

# DRUG & ALCOHOL CLEARINGHOUSE



## HOW TO PURCHASE A QUERY PLAN

### Why Purchase a Query Plan?

All employers of CDL drivers must purchase a query plan in the Clearinghouse. This query plan enables employers, and their consortia/third-party administrators (C/TPAs), to conduct queries of driver Clearinghouse records as required per § [382.701](#).

### Purchasing a Query Plan

Query plans may only be purchased from the FMCSA Clearinghouse website by registered employers. Employers can choose a query plan that fits their business needs. C/TPAs cannot purchase query plans on behalf of an employer.

### Not sure which query plan to purchase?



Select a query plan large enough to cover the number of CDL drivers you currently employ. You can purchase additional query plans, as needed. Query plans are non-refundable.

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### Go to the Query Purchase Page

Visit <https://clearinghouse.fmcsa.dot.gov>. Click **Log In** and access the Clearinghouse using your login.gov username and password.



If you have not yet registered for the Clearinghouse, click **Register** and follow the instructions to register as an Employer. For further instructions, see the [Employer Registration Job Aid](#).

Under **My Dashboard**, go to **Query Plan** and click **Buy**.





## 2

### Select a Query Plan

Individual query plans are available for purchase. Each query is \$1.25.

Click on the dropdown menu to select the query plan size you would like to purchase. You can check the table to review the cost for each query plan size.

Once you have selected the plan size you would like to purchase, click **Continue to Pay.gov**. You will be directed to Pay.gov to process your payment.



Pay.gov is a secure, web-based application operated by the U.S. Department of the Treasury that allows you to make online payments to government agencies. For more information, visit <https://pay.gov>.

**Purchase a Query Plan**

You are currently on the official FMCSA Clearinghouse website. Query plans must be purchased from the FMCSA Clearinghouse only. You must purchase a query plan before you, or your designated C/TPA, can conduct limited or full queries in the Clearinghouse. C/TPAs may not purchase query plans on behalf of employers.

### INDIVIDUAL QUERY PLAN

**\$1.25**  
Flat per query rate (limited or full)

- Flat per query rate (\$1.25), for limited and full queries
- Bundles customized to meet your business needs
- Queries never expire
- Purchase additional query plans, as needed

Select Plan Size

**Continue to Pay.gov**

You will be directed to Pay.gov to process your payment.

[VIEW PAYMENT OPTIONS](#)

Plan Size	Plan Cost
1	\$1.25
2	\$2.50
3	\$3.75
4	\$5.00
5	\$6.25
10	\$12.50
20	\$25.00
50	\$62.50
100	\$125.00
150	\$187.50
200	\$250.00
300	\$375.00
500	\$625.00
1,000	\$1,250.00
1,500	\$1,875.00
2,000	\$2,500.00
2,500	\$3,125.00
5,000	\$6,250.00
7,500	\$9,375.00

If you anticipate having to conduct a high volume of queries on an annual basis, view the options for high-volume users.

### HIGH VOLUME USERS

Employers who will annually conduct a high volume of queries can view an additional plan option by clicking the link at the bottom of this page.



**UNLIMITED QUERY PLAN OR INDIVIDUAL QUERY PLAN**  
 If you clicked the link for high-volume users, you will be asked to choose from either the Unlimited Query Plan or an Individual Query Plan.

**UNLIMITED QUERY PLAN**  
**\$24,500**  
 One annual payment  
 Expires 12 months after date of purchase\*  
 \* Note: Unlimited query plans purchased prior to January 6, 2020 will go into effect on January 6, and will expire on January 5, 2021.  
 Continue to Pay.gov

**INDIVIDUAL QUERY PLAN**  
**\$1.25**  
 Flat per query rate (limited or full)  
 Queries never expire.  
 Select Plan Size  
 Continue to Pay.gov

Plan Size	Plan Cost
1	\$1.25
2	\$2.50
3	\$3.75
4	\$5.00
5	\$6.25
10	\$12.50
20	\$25.00
50	\$62.50
100	\$125.00
150	\$187.50
200	\$250.00
300	\$375.00
500	\$625.00
1,000	\$1,250.00
1,500	\$1,875.00
2,000	\$2,500.00
2,500	\$3,125.00
5,000	\$6,250.00
7,500	\$9,375.00

You will be directed to Pay.gov to process your payment.

