



Coming January 6, 2020

FOR CDL DRIVERS

Record
Consent
Query
Safety



https://clearinghouse.fmcsa.dot.gov

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=MCSA-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.

Visit the Clearinghouse
 Learning Center







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 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 safetysensitive functions for the employer conducting the query.

Federal Motor Carrier Safety Administration

CLEARINGHOUSE



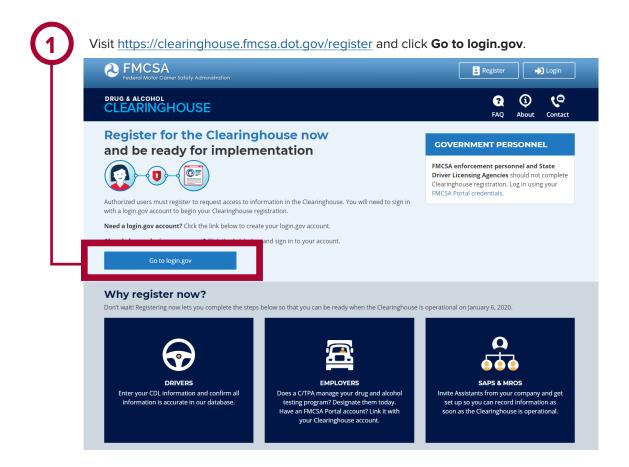
REGISTRATION: CDL DRIVERS

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.



REGISTRATION: CDL DRIVERS



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. Are you EMCSA or State Driver Licensing As The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely. Are you FMCSA or State Driver Licensing Agency personnel? FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles. Visit the Government User login Email address Show password Password LOGIN.GOV Sign In Don't have an acco Create an account **Confirm your email** Sign in with your government employee ID

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. 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.

U	Are you FMCSA or State Driver Licensing Agency
	personnel?
	FMCSA enforcement and SDLA staff do not need to create a
	login.gov account to access the Clearinghouse. This
	includes staff from Departments of Motor Vehicles.
	<u>Visit the Government User login</u>

Email ad	dress		
	Submit		

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours

Confirm email address

44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit www.login.gov/help

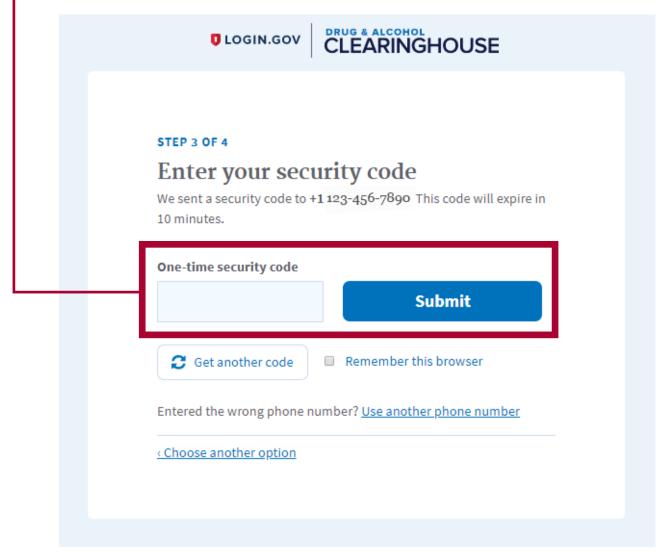
About login.gov | Privacy policy



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.	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.			
You have confirmed your email address				
STEP 2 OF 4 Create a strong password It must be at least 12 characters long and not be a commonly used password. That's it! Password Password Password Show password Password strength: Great! Password safety tips + Cancel account creation	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>			
	Government employees Use your PIV/CAC card to secure your account O I don't have any of the above You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place. Continue . Cancel account creation			



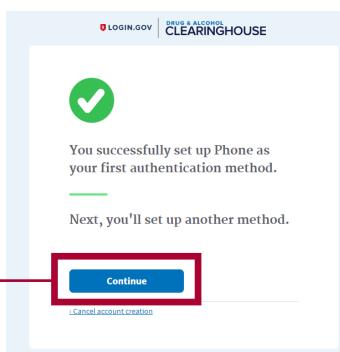
Enter your security code and click Submit. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

