DataQs is a Federal Motor Carrier Safety Administration (FMCSA) system that allows users to request and track Federal and State data on file with FMCSA. Drivers may use DataQs to file concerns about information reported to the Drug and Alcohol Clearinghouse (Clearinghouse) or monitor the status of a current request for data review (RDR).

What can I do if I believe information has been inaccurately recorded about me in the Clearinghouse?

Drivers are permitted to challenge only the accuracy of information in the Clearinghouse reflected in one of the following categories:
- Accuracy of data in driver record
- Actual knowledge violation did not result in a conviction
- Actual knowledge violation did not comply with reporting requirements
- Refusal to test violation did not comply with reporting requirements

Drivers may not use the petition process to challenge the accuracy of test results or refusals.

When can I expect a response to my petition?

Within 45 days of receiving a complete petition, FMCSA will inform the driver, in writing (email or letter), of its decision to retain, remove, or correct the information in the database and provide the basis for the decision.

A driver may request an expedited review if the inaccuracy is currently preventing him or her from performing his or her job duties per § 382.717(e). FMCSA will respond to expedited reviews within 14 days. Note that the driver must provide evidence (e.g., notice of suspension) in order to request an expedited review.

How can I request a review of Drug and Alcohol Clearinghouse information?

Complete the steps below to create a DataQs account and submit a petition for a review of your Clearinghouse information.
Requesting a Review of Drug and Alcohol Clearinghouse Information

Complete the following steps in order to submit your request.

CREATE A DATAQs ACCOUNT

Owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation) will log in to DataQs using their FMCSA Portal account. (Don’t have a Portal account? Register for one now and request access to DataQs.) Once you have a Portal account and access to DataQs, go to https://dataqs.fmcsa.dot.gov. To log in, select FMCSA Portal Account, enter your Portal user ID and password, and click the arrow icon. Then go to page 3 of this document.

1. If you are a CDL driver or an authorized driver representative and are new to DataQs, you will need to create a DataQs account.

   Go to https://dataqs.fmcsa.dot.gov. Select DataQs Account to sign up for a DataQs account. If you already have a DataQs account, log in and go to page 3 of this document.

2. Enter your information. All fields marked with an asterisk (*) are required. When you have finished entering your information, click Next.

   Once you create your account, you will be directed to your DataQs profile.
START A PETITION

1. While logged in to your DataQs account, click My DataQs in the toolbar.

2. To start a new petition, click Add a Request.

SUBMIT A PETITION

1. SELECT EVENT
   Follow the steps in the DataQs wizard to complete your petition.

   In Step 1, select the option under Drug and Alcohol Clearinghouse, “Submit a petition contesting the accuracy of information reported in the Clearinghouse”, and click Next.
2 SELECT TYPE
In Step 2, select the reason you would like FMCSA to review your Clearinghouse information and click Next. See § 382.717 for details on acceptable reasons for a petition.

You may not use this petition process to challenge the accuracy of test results or refusals.

3 CONFIRM SELECTION
Once you have selected the reason for your petition, Step 3 will prompt you to confirm your request. In the example provided, “Accuracy of data in driver record” has been selected.

If your selected reason does not accurately explain why you are filing a petition, click Back and select the correct option. Once you have confirmed the information is correct, click Next.
4 ENTER DETAILS

**A** Enter your information. If you are an authorized driver representative, enter the information about the CDL driver on whose behalf you are submitting this petition. All fields marked with an asterisk (*) are required.

**B** Locate your Clearinghouse Record ID Number. This will be listed in your Violation Record in the Clearinghouse.

Enter the Clearinghouse record ID number and the reason for the petition and click **Add record to petition**. If you want to enter more than one record ID number, enter each separately. Make sure to provide adequate details of the reason for your request.

**WARNING!** You must add at least one Clearinghouse record ID number in order to complete your petition. Otherwise no information will be saved.

**C** 382.717(e) Request

You will be asked if you have any evidence (e.g., notice of suspension) that the violation in your Clearinghouse record is preventing you from performing safety-sensitive functions. If you select “Yes,” you will submit this documentation on the next screen.

When you have selected your response, click **Next**.
SUBMIT DOCUMENTATION

You must include documentation to support your petition. You can upload documentation on this screen, or you can save a draft of your request and upload your documents later (see page 7). You also have the option to fax in documentation using a fax cover sheet, see page 9 for fax instructions.

If applicable, include evidence that the violation in your Clearinghouse record is preventing you from performing safety-sensitive functions.

Note that you must provide evidence to support your claim that information recorded in your Clearinghouse record is inaccurate. If you fail to provide sufficient evidence, your petition will be closed with no further action taken.

Once you have uploaded your documentation, click Next.
If you are ready to submit your petition to FMCSA without first saving a draft or faxing in documentation, check the box to certify your information is true, accurate, and complete. Click Submit, and go to page 12 of this document.
EDIT A SAVED DRAFT  
(OPTIONAL)

To complete your petition and/or submit additional documentation, log into your DataQs account and click My DataQs in the toolbar.

Click the Details link next to the ID number to review or revise that petition. This allows you to finalize your request and submit your draft petition to FMCSA for review. You may also add documentation and driver responses to any previously-submitted petition until that petition is closed.

What would you like to do?

1 Request a Review

Click “Add a Request” above to request a review of data issued by FMCSA or recorded in an FMCSA system. An “Advanced Form” link is available to users who have submitted at least five requests and provides a streamlined submission process.

