How to Conduct a Limited Query: C/TPAs

What is a limited query?
A query is an electronic check of a driver’s record in the Clearinghouse, as required of employers of CDL drivers per § 382.701. A limited query determines if an individual driver’s Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations. A violation is unresolved if the driver has not completed the return-to-duty (RTD) process. To view full details of a driver’s Clearinghouse record, you would need to conduct a full query.

An employer may designate a consortium/third-party administrator (C/TPA) in the Clearinghouse to conduct queries on their behalf. Employers may also choose to conduct queries themselves. See the How to Conduct a Limited Query: Employers Job Aid.

Conducting Limited Queries
Follow the instructions below for a step-by-step guide on how to conduct a limited query.

1. Log In and Access the Dashboard
   Visit https://clearinghouse.fmcsa.dot.gov. Click Log In and access the Clearinghouse using your login.gov username and password. Under My Dashboard, go to Queries and click Conduct a Query.

2. Select the Employer
   Before you conduct a query you will need to select the employer on whose behalf you are conducting this query. This employer will be able to access the query information after it has been conducted.

   The employer’s query balance will appear alongside their name in the drop-down list. Note that you will not be able to select an employer who has a query balance of zero. The employer will need to purchase a query plan before you can conduct queries on their behalf.
Enter and Verify Driver Information

Enter the information of the driver you need to query and click **Verify Driver Information**.

You will need to provide the following driver information:
- Driver first and last name
- Driver date of birth
- Driver commercial driver’s license (CDL) or commercial learner’s permit (CLP) number, and the state and country of issuance

Once a driver’s CDL information is verified, you will not be able to edit it. If you entered the driver’s information in error, click **Cancel** and begin again with a new query. When the driver’s information is correct, click **Next**.

BULK UPLOAD

If you need to query multiple drivers at once, you can click **I want to submit a bulk upload**. You will be redirected to the Bulk Query Upload page. Follow the instructions on the screen to download, complete, and upload the **Bulk Upload Template File**.

Note that the bulk query upload option requires some familiarity with formatting tab-delimited files. If you have never worked with this file type before, consider conducting each query individually.
Conduct the Limited Query
Select Limited Query. Check the box to certify that you have obtained general consent from the driver outside the Clearinghouse and click Next.

Click Conduct Query.
The results of the limited query will be displayed immediately and one query will be deducted from the employer’s query balance.
**DRIVER NOT PROHIBITED**
If the limited query determines that there is no violation information in the driver’s Clearinghouse record, the results will show “Driver Not Prohibited”.

**RECORD(S) FOUND; FULL QUERY NEEDED**
If information related to a drug and alcohol program violation is present in the driver’s Clearinghouse record, a notice appears stating “Record(s) Found; Full Query Needed”.

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**Query Complete**

**Result: Driver Not Prohibited**
No violation information was found in the Clearinghouse for the driver you queried. The driver is not prohibited from performing safety-sensitive functions based on the information available in the Clearinghouse.

**View My Queries**

**Send Consent Request**

**Query Complete**

**Result: Record(s) Found; Full Query Needed**
Information related to drug and alcohol program violations has been found in the Clearinghouse record of the driver you queried. To determine if this driver is prohibited from performing safety-sensitive functions, you will need to conduct a full query.

- You must obtain the driver’s electronic consent before you can conduct the full query and access the driver’s detailed information.
- If the full query is not conducted within 24 hours, the driver must be removed from safety-sensitive functions.

**A full query must be completed within 24 hours or the driver must be removed from safety-sensitive functions.** Click **Send Consent Request** to generate the request and obtain the driver’s electronic consent to conduct a full query.

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**Note:** A notice that a result of “Record(s) Found” is not a notification that a queried driver is prohibited from performing safety-sensitive functions. A full query is needed to determine the driver’s eligibility status.
Query History
Your Query History page contains records of queries that have been conducted by you or your Clearinghouse Assistants.

Select information, including the driver’s eligibility status, will be available in the violation summary.

To access additional details, including violation information or return-to-duty (RTD) status information, click View Query Details.

Color Borders
Violation summaries may have a color along the left side. These colors indicate important information about a driver’s eligibility status. The violation summary may contain additional details about any next steps needed.

To access additional details, including violation information or RTD status information, click View Query Details.

Note that the query results reflect the driver’s status at the time the query was conducted. If you need up-to-date information on a driver’s eligibility status, you will need to conduct a new query.

YELLOW
The driver may be or may soon become prohibited from performing safety-sensitive functions.

RED
The driver is prohibited from performing safety-sensitive functions.
Query Details
Below are examples of full query details for two scenarios, one in which the driver has no violation information in the Clearinghouse (at left) and one in which the driver has open violations (at right).