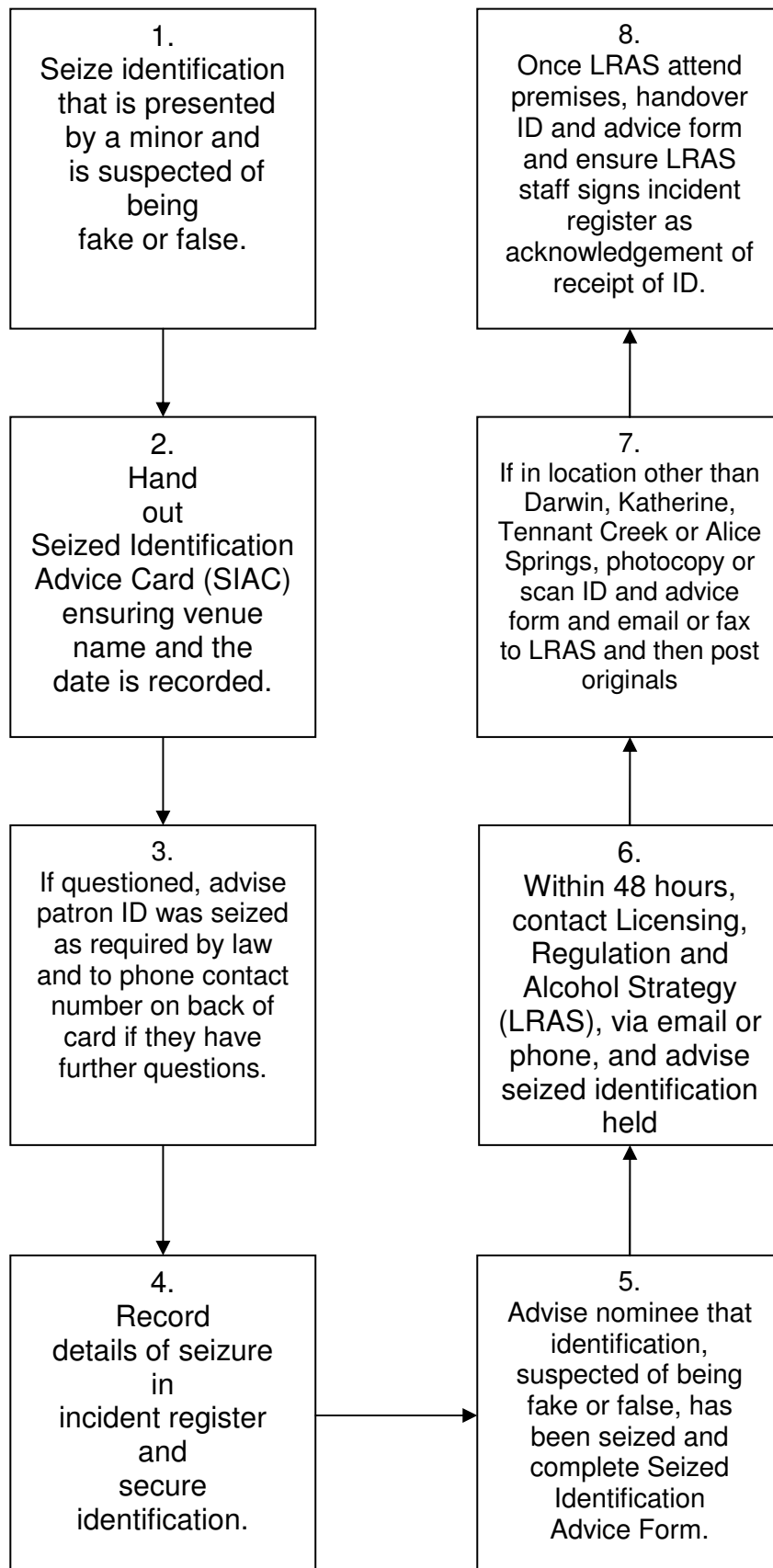


SEIZING FAKE OR FALSE IDENTIFICATION FLOWCHART



Steps

1. Crowd controller seizes identification suspected as being fake or false from minor attempting to gain entry into premises.
2. Gives person the Seized Identification Advice Card (SIAC), ensuring that the date and venue name is recorded on the card.
3. If questioned as to why ID was seized, crowd controller should advise that they are required to do so by law and that the person can contact the number on the back of the SIAC if they have further questions or want their identification back.
4. Record the details of the seizure in the incident register and secure the identification.
5. Advise the Nominee/Duty Manager that identification has been seized and ensure that Seized Identification Advice Form (SIAF) is completed. This can be done at the end of the shift or next day.
6. Within 48 hours contact Licensing, Regulation and Alcohol Strategy (LRAS) via email or phone, and advise that identification has been seized. This should be done as soon as possible to ensure the identification is with the Director of Licensing within 3 days as required by law.
7. If outside of the major locations of Darwin, Katherine, Tennant Creek or Alice Springs, photocopy or scan identification and fax/email copy, plus completed SIAF, to LRAS then post originals.
8. In Darwin, Katherine, Tennant Creek and Alice Springs, licensing inspectors will attend venue to collect identification and SIAF. Inspectors will sign the incident register to acknowledge receipt of the identification. This will end the licensees' responsibility for security of the identification.