



Wigan[♥]
Council

*Think
before you
Drink*

Age Record Check Book

Age Record Check Book

Name of business _____

Address _____

The Tattooing of Minors Act 1969 states that it is against the law to tattoo a person under the age of 18.

Checks should be made to ensure the individual you are tattooing is 18 or over.

Using the Age Record Check Book (ARC) will help you comply with the above requirement.

What is an Age Record Check (ARC)?

An ARC is a documented management system to show that tattoo artists are checking, that individuals are old enough to receive an age restricted treatment.

Why implement an ARC?

The law states that the practitioner has a defence if they can show that they had good reason to believe that the person was over 18 years of age. The consent of a client under 18 is not a defence.

Using the ARC will help to show that you have a system in place to prevent the sale of age restricted treatments to minors.

The record may help you provide a legal defence.

It is important that the record is filled in regularly preferably each time someone who looks under the age of 25 is asked to provide ID. Experience shows that if it is not done straight away it will be forgotten about.

ARC Audit

The record should be regularly checked by someone in authority/management to show that age record checks are being conducted by staff. There is space at the bottom of the page that should be signed and dated regularly to show that checks are being made.



Challenge 25

The Challenge 25 agenda requires that staff ask anyone fortunate enough to look under 25 for an accepted form of ID.

Acceptable forms of ID include (see inside back cover for examples):

- A passport
- A European Union photocard driving licence
- A Ministry of Defence Form 90 (Defence Identity Card)
- A photographic identity card bearing the national Proof of Age Standards Scheme (PASS) hologram
- A national identity card issued by another European Union member state, Iceland, Liechtenstein or Switzerland
- A Biometric Immigration Document.

You should know what forms of ID are accepted by your business.

PARENTAL CONSENT IS NOT ACCEPTABLE AND DOES NOT COMPLY WITH THE LAW

You can find further advice and information at: www.wigan.gov.uk/inkbusiness

Date	Time	Codes 1) ID accepted 2) No ID 3) Unaccepted ID	Details of refusal	Staff ID
Example 1 01/03/14	11.20	3	Expired Student card produced. No photograph on card	A.S
Example 2 07/05/14	13.45	2	Known by another customer at time to be underage	K. Dale
Example 3 14/7/14	12:45	1	Passport 18/12/2001	A.S

Audit Check

Manager's Signature _____ Date _____

Date	Time	Codes 1) ID accepted 2) No ID 3) Unaccepted ID	Details of refusal	Staff ID

Audit Check

Manager's Signature _____ Date _____

Date	Time	Codes 1) ID accepted 2) No ID 3) Unaccepted ID	Details of refusal	Staff ID

Audit Check

Manager's Signature _____ Date _____

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Audit Check

Manager's Signature _____ Date _____

Examples of acceptable ID



Passport



PASS logo



EU driving licence



National ID card issued by another EU state



Ministry of defence card



A biometric immigration card

