



Nightclub Entry ID Verification SOP

1. Purpose

This SOP provides standardized procedures for verifying guest identification at nightclub entrances to ensure compliance with alcohol service laws, prevent underage entry, reduce liability, and maintain a safe environment.

2. Scope

This SOP applies to Black Flag Security Officers assigned to nightclub entry points, including VIP and general admission, as well as satellite entry areas.

3. Legal Requirements & Standards

Officers must comply with all state laws governing alcohol service age requirements, venue policies, and all anti-discrimination standards. Officers may not deny entry based on race, gender, appearance, or other protected classes.

4. Accepted Forms of ID

Acceptable IDs:

- State-issued driver's license
- State ID card
- Passport
- Military ID
- Tribal ID with photo
- Government-issued photo ID

Unacceptable IDs:

- Photos of IDs
- Expired IDs
- Damaged or altered IDs
- Temporary IDs without verification
- School IDs or employee badges

5. Initial Screening Process

Every guest must be screened for behavior indicating intoxication, aggression, or avoidance of ID verification. Any concerns should be escalated to a supervisor.

6. ID Verification Procedure

Step 1 — Hold & Inspect:

- Take ID in hand
- Ensure proper lighting
- Inspect front and back

Step 2 — Verify Authenticity:

- Check holograms, UV features
- Ensure no peeling, bubbles, or irregularities
- Compare facial structure
- Confirm DOB and age

Step 3 — Guest Comparison:

- Ask guest to remove hats or glasses
- Compare face carefully
- Check height, weight, and features

Step 4 — Optional Questions:

- "What's your zip code?"
- "What's your birthday?"
- "What's your middle name?"

7. Handling Suspected Fake or Altered IDs

If an ID appears suspicious:

- Remain calm and neutral
- Say: "I'm having trouble verifying this—one moment please."
- Bring a supervisor to verify
- Do NOT accuse guest or damage the ID

Outcomes:

- Valid → Allow entry
- Suspicious → Deny entry
- Illegal activity → Notify law enforcement

8. Denial of Entry Procedure

Use the following script:

"I'm sorry, but I cannot verify this ID, so I won't be able to let you in tonight."

Do not debate with guests. If hostility occurs, increase distance and notify support officers.

9. Wristbands / Age Verification Markers

Apply wristbands or stamps only after full ID verification. Re-entry guests may require ID re-check depending on venue policy.

10. VIP, Guest List, & Bottle Service Protocol

VIP status does not override ID requirements. All guests must undergo full ID verification regardless of reservation or table service.

11. Re-Entry Procedure

Verify wristband or stamp, check ID if required, and inspect for signs of intoxication before allowing re-entry.

12. Prohibited Items Check

During ID verification, visually inspect for weapons, drugs, alcohol, large bags, or outside drinks. Follow contraband SOP when necessary.

13. Documentation Requirements

Officers must document denied entries, fake ID attempts, disorderly behavior, altercations, and law enforcement involvement. Reports must be completed before end of shift.

14. Officer Safety & Positioning

- Maintain reactionary gap
- Stand at slight angle
- Maintain clear exit route
- Keep crowd from forming behind officer
- Keep radio accessible

15. Training Requirements

Officers must complete ID verification training, fake ID detection module, de-escalation training, crowd management, and annual refresher certification.