Clearinghouse Information and instructions

The federal Drug & Alcohol Clearinghouse takes effect in January 2020. This link will lead you to the registration page at FMCSA. <https://clearinghouse.fmcsa.dot.gov/>

The agency has been diligently preparing for Jan. 6, 2020, when use of the clearinghouse becomes **mandatory to report** and **query information about driver drug and alcohol program violations** by holders of commercial driver licenses. Employers must conduct **both electronic** queries within the clearinghouse **and manual inquiries** with previous employers to cover the preceding two years. Beginning on Jan. 6, 2023, employers will only have to query the clearinghouse and be able to stop making manual inquiries.

The following ten highlights are listed on the **FMCSA Drug & Alcohol Clearinghouse information site:**

1. The clearinghouse is digital— it is a secure online database that will give employers, FMCSA, State driver licensing agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver’s license (CDL) and commercial learner’s permit (CLP) holders’ drug and alcohol program violations.
2. The clearinghouse will contain records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, link: <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.382#sp49.5.382.b>

Violations of drug and alcohol prohibitions includes positive drug or alcohol test results and test refusals. If a driver tests positive, and then completes the return-to-duty process and follow-up testing plan, this information will also be recorded in the clearinghouse.

1. Users, CDL drivers, employers and consortia/third-party administrators (C/TPAs) can establish an account that will allow access to the clearinghouse once it becomes operational (as per above, on Jan. 6, 2020)
2. The rule requires employers conduct queries of the clearinghouse as part of any pre-employment driver applicant investigation and at least annually for every CDL driver currently employed.
3. Employers of CDL holders will have to purchase a “query plan” for the clearinghouse. The query plan will enable employers and their C/TPAs to conduct queries of driver clearinghouse records.
4. Registered employers are able to log into their clearinghouse accounts to purchase their query plan. **Query plans may be purchased from the FMCSA Clearinghouse only.**
5. The “query bundle” an employer purchases from FMCSA will depend on the number of queries that need to be conducted. The flat per-query rate is $1.25 for limited and full queries. There are customized “bundles” available to help fit business requirements. Purchased queries never expire and additional query plans may be purchased as needed
6. **Limited queries** check for the presence of information in the queried driver’s clearinghouse record. Driver consent is obtained outside the clearinghouse.
7. **Full queries** will disclose to employers and C/TPAs detailed information about any resolved or unresolved violations in a driver’s clearinghouse record. The driver’s specific electronic consent in the clearinghouse is required.
8. Employers, CDL holders, medical review officers, substance abuse professionals, and consortia/third-party administrators will have to register to access the clearinghouse database.
9. How to register:
* Create a FMCSA Portal Account
1. Enter the site at this link: <https://clearinghouse.fmcsa.dot.gov/Register> . Go to login.gov. (A*fter 15 minutes of inactivity – the current page will clear all information entered in data fields)*
2. On the login.gov sign in screen, click **Create an account**.
3. Enter your email address and click **Submit.** This is the email address the Clearinghouse will use to send you notifications about your clearinghouse account. This email address will also be used to identify you in the clearinghouse and cannot be modified.
4. Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**. Click **Confirm email address** or copy and paste the link into a web browser.
5. Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.
6. Select an option to secure your account and click **Continue**. *Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.*
7. Enter your security code and click **Submit**. This code will be provided via the method you selected.
8. Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You’ll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method**.
9. At this point, you have completed creating your login.gov account. Click **Continue** to return to the clearinghouse website and complete your clearinghouse registration.
10. Select your role (**employer**) and click **Next**.
11. If you have an FMCSA Portal Account, select **Yes,** and click **Next.**

If you do not have an FMCSA Portal Accountselect **No** and click **Next**.

1. Confirm that you are your employer’s Clearinghouse Administrator by selecting **Yes, I am my employer’s Clearinghouse Administrator** and clicking **Next.**
2. Indicate whether or not your company has a USDOT Number and click **Next. (**Public schools do not operate under a USDOT number).
3. If you indicate your company does not have a USDOT Number, you will see a message to make sure that your company does not need one.
4. Review your company’s information. You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Make a selection and click **Next**.
5. If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**
6. This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.
7. For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.
8. Review the Clearinghouse Terms and Conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

**Your Clearinghouse registration is complete.**

You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.

After completing your registration, the next step is to purchase query plans.

Select this link: [query plans pricing](https://clearinghouse.fmcsa.dot.gov/Resource/Index/Query-Plan)