



## PROCESO DE REGISTRO: CONDUCTORES CDL

Usted deberá registrarse antes de poder responder a solicitudes de consentimiento por parte de empleadores o tener acceso a su expediente de conductor en el Centro de Intercambio de Información sobre Pruebas de Drogas y Alcohol de la FMCSA. Las siguientes instrucciones son para conductores que cuentan con una licencia de conducir comercial (CDL) o con un permiso comercial de conductor aprendiz (CLP).

### Cree una cuenta Login.gov

El acceso al Centro de Información requiere la creación de una cuenta en login.gov, el cual es un servicio compartido que ofrece acceso seguro en línea a sistemas de gobierno participantes, incluyendo el Centro de Información. Si usted no tiene una cuenta en login.gov, o desea crear una cuenta nueva, usted tendrá que completar los siguientes pasos.

**Nota:** Durante el proceso de registro en login.gov, después de transcurridos 15 minutos de inactividad, la página actual borrará toda información que haya sido ingresada en los campos de datos.

1

Visite <https://clearinghouse.fmcsa.dot.gov> y presione el botón **Register**.

The screenshot shows the homepage of the FMCSA Drug & Alcohol Clearinghouse. At the top, there is a navigation bar with the FMCSA logo and the text 'Federal Motor Carrier Safety Administration'. To the right of the logo are buttons for 'Register' and 'Log In'. Below the navigation bar is a banner with the text 'DRUG & ALCOHOL CLEARINGHOUSE' and icons for 'My Profile', 'Learn', 'About', and 'Contact'. The main content area features a large image of a red semi-truck with the text 'Welcome to the Drug and Alcohol Clearinghouse'. Below this image is a 'Register' button, which is highlighted with a red box and a red line connecting to the number '1' in a red circle. To the right of the 'Register' button is a 'Log In' button. Below the main content area is a section titled 'Before You Register' with a red octagonal icon containing a white hand. To the right of this section is a list of services: 'Record', 'Consent', 'Query', and 'Safety'. At the bottom of the page is a 'Learn More' section with five icons and corresponding text: 'Find Answers to Commonly Asked Questions', 'Download Resources and Job Aids', 'Learn About Query Plans', 'Get the Latest from FMCSA', and 'Clearinghouse Activity'.



2

En la página de ingreso en login.gov, seleccione el vínculo **Create an account**.

O, si ya tiene una cuenta en login.gov, ingrese sus credenciales en esta página, presione el botón "Sign in," y continúe con **el paso número 9**.

**The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely.**

**Are you FMCSA or State Driver Licensing Agency personnel?**  
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.  
[Visit the Government User login](#)

Email address

Password  Show password

**Sign in**

**Create an account**

[Sign in with your government employee ID](#)

3

Ingrese su correo electrónico y presione el botón **Submit**. Este es el correo electrónico que el Centro de Información usará para enviarle notificaciones referentes a su cuenta del Centro de Información. Este correo electrónico servirá para identificarlo en el Centro de Información y no podrá ser modificado.

**Are you FMCSA or State Driver Licensing Agency personnel?**  
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.  
[Visit the Government User login](#)

**Enter your email address**

Email address

Select email language preference  
login.gov allows you to receive your email communication in English, Spanish or French.

