DECLARATION:**

***I have read and understood this age verification policy and agree to comply with it.***

Signed

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Date

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**TRAINING RECORD**

Training and Policy Reviewed (Date of Review)	Training Leader	Signed by Staff

For official guidance and a Scottish Government produced form, go to: Selling Tobacco and/or Nicotine Vapour Products Age Verification at [www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2017/03/age-verification-guidance/documents/00515512-pdf/00515512-pdf/govscot%3Adocument/00515512.pdf](http://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2017/03/age-verification-guidance/documents/00515512-pdf/00515512-pdf/govscot%3Adocument/00515512.pdf)

## REFUSALS REGISTER (Tobacco, Cigarette Paper and NVPs)

Shop Name and Address:

Date of Refusal	Time of Refusal	Name of Staff	Name of customer/ description	Type of ID presented	Reason for refusal	Other comments	Staff Signature
Example 17 May 2017	10.30 am	Joe Smith	Name unknown Male, 6ft, dark brown hair	Driving License	Age on card appeared to be changed in pen	Customer could not produce other ID when questioned	JS

## TOBACCO, CIGARETTE PAPERS, NVPs SALES AUTHORISATION RECORD

(to authorise sales of tobacco products, cigarette papers and NVPs by staff aged under 18)  
NB this template can form part of your Age-Verification Policy

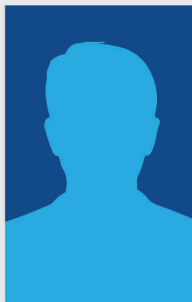
Shop Name and Address:

Staff Name	Staff Date of Birth	Date when Staff Member turns 18 years old	Date of Authorisation to sell Tobacco, Cigarette Papers and NVPs	Authorised by (Initials and Print)
Example - Joe Smith	Example 29.11.99	Example 29.11.17	26 March 2017	Your name as the registered tobacco retailer or the Store manager
Example - Rose Jones	Example 3.6.99	Example 3.6.17	26 March 2017	Your name as the registered tobacco retailer or the Store manager

# UNDER 25?

Please be prepared to show  
proof of age when buying  
tobacco, cigarettes  
& e-cigarettes

## ACCEPTABLE FORMS OF ID




- PHOTOGRAPHIC DRIVING LICENCE
- CARDS SHOWING PASS HOLOGRAM
- PASSPORT




# UNDER 25?

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**ACCEPTABLE FORMS OF ID**



- PHOTOGRAPHIC DRIVING LICENCE
- CARDS SHOWING PASS HOLOGRAM
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**SGF**  
Scottish Grocers' Federation

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To access these assets and more online please go to  
[www.sgfcot.co.uk/advice/challenge-25-posters-and-resources-e-cigarettes](http://www.sgfcot.co.uk/advice/challenge-25-posters-and-resources-e-cigarettes)