

INSTRUCTIONS FOR USING THE DAODAS COMPLIANCE CHECK FORM

- You may fill out these forms on hard copies or enter the information onto this form electronically and e-mail them to DAODAS.
- This form should be used for all alcohol or tobacco compliance checks.
- “Off-Premise” establishments are those where the product sold is intended to be consumed elsewhere (i.e., a store). “On-Premise” is when the product is intended to be consumed at the same location (i.e., bar, restaurant).
- “ID Studied” should be defined as whether the buyer could reasonably conclude that the clerk demonstrated enough attention to looking at the birth date on the ID and enough thought to determining whether the buyer was of legal age. A quick glance would not qualify.
- “ID-Check Signage Visible” means that there was clearly posted signage near the check-out area that indicated that clerks are instructed to check IDs for those who look anywhere close to the legal purchase age.
- “Age-Check Equipment Used” means that the clerk used some sort of tool to verify whether the buyer is of appropriate age. This could include electronically entering the birth date into an age-verification system, electronically scanning the ID, using a calculator, or using some sort of calendar tool that indicates people born after a certain date are not legal to purchase.
- It is recommended to take the youth’s picture just before the purchases begin to verify that the youth were not attempting to look older than they are. A picture of the youth directly after a purchase with the alcohol/cigarettes outside the store is good additional evidence in case the charge is contested in court.
- The form asks that the law enforcement officer ask the charged clerk whether they had ever taken a merchant education course and, if so, which one it was. The section asking about the disposition of the case was removed.