English (default)  
 Español  
 Français

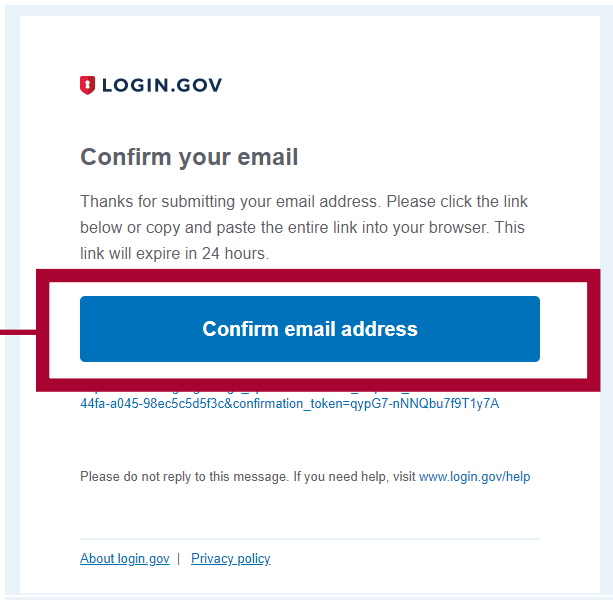
**Submit**



4

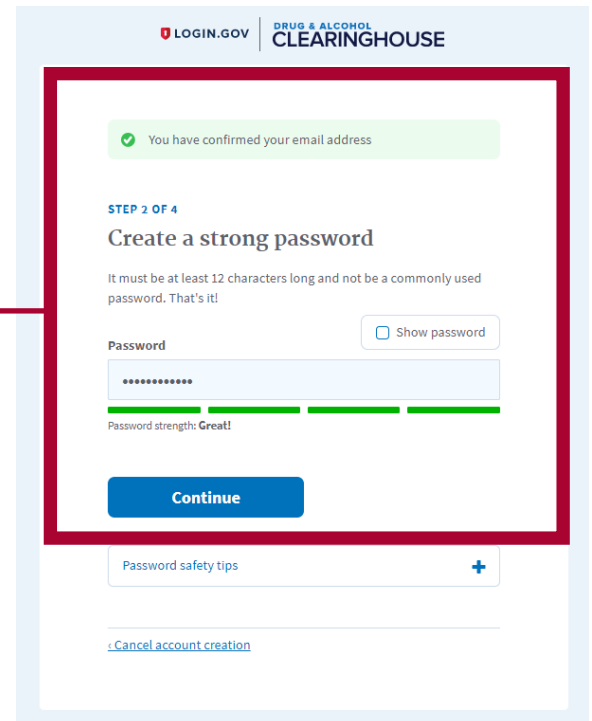
Revise su buzón de correo electrónico y abra la correspondencia que recibió por parte de **no-reply@login.gov** titulada **Confirm your email**.

Presione el botón **Confirm email address**, o copie y pegue el enlace ubicado bajo éste en un navegador web.



5

**Cree una contraseña.** Esta contraseña deberá tener un mínimo de 12 caracteres. Usted no podrá continuar si la contraseña que ingresa no es lo suficientemente segura. Ingrese una contraseña segura y presione el botón **Continue**.





6

Seleccione una opción para asegurar su cuenta y presione el botón **Continue**.

Login.gov requiere un proceso de verificación de usuarios para asegurar que solo la persona apropiada está utilizando estas credenciales. Usted tendrá que proveer un medio para que login.gov le envíe un código de seguridad de un solo uso. Siga las instrucciones para el método que seleccione.

**Authentication method setup**  
Add a second layer of security so only you can sign in to your account.

Select an option to secure your account:

- Authentication application**  
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls. **MORE SECURE**
- Security key**  
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant. **MORE SECURE**
- Phone**  
Get security codes by text message (SMS) or phone call. **SECURE**
- Government employee ID**  
Insert your government or military PIV or CAC card and enter your PIN. **SECURE**
- Backup codes**  
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place. **LESS SECURE**

**Continue**

[Cancel account creation](#)

Los códigos de respaldo no deberán utilizarse como método principal de verificación a menos que usted no cuente con alguno de los métodos mencionados en esta lista, ya que solo podrán ser utilizados un número limitado de veces.



7

Ingrese su código de seguridad y presione el botón **Submit**. Dicho código le será enviado a través del medio que usted haya seleccionado. La siguiente captura de pantalla ofrece el ejemplo del método telefónico por SMS.

The screenshot shows the 'STEP 3 OF 4' page for entering a security code. At the top, it displays the 'LOGIN.GOV' logo and the 'DRUG & ALCOHOL CLEARINGHOUSE' title. The main heading is 'Enter your security code'. Below this, it states: 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.' A red box highlights the 'One-time security code' input field and the 'Submit' button. Below the input field, there is a 'Get another code' button with a refresh icon and a 'Remember this browser' checkbox. At the bottom, there are two links: 'Entered the wrong phone number? Use another phone number' and 'Choose another option'.



8

Usted ha creado ya su cuenta en login.gov. Presione el botón **Agree and continue** para regresar a la página principal del Centro de Información y completar su proceso de registro en el Centro de Información.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

✓ Phone confirmed successfully.

