

PASS

**PASS CARDS ACCEPTED AS LEGAL
PROOF OF AGE**



**IMPORTANT INFORMATION FOR RETAILERS
AND LICENSED TRADE.**



HELPING YOU GET PROOF OF AGE RIGHT.

Some goods or services must not be supplied to anyone under the legal age.

It is your responsibility to make sure the person is the right age.

Young Scot National Entitlement Cards, (NEC) accredited with the **PASS** hologram, will help you do this.

PASS cards, together with driving licences and passports, are acceptable as proof of age under Scottish licensing law.

The card ensures you don't lose out on legitimate business.

And means young people can have access to the goods and services they're entitled to.

ACCEPTED AS LEGAL PROOF OF AGE.





THE FIVE-STEP CHECK

Check the photograph

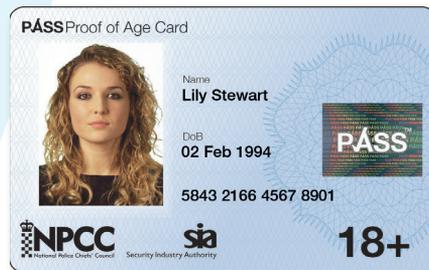
Check the date of birth



Check the PASS hologram

With a few simple checks you can make sure the card is genuine.

New cards have identity fraud pink stripe. Cards without a stripe are still acceptable.



NO ONE HAS EVER BEEN PROSECUTED FOR ACCEPTING A CARD WITH A PASS HOLOGRAM.





1

Check the PASS hologram

Look for the unique 3D effect in the hologram. Look for the small **PASS** text in the background of the hologram. The PASS hologram must be flush with the plastic of the card - not stuck on top of the plastic.

2

Check the photograph

Be sure that the photograph is of the person presenting the card - if necessary you may need to ask the person to remove a hat, hood or sunglasses. The photograph must be printed directly on to the card - not stuck on top of the plastic.

3

Check the date of birth

Make sure the person is old enough to buy the goods or services requested. The date of birth must be printed onto the plastic - not handwritten or stuck on top of the plastic. To be sure, you can calculate the age of the person with the ready reckoner on page 7.

4

Check the card

Make sure the card hasn't been altered or tampered with in any way. Run your finger or thumb over the card - it should be completely smooth with no ridges or anything stuck to the card. If the card has been tampered with you have the right to refuse and retain it.

5

Check the person

If you're still unsure about a person's age, your legal responsibility is to refuse to sell. **REMEMBER:** If you sell to an under-age person, both of you will be guilty of a criminal offence and may be liable to conviction and a fine.



DATE OF BIRTH READY RECKONER.

This table will help you work out the age of a person from the date of birth printed on their card.

First, find the column that corresponds to the current year.

Next, find the year of birth of the person in the left hand column.

If their birthday is before today's date, they are the older of the two ages shown.

If their birthday is after today's date, they are the younger of the two ages.

Almost every failed test purchase is a failure to ask for proof of age, not accepting a fake card.

MAKE SURE THE PERSON IS THE RIGHT AGE.



YOUR QUICK GUIDE TO WORKING OUT AN AGE.

YEAR OF BIRTH	CURRENT YEAR				
	2017	2018	2019	2020	2021
YEAR OF BIRTH	CURRENT AGE				
1994	22 or 23	23 or 24	24 or 25	25 or 26	26 or 27
1995	21 or 22	22 or 23	23 or 24	24 or 25	25 or 26
1996	20 or 21	21 or 22	22 or 23	23 or 24	24 or 25
1997	19 or 20	20 or 21	21 or 22	22 or 23	23 or 24
1998	18 or 19	19 or 20	20 or 21	21 or 22	22 or 23
1999	17 or 18	18 or 19	19 or 20	20 or 21	21 or 22
2000	16 or 17	17 or 18	18 or 19	19 or 20	20 or 21
2001	15 or 16	16 or 17	17 or 18	18 or 19	19 or 20
2002	14 or 15	15 or 16	16 or 17	17 or 18	18 or 19
2003	13 or 14	14 or 15	15 or 16	16 or 17	17 or 18
2004	12 or 13	13 or 14	14 or 15	15 or 16	16 or 17
2005	11 or 12	12 or 13	13 or 14	14 or 15	15 or 16
2006	10 or 11	11 or 12	12 or 13	13 or 14	14 or 15

DON'T LOSE OUT ON LEGITIMATE BUSINESS.



ENDORSED.

The Young Scot NEC **PASS** card is endorsed by the following:

The Scottish Government.

Police Scotland.

Chartered Trading Standards Institute.

Security Industry Authority (SIA).

Scottish Retail Consortium.

Scottish Grocers Federation.

National Federation of Retail Newsagents.

Convention of Scottish Local Authorities (COSLA).

Scottish Beer and Pubs Association.

Society of Chief Officers of Trading Standards in Scotland (SCOTSS).

**AS CREDIBLE AS A PASSPORT
OR DRIVING LICENCE.**





TRUSTED.

The Young Scot NEC **PASS** card is backed up by law.

In providing proof of age, it's as credible
as a Driving Licence or Passport.