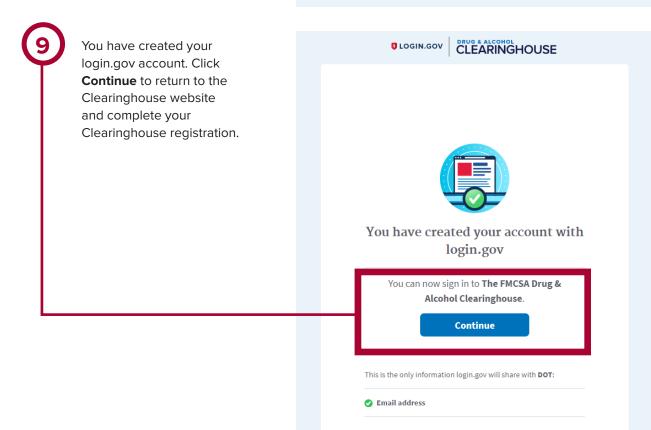


REGISTRATION: CDL DRIVERS



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.







Register for the Clearinghouse

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

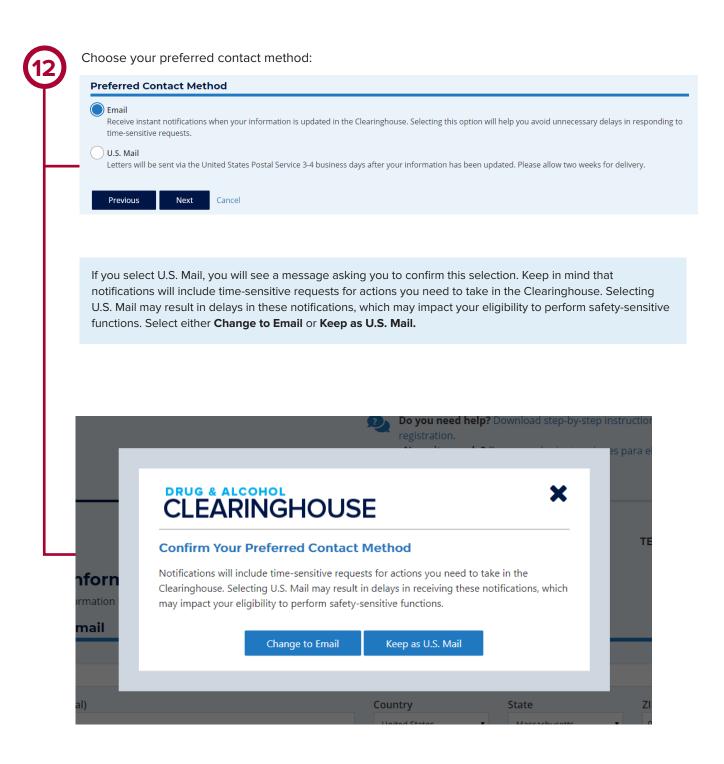


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Enter your contact information and click **Next.** All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

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3. Contact Information			
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Middle Name (Optional)	Country	State Select a state *	ZIP Code
Last Name	Address (M	lailing)	Same as Physical Address
Phone Number	Туре		
Alternate Phone Number (Optional)	Type		
Email Address (Login.gov Username)			
user@company.com			
Preferred Contact Method			
 Email Receive instant notifications when your informati time-sensitive requests. U.S. Mail Letters will be sent via the United States Postal Se 			
Previous Next Cancel			



REGISTRATION: CDL DRIVERS





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

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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.

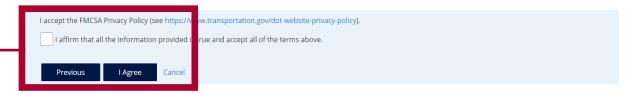
If your CDL information cannot be verified, you will need to contact your State Driver Licensing Agency to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL 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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FMCSA	r Safety Administration			Register		Login
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5. Terms and	Conditions					
	lotor Carrier Safety Administration (Fl	MCSA) Drug and Alcohol Clearinghouse, I under tand that by accessing a U.S. Government info				

Check the box to confirm 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 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.