You are now signing in for the first time

We'll share this information with **The FMCSA Drug & Alcohol Clearinghouse**:

✓ **Email address**  
sample20user20@gmail.com

**The FMCSA Drug & Alcohol Clearinghouse** will only use this information to connect to your account

**Agree and continue**



## Regístrese en el Centro de Información

Una vez que tenga su cuenta login.gov, usted podrá completar el proceso de registro en el Centro de Información. Siga las siguientes instrucciones para registrarse como conductor.

9

Seleccione el cargo que desempeña (Driver), y presione el botón **Register as a Driver**. Esto incluye a cualquier individuo que es un conductor aprendiz y es a la vez empleado de un autotransportista. Si usted es un conductor aprendiz en un programa de entrenamiento que no está afiliado con, u operado por, un autotransportista, usted deberá seleccionar el cargo Student Driver. Consulte las instrucciones en el folleto informativo [Student Driver Registration Job Aid](#).

Consulte el siguiente recuadro azul para informarse cuándo deberá seleccionar la opción Empleador y Conductor (Register as an Employer and a Driver).

### Regístrese como Empleador y Conductor

Si usted es un conductor CDL que trabaja por su cuenta (conocido regularmente como hombre-camión) y opera bajo su propio Número USDOT, seleccione Register as an Employer and Driver para registrarse como conductor y registrar a su empresa al mismo tiempo. Consulte los siguientes folletos informativos que le proporcionarán las instrucciones para registrarse como conductor y empleador: [Registro de Usuario: Empleadores Con Cuenta En El Portal FMCSA](#), [Registro de Usuario: Empleadores Sin Cuenta En El Portal FMCSA](#), y el [Interactive Registration Guide](#).

### 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

<input type="radio"/> Student Driver	<input checked="" type="radio"/> Driver	<input type="radio"/> Employer
<input type="radio"/> Consortium/Third-Party Administrator (C/TPA)	<input type="radio"/> Medical Review Officer (MRO)	<input type="radio"/> Substance Abuse Professional (SAP)

#### I will:

- Respond to query consent requests (requests from employers to view Clearinghouse record).
- Review my electronic Clearinghouse record.

#### Are you self-employed?

If you are a self-employed driver (often called an owner-operator, typically a single-driver operation) operating under your own USDOT Number, you will need both the driver and employer roles in the Clearinghouse. Select **Register as an Employer and a Driver** to register as a driver and register your company at the same time.

Register as a Driver

OR

Register as an Employer and a Driver



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Ingrese su información personal. Todos los campos de datos son requeridos a menos que se indique lo contrario. Su correo electrónico será rellenado automáticamente con su nombre de usuario de login.gov y no puede ser modificado.

United States Department of Transportation

Register
Log In

Federal Motor Carrier Safety Administration

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### DRUG & ALCOHOL CLEARINGHOUSE

My Profile Learn About Contact

**Do you need help?** Download step-by-step instructions for driver registration.

**¿Necesita ayuda?** Descargue las instrucciones para el registro de conductores.

✓  
LOGIN.GOV

✓  
ROLE SELECTION

3  
CONTACT INFORMATION

4  
CDL

5  
TERMS & CONDITIONS

**STEP 3 OF 5**

### Contact Information

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

<b>Name/Phone/Email</b>	<b>Address (Physical)</b>
<p style="font-size: x-small;">First Name</p> <input style="width: 95%; height: 20px; margin-bottom: 5px;" type="text"/> <p style="font-size: x-small;">Middle Name (Optional)</p> <input style="width: 95%; height: 20px; margin-bottom: 5px;" type="text"/> <p style="font-size: x-small;">Last Name</p> <input style="width: 95%; height: 20px; margin-bottom: 5px;" type="text"/> <p style="font-size: x-small;">Phone Number <span style="float: right; font-size: x-small;">Type</span></p> <input style="width: 80%; height: 20px; margin-bottom: 5px;" type="text"/> <span style="float: right; font-size: x-small;">▼</span> <p style="font-size: x-small;">Alternate Phone Number (Optional) <span style="float: right; font-size: x-small;">Type</span></p> <input style="width: 80%; height: 20px; margin-bottom: 5px;" type="text"/> <span style="float: right; font-size: x-small;">▼</span> <p style="font-size: x-small;">Email Address (Login.gov Username)</p> <input style="width: 95%; height: 20px; margin-bottom: 5px;" type="text" value="sampledachuser213@gmail.com"/>	<p style="font-size: x-small;">Street <span style="float: right; font-size: x-small;">City</span></p> <input style="width: 60%; height: 20px; margin-bottom: 5px;" type="text"/> <input style="width: 30%; height: 20px; margin-bottom: 5px;" type="text"/> <p style="font-size: x-small;">Country <span style="float: right; font-size: x-small;">State</span> <span style="float: right; font-size: x-small;">ZIP Code</span></p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>▼</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Select a state</span> <span>▼</span> </div> <input style="width: 20%; height: 20px; margin-bottom: 5px;" type="text"/> <p style="font-size: x-small; margin-top: 10px;"><b>Address (Mailing)</b> <span style="float: right; font-size: x-small;"><input checked="" type="checkbox"/> Same as Physical Address</span></p>





