



Responsible Vendor Program

Checklist

Use this checklist to help you follow all program requirements to retain your Responsible Vendor certification.

ACCEPTABLE ID

- You must accept only these 4 forms of ID:
 1. Valid driver license with a photo from any state
 2. Valid DMV ID card with photo, name, date of birth, and physical description from any state
 3. Valid passport
 4. Valid U.S. military ID
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SIGNS

You must post 2 signs where customers can see them:

- 1. The list of valid IDs accepted at your business
 - 2. A notice that anyone who appears younger than 26 (or older, if that is your house policy) must show valid ID
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HOUSE POLICIES

- You must write down your house policies on:
 1. The age at which employees must check ID – it must be at least 26, but it may be higher
 2. The forms of IDs accepted at your business
 3. Directions for properly checking ID
 4. The consequences employees face if they sell alcohol to a minor
- Employees who sell or serve alcohol must read and sign a copy of your house policies. You must keep copies of the signed and dated policies.
- You must post a copy of your house policies where employees can see them.

CONTINUED ON OTHER SIDE

TRAINING

1. BEFORE selling alcohol, employees must:

- Read & sign “What Every Store Clerk Needs to Know About Selling Alcohol” brochure or attend alternative training that covers all the material found in the brochure

OR

- Have a valid Service Permit (on-premises sales employees only)

2. WITHIN 3 DAYS of selling alcohol, employees must receive additional training on:

- Recognizing minors and visibly intoxicated persons (VIPs)
 - Legal ID for buying alcohol
 - How to properly check and recognize false ID
 - Checking the ID of anyone who looks younger than 26. If your house policy is to check ID of customers who look older than 26, that information must be included.
 - Methods for refusing sales of alcohol to minors and VIPs
 - Consequences of selling alcohol to minors and VIPs
 - Your own house policies on alcohol sales

OR

- Have a valid Service Permit (on-premises sales employees only)

3. EVERY 3 MONTHS employees must:

- Complete training that covers the 7 subjects listed above under #2

4. RECORD KEEPING – You must keep:

- For the training required before the employee sells alcohol, copies of the signed and dated brochure or names and dates of alternative training or the employee’s service permit number and expiration date
- A record of each quarterly training including the date, the names of the employees who participated, and a summary of the training
- Copies of the signed and dated house policies that each employee must read

If an employee does sell alcohol to a minor or fail to properly check ID:

- Off-Premises Sales employees must complete a clerk training course as required by OAR 845-009-0145 (Clerk Training Program) within 45 days of notification of the violation
- On-Premises Sales employees must complete an Alcohol Server Education course or a course that covers all the subjects listed under #2 above within 45 days of notification of the violation