**SELECT EITHER:**  
**Unlimited Query Plan** or **Individual Query Plan bundle**  
 use the drop-down list to select a query plan size

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Click **Continue to Pay.gov** under the type of query plan you would like to purchase. You will be directed to Pay.gov to process your payment.




### 3 Process Your Payment

**PAYMENT METHODS**

The Clearinghouse is using Pay.gov, a secure government website for processing financial transactions, to process query plan payments.

**Pay.gov accepts the following payment methods:**





- Electronic funds transfer (EFT) from a checking or savings account (ACH)
- Amazon Pay, PayPal
- Debit or credit card



#### A Select Payment Type

Select the payment method you will use and click **Continue**.

Please select a payment method:

- I want to pay with a withdrawal from a checking or savings account (ACH) 
- I want to pay with my Amazon account 
- I want to pay with my PayPal account 
- I want to pay with a debit or credit card 

[Cancel](#) [Continue](#)

#### B Enter Payment Information

##### EFT from savings/checking account (ACH)

Enter your account information and routing number information and click **Continue**.

Agency Tracking ID: 1571356800e24633af7c  
 Payment Amount: \$24,500.00  
 \* Account Holder Name:   
 \* Account Type:

Routing Number	Account Number	Check Number
<input type="text" value="026946763"/>	<input type="text" value="9243767390"/>	<input type="text" value="1234"/>

\* Routing Number:   
 \* Account Number:   
 \* Confirm Account Number:

##### Amazon Pay or PayPal

You will be directed to log into your Amazon Pay or PayPal account to complete the payment process. Once you enter your payment information, you will be directed to Pay.gov to review and submit your payment.

Stay logged in for faster purchases [?](#)

[Log In](#)


NOTE: Amazon Pay and PayPal have maximum limits of \$10,000. If you have selected the Unlimited Query Plan, you will need to select either EFT or credit card as the method of payment.

##### Debit or credit card

Enter the credit card information and click **Continue**.

Please provide the Credit or Debit Card Information below  
\* indicates required fields

Agency Tracking ID: 1571356800bb4be5baff  
 Payment Amount: \$125.00  
 \* Country:   
 \* Billing Address:   
 Billing Address 2:   
 \* City:   
 \* State/Province:   
 \* ZIP/Postal Code:   
 \* Account Holder Name:



\* Card Number:   
 \* Expiration Date:  /   
 \* Card Security Code:

[Previous](#) [Cancel](#) [Continue](#)

NOTE: The transaction will appear as "FMCSA D&A Clearinghouse" on your statement.

#### C Review and Submit Payment

Check the box to agree to the Pay.gov authorization and disclosure statement and click **Continue**.

You will be directed back to the Clearinghouse.

I authorize a charge to my account for the above amount.

[Cancel](#) [Continue](#)



## 4 Review Your Query Balance

Once your payment is processed successfully, your query balance will be updated.

### Limited Plan

**Query Plan Summary** Query Balance: 100 remaining [View Query Plan Summary](#) [Purchase a Query Plan](#)

**Payment processed successfully.**

- You have purchased 100 queries.
- Your query balance has been updated.

**QUERY SUMMARY**

<b>0</b> Queries Conducted In the past 12 months	<b>0</b> Queries Pending	<b>100</b> Query Balance
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### Unlimited Plan

If you purchased an Unlimited Query Plan, your query balance will read “unlimited” and your query plan expiration date will be updated.

**Query Plan Summary** Query Balance: unlimited (expires 1/5/2021) [View Query Plan Summary](#) [Purchase a Query Plan](#)

**Payment processed successfully.**

- You have purchased an unlimited query plan.
- Your plan will expire 1/5/2021.

**QUERY SUMMARY**

<b>0</b> Queries Conducted In the past 12 months	<b>0</b> Queries Pending	<b>Unlimited</b> Query Balance Expires 1/5/2021
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