



U.S. Department of Transportation
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

Coming
January 6, 2020

FOR CDL DRIVERS

- ✓ Record
- ✓ Consent
- ✓ Query
- ✓ Safety



DRUG & ALCOHOL
CLEARINGHOUSE

<https://clearinghouse.fmcsa.dot.gov>

FMCSA-MCE-19-005, July 2019



What is the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse?

A secure, online database that will give employers and other authorized users real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations, thus improving safety on our Nation's roadways.

Which drivers are covered by the Clearinghouse?

Any driver who holds a CDL (CDL driver) and meets the requirements of the CDL standards (49 CFR Part 383), and the FMCSA Drug and Alcohol Testing Program (Part 382). References to CDL drivers also includes CLP drivers.



How will CDL drivers use the Clearinghouse?

Beginning January 6, 2020, registered CDL drivers can use the Clearinghouse to:

- **Provide electronic consent** to release detailed drug and/or alcohol violation information in your Clearinghouse record to a current or prospective employer (when an employer conducts a full query).
- **Review** your own Clearinghouse record and initiate the process to revise or remove incorrectly entered information.
- **Identify a substance abuse professional (SAP)** to report on RTD activities, if you have an unresolved drug and alcohol program violation in your Clearinghouse record.

Questions?

Email clearinghouse@dot.gov

Why register this fall?

Beginning January 6, 2020, employers of CDL drivers must query the Clearinghouse to verify that a current or prospective driver is not prohibited from operating CMVs or performing other safety-sensitive functions due to an unresolved drug and alcohol program violation.

Register early to ensure you are ready on January 6, 2020.

While Clearinghouse registration is not required for all drivers, you will need to be registered to view your own Clearinghouse record electronically, or to provide electronic consent for a current or prospective employer to conduct a full query (including a pre-employment query) in the Clearinghouse. Failing to consent to a query will result in a driver being prohibited from performing safety-sensitive functions for the employer conducting the query.



FALL 2019

Registration Opens

- Create your user account
- Visit the Clearinghouse Learning Center



JANUARY 6, 2020

Implementation Date

- Mandatory reporting begins

Federal Motor Carrier Safety Administration

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REGISTRATION: CDL DRIVERS

You must complete the registration process before you can respond to employer consent requests or access your driver record in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. The instructions below are for a driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP).

Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

1 Visit <https://clearinghouse.fmcsa.dot.gov/register> and click **Go to login.gov**.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration page. At the top, the FMCSA logo and navigation links (Register, Login) are visible. Below the header, the main heading reads "Register for the Clearinghouse now and be ready for implementation". A red circle with the number 1 is positioned to the left of the page, with a line pointing to a blue button labeled "Go to login.gov" which is highlighted with a red rectangle. To the right of the main heading, there is a section for "GOVERNMENT PERSONNEL" with instructions for enforcement personnel and state driver licensing agencies. Below the main heading, there is a section titled "Why register now?" with three columns: "DRIVERS" (Enter your CDL information and confirm all information is accurate in our database.), "EMPLOYERS" (Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.), and "SAPS & MROS" (Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.).



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On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your email address and password on this screen, click **Sign In** and go to **step 10**.

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.

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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.



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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**.

The screenshot shows the 'STEP 2 OF 4' screen titled 'Create a strong password'. It includes a green confirmation message: 'You have confirmed your email address'. Below this, it states: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. There is a 'Password' input field with a 'Show password' checkbox. The password is masked with dots. Below the input field, a progress bar shows the password strength as 'Great!'. A blue 'Continue' button is at the bottom. At the very bottom, there is a link to 'Cancel account creation'.

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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.

The screenshot shows the 'STEP 3 OF 4' screen titled 'First authentication method setup (1 of 2)'. It includes the text: 'Add a second layer of security so only you can sign in to your account.' and 'You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.' Below this, it says 'Select an option to secure your account:'. There are five radio button options: 'Phone' (selected), 'Authentication application', 'Security key', 'Government employees', and 'I don't have any of the above'. Each option has a brief description. A blue 'Continue' button is at the bottom. At the very bottom, there is a link to 'Cancel account creation'.



