

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.

1

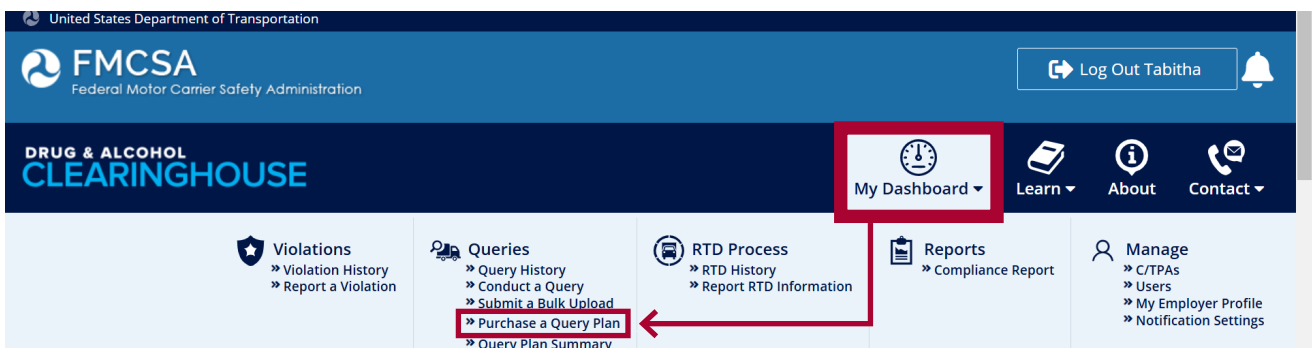
Go to the Query Purchase Page

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 **Queries** and click **Purchase a Query Plan**.





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.

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FMCSA Federal Motor Carrier Safety Administration | Log Out Employer Name

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Purchasing a Query Plan

Query Balance: 0 remaining | View Query Plan Summary | 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 consortium/third-party administrator (C/TPA), can conduct limited or full queries in the Clearinghouse. C/TPAs may not purchase query plans on behalf of employers.

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

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)
- PayPal
- Debit or credit card



A Select Payment Type

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

Drug and Alcohol Clearinghouse

DRUG & ALCOHOL CLEARINGHOUSE

Payment Information
Payment Amount \$2.50

I want to pay with my

- Bank account (ACH)
- PayPal account
- Debit or credit card

Continue Cancel

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: Sunnyville Trucking Co

* Account Type: Business Checking

Routing Number Account Number Check Number

00 25 94 6 7 6 3 9 2 4 3 7 6 7 3 9 0 1 2 3 4

* Routing Number: 041001039

* Account Number: 123456

* Confirm Account Number: 123456

PayPal

You will be directed to log into your **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.**

Email or mobile number

Password

Stay logged in for faster purchases ?

Log In

NOTE: PayPal has a maximum limit 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 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: United States

* Billing Address: 16 Main Street

Billing Address 2:

* City: Sunnyville

* State/Province: Nevada

* ZIP/Postal Code: 12345

* Account Holder Name: Sunnyville Trucking Co

VISA MASTERCARD AMERICAN EXPRESS DISCOVER PLUS MONEY ORDER

* Card Number: 5111111111111111

* Expiration Date: 10 | 2024

* Card Security Code: 998

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

0 Queries Conducted In the past 12 months ⓘ	0 Queries Pending ⓘ	100 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

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