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Seleccione el método de contacto de su preferencia y presione el botón **Next**.

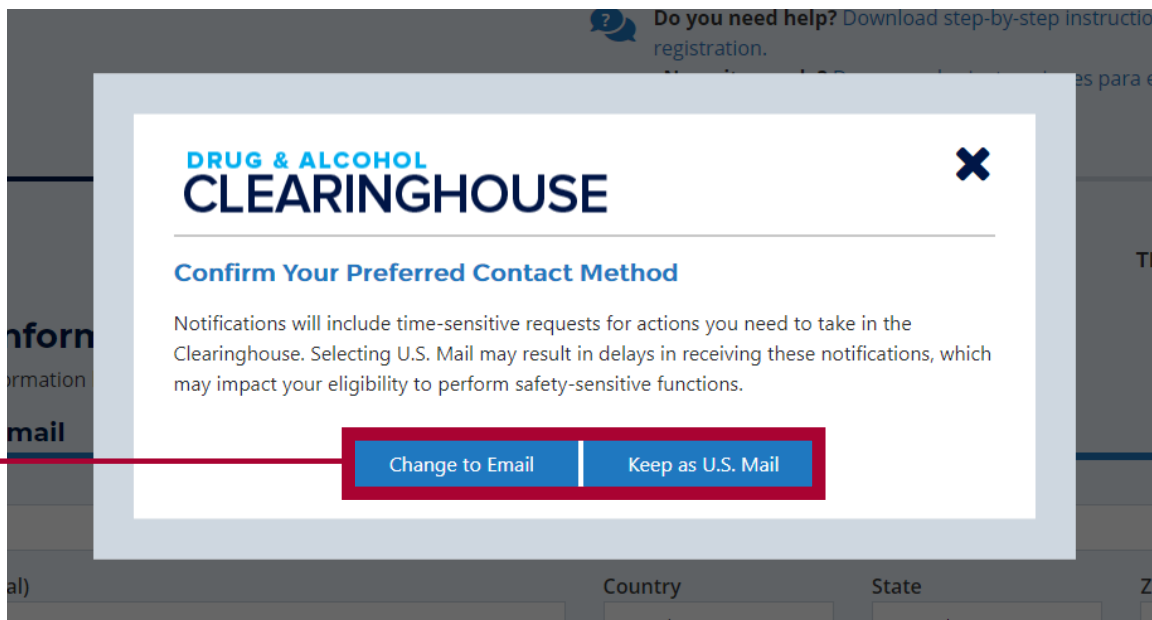
### Preferred Contact Method

Per § 382.707, FMCSA must notify a driver when information concerning that driver has been added to, revised, or removed from the Clearinghouse, and when information concerning that driver has been released from the Clearinghouse to an employer. Please indicate how you would like to receive these types of notifications from FMCSA. (Note: Additional notifications about your Clearinghouse account will be send via email only.)

**Email**  
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

**U.S. Mail**  
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated; please allow 2-3 weeks for delivery. Letters will be sent to the mailing address associated with your commercial driver's license (CDL).

Si elige el servicio postal federal (U.S. Mail) verá un mensaje solicitándole que confirme dicha selección. Tenga en cuenta que las notificaciones incluirán peticiones de actividades sujetas a plazos determinados que usted deberá realizar en el Centro de Información. El elegir el servicio postal federal (U.S. Mail) podría causar retrasos con dichas notificaciones, lo cual podría impactar su elegibilidad para realizar funciones sensibles a la seguridad. Seleccione una de las opciones, ya sea **Change to Email** o **Keep as U.S. Mail**.