Throughout Scotland, it's trusted by shops, clubs, bars,
cinemas and all 32 local authorities.

Alongside other documentation some banks accept
the card to allow young people to open a basic bank account.

Checking and accepting the Pass Card can be part of any
due diligence defence and by doing so you can ensure
you are abiding by the laws relating to the sale of age
restricted goods and services.

BACKED UP BY SCOTTISH LAW



HARD TO FAKE.

PASS is the industry-led national proof of age card accreditation scheme.

The **PASS** hologram provides an easily recognisable identity to help protect retailers and licensed trade from fraudulent proof of age cards.

Only card schemes which meet the very strict standards are allowed to issue cards bearing the **PASS** hologram.

The unique 3D effect **PASS** hologram makes the card extremely difficult to copy.

Other features also help you ensure the card is genuine.

These include a colour photograph, printed date of birth and expiry date. New Young Scot cards have an anti-fraud pink stripe over the date of birth.

It is designed to be completely smooth, so check for any raised, uneven or rough edges around the photograph and date of birth area.

Don't accept it if you think it's been altered.

DIFFICULT TO COPY. EASY TO CHECK.



BENEFICIAL.

To provide voluntary proof of age, more and more young Scottish people are carrying the **PASS** Card.

Over 680,000 Young Scot NEC **PASS** cards are held by young people aged 11-26.

It is easy to see why.

As well as proof of age, the card also gives young people access to many discounts.

Savings in clothing stores, restaurants, leisure facilities and on travel.

It's worth knowing that a third of 18 and 19 year olds don't possess a passport or driving licence.

The Home Office recommends young people do not use their passport or driving licence as proof of age to reduce the risk of loss/ theft and identity fraud.

For more information, and for details on how to apply for a card, go to **www.young.scot**

**PROOF OF AGE FOR THOUSANDS
OF YOUNG SCOTS.**



BE SURE. KNOW THE LAW

18

Air guns and pellets
Alcohol
Cigarettes and tobacco products
Nicotine vapour products
Fireworks
Knives (non-domestic)
Butane lighter refills
Solvents
Tattooing
Sunbed hire

In Scotland, common law makes it an offence to recklessly supply substances to people of any age, knowing that they are to be used for the purpose of abuse.

Examples include aerosols which contain butane and/or propane as the product propellant.

CHECKING A PASS CARD IS DUE DILIGENCE.



16

Aerosol paints
Liqueur chocolates
Lottery tickets and scratchcards
Petrol
Party poppers and caps
Knives (domestic)



Videos, DVDs and computer games

12, 15, 18 (check casing)

Cinema

12, 12A, 15, 18

12A means nobody under 12 may be admitted
unless accompanied by an adult.

BE AWARE OF DIFFERENT AGE RESTRICTIONS.



CHALLENGE

The ability to determine the age of young people has become increasingly difficult over the years.

In October 2011, the Licensing (Scotland) Act 2005 was amended by the introduction of a new mandatory condition for all premises licences and occasional licences.

There must be an age verification policy in relation to the sale of alcohol on the premises. The section has set a minimum age of **25 years** for the policy where it appears to the person selling the alcohol that the customer may be under the age of **25 years**.

Premises may set any minimum age for their own policy provided that it is **25 years** or over.

There must be physical evidence that the age verification policy is in place.

From 1 April 2017 all tobacco and/or nicotine vapour product retailers (including those operating from moveable premises) must have an age-verification policy in place. It is an offence to run a business selling tobacco products, cigarette papers or NVPs without an age verification policy.

For support materials and further information visit

<http://www.challenge25.org>



SALES REFUSAL RECORD

If you're not convinced about a person's age, and they can't present a driving licence, passport or PASS card, you should not make a sale.

Use these pages to make a note of every refusal.
Photocopy to create more, if needed.

Once the customer has left, and while it is fresh in your mind, record the following details:

Date and time

A brief description of the person

The goods that were attempted to be purchased

Reason for refusal

To help you demonstrate that you actively refuse sales you should have an effective recording system in place. This can be done electronically or recorded in a book. Having such a system can show that you are exercising due diligence in trying to prevent underage sales.

This will help provide you with a defence if any errors are made during a test purchase.

It's a good idea to keep this booklet safe, out of sight of customers.

All staff must know where it is kept.

REMEMBER: If you sell to an under-age person, you will be guilty of a criminal offence.

You may be liable to a conviction and a fine.

Please retain tampered cards and return to your Local Authority. Other features of an effective system include: staff training records, use of till prompts and proper store signage.

**PASS IS AS CREDIBLE AS A PASSPORT
OR DRIVING LICENCE.**



THANK YOU FOR COMPLETING THIS BOOK.

Now keep it in a safe place.

Trading Standards or the Police may need
to refer to it at any time.

If you would like further copies of these materials,
visit: youngscot.net/pass
or if you have any questions,
please call Young Scot on 0131 313 2488
or email: pass@young.scot

REMEMBER TO KEEP THIS BOOK IN A SAFE PLACE

Endorsed by SCOTTSS
(Society of Chief Officers of Trading Standards in Scotland)