Motor carriers may access their safety data in the following FMCSA systems:
- Safety Measurement System (SMS)
- Safety and Fitness Electronic Records (SAFER) System
- Portal website

Drivers may obtain their data through the following FMCSA systems:
- Purchase commercial driving history from the Pre-Employment Screening Program (PSP) website, or request it through a Freedom of Information Act (FOIA) request (learn more in the Help Center).
- Review drug and alcohol program violation information in the Drug and Alcohol Clearinghouse.

2 Monitor Requests

To monitor the status of your request (or add/delete information), select “Details” in the List of Reviews Requested below. Note: Only the requests matching the search criteria above the List of Reviews Requested will be displayed. To change or modify the search criteria, click on Advanced Search.

List of Reviews Requested

<table>
<thead>
<tr>
<th>ID</th>
<th>DETAILS</th>
<th>EVENT STATE</th>
<th>STATUS</th>
<th>LAST UPDATED</th>
<th>TYPE</th>
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</table>

Save Draft 03/31/2020 Drug and Alcohol Clearinghouse
**FAXING DOCUMENTATION (OPTIONAL)**

Once you have saved your draft, DataQs will provide a link to a cover sheet you can use to fax any supporting documentation to FMCSA.

Follow the instructions provided to fax your documentation using the auto-generated cover sheet that contains a unique barcode. This fax cover sheet ensures that your petition documentation is automatically added to your request. Note that if you do not use the provided cover sheet with the unique barcode, your documentation will not be added automatically and you will have to wait for it to be processed manually before you can submit your petition.

Once you are ready to submit your petition, click View Your Request.
This will take you to a summary of the information you have entered so far. Click Add Response/Documentation to expand the page. This expanded view allows you to add a response, insert a comment to include with your petition, or upload additional documentation.

**Petition Submitter**

Type of submitter: Driver

**CDL Driver Information as Appears in the Clearinghouse**

First Name: 
Middle Name: 
Last Name:

**CDL Driver License Information as Appears in the Clearinghouse**

License Number:
Country: United States  
State: Alabama

**Explanation of Request for Review of Clearinghouse Information**

Petition Type: Accuracy of data in driver record

Clearinghouse Record ID
Reason for petition: The CDL Number associated with my Clearinghouse account is incorrect.

**382.717(e) Request**

Can you provide evidence or other documentation that this violation is preventing you from performing safety-sensitive functions in accordance with § 382.717(e)?  
Yes:

**Supporting Documents**

The following files have been uploaded for submission

<table>
<thead>
<tr>
<th>Date Uploaded</th>
<th>Document Name</th>
<th>Title</th>
<th>Content Type</th>
<th>Size (bytes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/29/2021 9:18 AM</td>
<td>Document.doc</td>
<td>Registration information</td>
<td>application/pdf</td>
<td>1007327</td>
</tr>
</tbody>
</table>

**Response List**

Add Response/Documentation
When you are sure that all information is complete and accurate, click **Submit**.

**Upload Document (optional):**

1. Select file to upload: **Choose File**  
   No file chosen  
   Allowable file size: 5MB  
   Allowable file types: DOC, DOCX, PDF, TIF, TIFF, TXT, XLS, XLSX, WPD, ZIP  
   Allowable image formats: GIF, JPEG, JPG  
   Allowable video formats: AVI, MKV, MP4, MPEG, MPG, WMV  
2. Enter a brief title, or select a suggested title from the dropdown menu on the right: **--Title Suggestion--**
3. Click upload **Upload**

**To fax your documentation (optional):**

1. Print the **Fax Cover Sheet** for request ID: **[Redacted]**  
2. Send fax to (202) 688-2675  
3. Confirm fax was assigned to the request approximately 5 minutes after sending

**WARNING:**

Any intentionally false or misleading statement, representation or document that you provide in support of this DataQs Request may subject you to prosecution for violation of Federal law punishable by a fine of not more than $10,000.00 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

By clicking "Submit", you certify that the statements and information you are submitting in support of this Request are, to the best of your knowledge, true, accurate, and complete.
YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED

Your petition has been assigned an ID number for reference. You will receive an email or letter from DataQs after initially submitting your request and another once FMCSA has made its determination. If FMCSA determines that the record needs to be corrected in the Clearinghouse, you will receive a notification from the Clearinghouse once that correction has been made.

You can review or revise your petition or monitor responses from FMCSA by clicking Return to My DataQs. You can also access this page at any time by clicking the My DataQs link in the toolbar.
REQUEST AN ADMINISTRATIVE REVIEW

If you believe the FMCSA decision in response to your petition was made in error, you can request to have your petition reviewed again. This second review is referred to as the Administrative Review. Note that the decision of the Administrative Review will be considered the final Agency action under 49 CFR § 382.717.

As with your initial request, you will receive an email or letter from DataQs after submitting your request for an Administrative Review, as well as another notification once FMCSA has made its determination. If FMCSA determines that the record needs to be corrected, you will receive a notification from the Clearinghouse once that correction has been made.

1. While logged in to DataQs, click My DataQs in the toolbar. Click the Details link next to the ID number of the petition you want to submit for administrative review. On the Details page, scroll down and click Add Response/Documentation.

2. Check the box next to, “I would like to have this request reviewed again,” provide a response to explain your request, and upload any supporting documentation. When you are finished, click Submit.

As with your initial request, you will receive an email or letter from DataQs after submitting your request for an Administrative Review, as well as another notification once FMCSA has made its determination. If FMCSA determines that the record needs to be corrected, you will receive a notification from the Clearinghouse once that correction has been made.

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