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Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

A screenshot of the Drug & Alcohol Clearinghouse registration page. At the top, the 'LOGIN.GOV' logo is on the left and the 'DRUG & ALCOHOL CLEARINGHOUSE' logo is on the right. The main heading is 'STEP 3 OF 4 Enter your security code'. Below this, it says 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.' A red rectangular box highlights the 'One-time security code' input field and the 'Submit' button. Below the input field is a 'Get another code' button with a refresh icon. To the right of this is a checkbox labeled 'Remember this browser'. At the bottom, there is a link 'Entered the wrong phone number? Use another phone number' and a link '< Choose another option'.



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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.**

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

You successfully set up Phone as your first authentication method.

Next, you'll set up another method.

Continue

[Cancel account creation](#)

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You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

You have created your account with login.gov

You can now sign in to **The FMCSA Drug & Alcohol Clearinghouse.**

Continue

This is the only information login.gov will share with DOT:

Email address



Register for the Clearinghouse

Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

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Select your role (**driver**), and click **Next**.

If you are a self-employed CDL driver, do not register as a driver. You will need to register as an employer and, when prompted, identify yourself as an owner-operator (that is, an employer who employs himself or herself as a CDL driver, typically a single-driver operation). [View the registration instructions for employers](#)

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled “Are you covered by DOT Drug and Alcohol Testing Regulations?” and click **Find out**.

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Register Login

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FAQ About Contact

Thank you! You are now logged into your login.gov account.
Follow the steps below to complete your Clearinghouse registration.

Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 LOGIN.GOV 2 ROLE SELECTION 3 CONTACT INFORMATION 4 CDL 5 TERMS & CONDITIONS

2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

Employer Driver Consortium/Third-Party Administrator (C/TPA) Medical Review Officer (MRO) Substance Abuse Professional (SAP)

To complete your Clearinghouse registration you will need:

☒ Your commercial driver's license (CDL) information

Are you a self-employed driver?
If you employ yourself as a CDL driver, you should register in the Clearinghouse as an employer. When asked, you should indicate in your registration that you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Once you register as an employer, you will have the option to add your CDL information.

Are you covered by DOT Drug and Alcohol Testing Regulations?
[Find out](#)

Next Cancel



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Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

3. Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

Name/Phone/Email

First Name

Middle Name (Optional)

Last Name

Phone Number

Type

Alternate Phone Number (Optional)

Type

Email Address (Login.gov Username)

user@company.com

Address (Physical)

Street

City

Country

State

ZIP Code

Address (Mailing)

☒ Same as Physical Address

Preferred Contact Method

☒ Email
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ U.S. Mail
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

Previous Next Cancel



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Choose your preferred contact method:

Preferred Contact Method

☒ Email
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ U.S. Mail
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

Previous

Next

Cancel

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either **Change to Email** or **Keep as U.S. Mail**.

Confirm Your Preferred Contact Method

Notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions.

Change to Email

Keep as U.S. Mail

Do you need help? Download step-by-step instructions for registration.

Country: United States State: Massachusetts



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Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information. Click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).

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✓

LOGIN.GOV

✓

ROLE SELECTION

✓

CONTACT INFORMATION

4

CDL

5

TERMS & CONDITIONS

4. Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS)

First Name

Last Name

Country

State

CDL Number

Date of Birth

Previous
Verify
Cancel



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Once your CDL information is verified, you will not be able to edit it. Click **Next**.

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1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

Success!
We have verified your CDL information.

4. Commercial Driver's License Information
Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name Last Name
Sam Jones

Country State
United States AAMVA Test System - Z6

CDL Number Date of Birth
1234567 August (08) 16 1977

Previous **Next** Cancel

If the Clearinghouse cannot not verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to contact your State Driver Licensing Agency to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL information has been verified. You can update this information under "My Profile" in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click **Next**.



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Review the Clearinghouse terms and conditions.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration process. At the top, there's a header with the FMCSA logo and navigation links for Register and Login. Below the header, there's a progress bar with five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL, and TERMS & CONDITIONS. The fifth step, TERMS & CONDITIONS, is currently selected and highlighted. Below the progress bar, the title "5. Terms and Conditions" is displayed, followed by the "FMCSA IT Rules of Behavior". The text states: "As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:"

Check the box to confirm that you agree to the terms and conditions and click **I Agree**.

The screenshot shows the bottom of the "5. Terms and Conditions" page. It includes a checkbox for "I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).". Below this is another checkbox for "I affirm that all the information provided is true and accept all of the terms above.". At the bottom, there are three buttons: "Previous", "I Agree", and "Cancel".

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to respond to employer consent requests, review your Clearinghouse record, and make changes to your Clearinghouse account.