

NOTICE OF NEW RECORDKEEPING REQUIREMENTS FOR CHECK CASHERS

Effective November 1, 2013, in accordance with [Act 315](#) of the 2013 Regular Legislative Session, licensed check cashers who cash checks drawn on the United States Treasury for income tax return refunds or Louisiana Department of Revenue tax refund checks in amounts of \$1,000 or more **must copy and maintain the following**:

1. A copy of the front and back of the check that is cashed.
2. A copy of the photo identification of the person cashing the check that includes one of the following:
 - A valid, current, Louisiana driver's license that contains a photograph of the person presenting the driver's license;
 - A valid, current, driver's license of another state that contains a photograph and the birth date of the person submitting the driver's license;
 - A valid, current, special identification card issued by the state of Louisiana containing a photograph of the person submitting the identification card;
 - A valid, current, passport, or visa issued by the federal government or another country or nation, that contains a permanently attached photograph of the person and the date of birth of the person submitting the passport or visa;
 - A valid, current, military, or federal identification card issued by the federal government containing a photograph and the date of birth of the person submitting the identification card.

Note: An education institution identification card, check cashing identification card, or employee identification card shall not be considered as lawful identification for the purposes of the Act.

3. Licensees must maintain the following information regarding the above check cashing transaction(s):
 - The date on which the check is cashed;
 - The number of the check and the face amount of the check;
 - The name of the drawer of the check that is cashed;
 - The name, home address, and date of birth of the person for whom the check is cashed.

These records must be maintained for a minimum of three years from the date on which the check is cashed.