12

Ingrese la información **actual** de su licencia comercial de conducir (CDL) o de su permiso comercial de conductor aprendiz (CLP). Presione el botón **Verify**. El Centro de Información verificará sus datos en el sistema “Commercial Driver’s License Information System” (CDLIS).

The screenshot shows the registration process on the FMCSA website. At the top, there is a navigation bar with the FMCSA logo and the text "Federal Motor Carrier Safety Administration". To the right of the logo are buttons for "Register" and "Login". Below the navigation bar is a dark blue banner with the text "DRUG & ALCOHOL CLEARINGHOUSE" and icons for "FAQ", "About", and "Contact".

The main content area features a progress indicator with five steps: "LOGIN.GOV", "ROLE SELECTION", "CONTACT INFORMATION", "CDL", and "TERMS & CONDITIONS". The "CDL" step is currently active and highlighted in blue, with a question mark icon and a help message: "Do you need help? Download step-by-step instructions for driver registration. ¿Necesita ayuda? Descargue las instrucciones para el registro de conductores." Below the progress indicator is the title "4. Commercial Driver's License Information" and a sub-header: "Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS)".

The form contains the following fields:

- First Name:
- Last Name:
- Country:
- State:
- CDL Number:
- Date of Birth:

At the bottom of the form are three buttons: "Previous", "Verify", and "Cancel".



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Una vez que su información CDL haya sido verificada, usted no podrá realizar ningún otro cambio. Presione el botón **Next**.

The screenshot shows the FMCSA registration interface. At the top, there is a navigation bar with the FMCSA logo and 'DRUG & ALCOHOL CLEARINGHOUSE' text. Below this is a progress indicator with five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL, and TERMS & CONDITIONS. The CDL step is currently active. A success message states: 'Success! We have verified your CDL information.' Below the message is a form titled '4. Commercial Driver's License Information' with fields for First Name, Last Name, Country, State, CDL Number, and Date of Birth. At the bottom of the form, the 'Next' button is highlighted with a red box.

Si el Centro de Información no puede verificar los datos de su licencia comercial de conducir CDL, se le pedirá que revise su información para asegurarse de que la haya ingresado correctamente. Corrija la información necesaria y presione nuevamente el botón **Verify**. Usted tendrá dos oportunidades para ingresar esta información.

Si los datos de su licencia comercial de conducir CDL no pueden ser verificados, usted tendrá que comunicarse con la [FMCSA](https://www.fmcsa.dot.gov) para resolver cualquier problema que exista. Usted podrá continuar registrándose en el Centro de Información, pero no podrá consultar su expediente de conductor o responder a peticiones de consentimiento por parte de empleadores hasta que su información CDL haya sido verificada. Usted podrá actualizar su información en su perfil (My Profile) en su tablero personal (Dashboard), una vez que termine de registrarse en el Centro de Información.

Para continuar y terminar de registrarse, seleccione el botón **Next**.



14

Revise los Términos y Condiciones del Centro de Información. Seleccione la casilla para afirmar que la información que ha proporcionado a lo largo del proceso es veraz y que está de acuerdo con los Términos y Condiciones, y presione el botón **I agree**.

Cabe resaltar que los Términos y Condiciones del Centro de Información podrán ser actualizados ocasionalmente.

## 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](mailto: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 agree that I will obtain the driver's written or electronic consent before querying the Clearinghouse to determine whether a record exists or to obtain any of the types of information identified in 49 C.F.R. § 382.703. I agree that I will only access and use information obtained from the Clearinghouse to determine whether there is a prohibition on a driver performing a safety-sensitive function in accordance with FMCSA regulations and will not divulge or permit other persons to divulge the information for any other purpose. I understand that violations of §382.723 are subject to criminal and civil penalties in accordance with applicable law, including those set forth at §382.507.

(policy).

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

[Previous](#) [I Agree](#) [Cancel](#)

## Usted ha completado su proceso de registro en el Centro de Información.

Se le dirigirá a su tablero personal (Dashboard) dentro del sistema en donde realizará sus actividades del Centro de Información. Aquí acudirá para responder a solicitudes de consentimiento por parte de empleadores, revisar su expediente, y actualizar su cuenta del Centro de Información.