

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: C/TPAs

Consortia/third-party administrators (C/TPAs) must be registered before they can be designated by an employer in the FMCSA Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse.

Follow the steps below to register in the Clearinghouse as a C/TPA.

1

Visit <https://clearinghouse.fmcsa.dot.gov> and click **Register**.

Use your Login.gov email address and password to log in. Or, if you need to create a new Login.gov account, do so now. You will automatically be brought back to the Clearinghouse to complete the registration process. For instructions, download the [Creating a Login.gov Account job aid](#).

An official website of the United States government [Here's how you know](#)

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

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Welcome to the Drug and Alcohol Clearinghouse

An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.

Register >> **Log In** >>

The Clearinghouse contains information about holders of commercial driver's licenses (CDLs) and commercial learner's permits (CLPs) who are covered by FMCSA's Drug and Alcohol Testing Program.

What do you need to do?

Log in above if you need to...

- Record** information about a violation of FMCSA's drug and alcohol testing program by a CDL driver.
- Query** the Clearinghouse for drug and alcohol program violation information.
- Consent** to an employer's request to view your Clearinghouse record or review your own driver record.

- Record
- Consent
- Query
- Safety



2

Once logged in to your Login.gov account, you will be asked to select your role. Select **Consortium/Third-Party Administrator (C/TPA)**. Check the box to confirm that you are the C/TPA Administrator, and click **Register as a C/TPA**.

By continuing with registration, you are confirming that you are authorized by your C/TPA to act as the Clearinghouse Administrator; this means you will be able to add or remove users who will use the Clearinghouse on your C/TPA's behalf. If you are not authorized to act as the Clearinghouse Administrator for your C/TPA, do not proceed with this registration. Contact your C/TPA's Clearinghouse Administrator to request an invitation to [register as a Clearinghouse Assistant](#) for your C/TPA.

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Register Log In
U.S. DOT Enforcement Users

DRUG & ALCOHOL CLEARINGHOUSE

My Profile Learn About Contact

Thank you! You are now logged into your login.gov account.
Follow the steps below to complete your Clearinghouse registration.

Do you need help? Download step-by-step instructions for C/TPA registration.

1 LOGIN.GOV 2 ROLE SELECTION 3 IDENTITY VERIFICATION 4 CONTACT INFORMATION 5 COMPANY INFORMATION 6 TERMS & CONDITIONS

STEP 2 OF 6
Select Your Role

The role you register as will determine which actions you are permitted to take in the Clearinghouse. Review the options below and select the option that best describes your role.

Student Driver Driver Employer
Consortium/Third-Party Administrator (C/TPA) Medical Review Officer (MRO) Substance Abuse Professional (SAP)

I will:

- Report drug and alcohol program violations on behalf of an employer.
- Conduct queries on prospective and currently-employed CDL drivers on behalf of an employer.
- Respond to designation requests from employers I work on behalf of.
- Manage my C/TPA's users in the Clearinghouse.

Are you the Clearinghouse Administrator?
Clearinghouse Administrators can invite or remove users who will use the Clearinghouse on behalf of a C/TPA.

Yes, I am the C/TPA Administrator.
 No, I am not the C/TPA Administrator.

Register as a C/TPA



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The next step in the Clearinghouse registration process is to verify your identity. This step protects your data and ensures secure access to Clearinghouse information.

For instructions on this step, see the [Clearinghouse Identity Verification job aid](#). When you have successfully verified your identity, check the box and click **Next** to continue.

STEP 3 OF 6
Verify Your Identity


To enhance the security of your information within our systems, the Federal Motor Carrier Safety Administration (FMCSA) has implemented a new identity verification process. This is designed to protect your data and ensure secure access to your Clearinghouse information.

Before you can proceed to the next Clearinghouse registration step, you will need to follow the instructions below.

1. Make sure you have your government-issued identification, such as a driver's license, with you, as you will need to scan this document.
2. Use the camera on your mobile device to scan the QR code on this screen (at right) and follow the link. If you are viewing this screen on a mobile device, click the link below the QR code.
3. The QR code link will take you to the FMCSA Identity Verification mobile app. Follow the prompts to verify your identity securely.
4. Once you receive the "Success! You have completed your Identity Proofing" message from the mobile app, you can check the box below and click "Next" to proceed to the next registration step.

Have you completed FMCSA Identity Verification?

Yes, I have followed the steps above and completed FMCSA Identity Verification.



[Click here if on mobile device](#)

4

Enter your contact information and your company information and click **Next**. All fields are required unless otherwise noted. The following fields will be pre-filled and cannot be modified:

- **Name:** First Name, Middle Name, and Last Name are pulled from the information on the document you scanned in the Identity Verification step.
- **Email:** Email Address (Login.gov Username) is the email address you used to log in. If you plan to use a different email address for your Clearinghouse work, you will need to add this email address to your Login.gov account and begin registration again, using the new email address to log in.

STEP 4 OF 6
Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

Name	Phone/Email	
First Name	Phone Number	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name (Optional)	Alternate Phone Number (Optional)	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	Email Address (Login.gov Username)	
<input type="text"/>	<input type="text" value="899f096d-67cc-4495-bd08-8349447a7353@example.com"/>	



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Enter your C/TPA's company information and click **Next**. All fields are required unless otherwise noted.

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LOGIN.GOV ROLE SELECTION IDENTITY VERIFICATION CONTACT INFORMATION **COMPANY INFORMATION** TERMS & CONDITIONS

STEP 5 OF 6 Company Information

Company Name

Name

Contact Information

Phone Number Type

Alternate Phone Number (optional) Type

Company Email Address (optional)

Office Address

Street

City

Country State ZIP Code

Select a state

Additional Address No additional address

Previous Next Cancel



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Review the Clearinghouse terms and conditions.

Check the box to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

Note that the Clearinghouse terms and conditions may be updated on occasion.

STEP 6 OF 6

Terms and Conditions

FMCSA IT Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. The Drug and Alcohol Clearinghouse is authorized for official use only.
2. The Drug and Alcohol Clearinghouse may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
3. FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
4. Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
5. Non-public information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express permission of the owner of that information.
6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
7. Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
8. Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms **must never** be shared or stored in **printed form** in any place accessible. If stored **digitally**, a password must not be stored in a clear-text or a readable format. You may store your login.gov "Just in case" information in printed or digital form.
9. The Drug and Alcohol Clearinghouse uses login.gov to authenticate you. Login.gov has password format requirements and a password expiration policy that must be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See <https://www.login.gov/help/changing-settings/turn-off-two-factor-authentication/> for more information.
10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at FMCSASecurity@dot.gov.
11. Users must protect all confidential/sensitive and privacy information from disclosure.
12. Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
13. I agree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.
14. I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyone who:
 1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
 2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
 3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
 4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
 5. Prevents authorized use of a Government information system.
15. Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. (e.g., DoB, SSN, and Driver's License).
16. Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said equipment.

Drug and Alcohol Clearinghouse Terms of Use

I am capable and willing to comply with the requirements under of 49 CFR 382 Subpart G, Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of proposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse, I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 49 CFR part 382. I certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. part 382. I agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law; and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, civil, or criminal penalties, including prosecution under 18 U.S.C. § 1001 or government-wide suspension and debarment under 2 C.F.R. part 180. I understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. § 382.713.

I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).

I affirm that all the information provided is true and accept all of the terms above.

Previous

I Agree

Cancel

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 accept designations from employers. You will also come here to invite/manage your Clearinghouse Assistants; report drug and alcohol program violations, negative return-to-duty results, and the successful completion of follow-up testing; and/or conduct queries on behalf of your employer(s).