

# DRUG & ALCOHOL CLEARINGHOUSE



## REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS

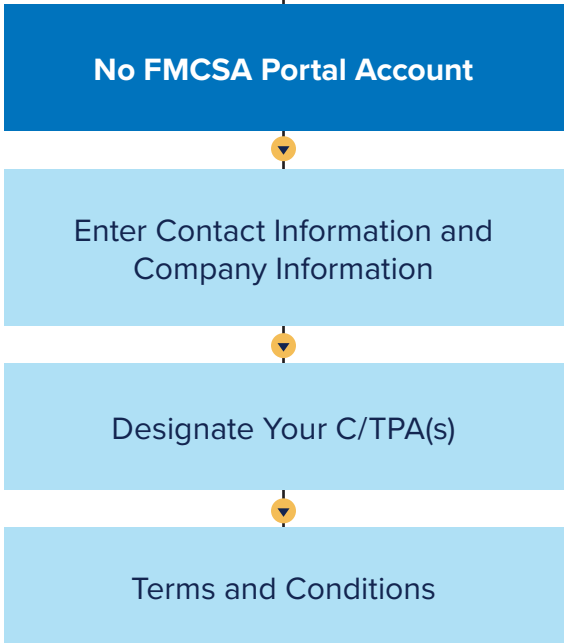
Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver’s License (CDL) Drug and Alcohol Clearinghouse, you must complete the registration process. Once registered, you can designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

Designating a C/TPA is a requirement for owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation). Owner-operators must designate a C/TPA before they can conduct queries or report violation information in the Clearinghouse.

The steps you will take to register as an employer in the Clearinghouse will depend on whether or not you have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems.

### EMPLOYER without FMCSA Portal Account

**Do you have, or should you have, a U.S. DOT Number?**  
See the instructions for [employers with Portal accounts](#).





### Employers Without FMCSA Portal Accounts

If you are an employer that does not have a U.S. DOT Number, follow the instructions below to register in the Clearinghouse.

The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a [U.S. DOT Number](#), you should request an [FMCSA Portal account](#) prior to registering for the Clearinghouse. See the instructions for [employers with an FMCSA Portal account](#).

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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](#).

The screenshot shows the homepage of the FMCSA Drug & Alcohol Clearinghouse. At the top, there is a navigation bar with the FMCSA logo and 'Federal Motor Carrier Safety Administration'. To the right of the logo are 'Register' and 'Log In' buttons. Below the navigation bar is a banner with the text 'DRUG & ALCOHOL CLEARINGHOUSE' and icons for 'Learn', 'About', and 'Contact'. The main content area features a large image of a bus and the heading 'Welcome to the Drug and Alcohol Clearinghouse'. Below the heading is a sub-heading: 'An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.' At the bottom of the main content area are two buttons: 'Register' (highlighted with a red box) and 'Log In'. To the right of these buttons is a text box stating: '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.' Below this is a section titled 'What do you need to do?' with a sub-heading 'Log in above if you need to...'. It lists three items: 'Record' (information about a violation), 'Query' (the Clearinghouse for drug and alcohol program violation information), and 'Consent' (to an employer's request to view your Clearinghouse record or review your own driver record). To the right of this list is a photo of two people in a vehicle and a list of four items: 'Record', 'Consent', 'Query', and 'Safety', each with a checkmark icon.



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Once logged in to your Login.gov account, you will be asked to select your role. Select **Employer** and click **Register as an Employer**. If you have a valid CDL and would like to add it to your Clearinghouse account at this time, you may also select **Register as an Employer and a Driver**.

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled “Are you covered by DOT Drug and Alcohol Testing Regulations?” and click **Find out now**.

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FMCSA  
Federal Motor Carrier Safety Administration

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U.S. DOT Enforcement Users

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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 employers with Portal accounts or employers without Portal accounts.

1 2 3 4 5 6  
LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA 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 applicable drug and alcohol program violations of CDL drivers I employ. Learn more about reporting violations (PDF).
- Conduct queries on prospective and currently-employed CDL drivers.
- If you have a current CDL, you will be able to add and verify your CDL information after you complete your company registration.

**Are you covered by DOT Drug and Alcohol Testing Regulations?**  
[Find out now](#)

**Are you also a CDL driver?**  
You can register your CDL information at the same time to create both employer and driver user roles.

Register as an Employer OR Register as an Employer and a Driver

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Select **No I do not have an FMCSA Portal Account**, and click **Next**.

**2. Select Your Role**  
Your answer to the question below will determine which steps you will take to complete the Clearinghouse registration for you and your company.

**DO YOU HAVE AN FMCSA PORTAL ACCOUNT?**

YES I have an FMCSA Portal Account

NO I do not have an FMCSA Portal Account


Previous Next Cancel

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Confirm that you are your employer's Clearinghouse Administrator by selecting **Yes, I am my employer's Clearinghouse Administrator** and clicking **Next**.

If you are not authorized to be your employer's Clearinghouse Administrator, do not proceed with this registration. Contact your employer's Clearinghouse Administrator and request an invitation to register as a [Clearinghouse Assistant](#) for your employer.

**2. Select Your Role**  
**Will you manage your employer's users in the Clearinghouse?**  
By completing this registration, you will become your employer's Clearinghouse Administrator. This means you will be able to add or remove users who will use the Clearinghouse on your employer's behalf.  
Employers can also invite users who will serve in an Assistant role. If you are not authorized to be your employer's Clearinghouse Administrator, do not complete this registration. Contact your employer's Clearinghouse Administrator and request that he or she send you an invitation to complete your Clearinghouse registration as an Employer Assistant.

 **Are you the Clearinghouse Administrator?**  
 Yes, I am my employer's Clearinghouse Administrator.

Previous Next Cancel



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Indicate whether or not your company has a U.S. DOT Number and click **Next**.

This step is intended to determine if your company should have an FMCSA Portal account. If you indicate that your company does have a U.S. DOT Number, you will then be prompted to register for the FMCSA Portal. Once you register for the Portal, you can re-start registration for the Clearinghouse.

### 2. Select Your Role

A USDOT Number is a unique identifier assigned to a company that has registered with FMCSA. [Learn more about USDOT Numbers.](#)

**DOES YOUR COMPANY HAVE A USDOT NUMBER?**

YES My company has a USDOT Number

NO My company does not have a USDOT Number

**Not sure if your company has a USDOT Number?**  
Contact your safety manager to determine if your company has a USDOT Number.

[Previous](#) [Next](#) [Cancel](#)

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If you indicate your company does not have a U.S. DOT Number, you will see a message to make sure that your company does not need one. If your company does need a U.S. DOT Number, you may consider obtaining one prior to registering in the Clearinghouse.

Select either **I do not need a U.S. DOT Number** or **I will obtain my U.S. DOT Number later** and click **Proceed With Registration**, or you may **Cancel Registration** to re-start your Clearinghouse registration at a later time.

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**Do you need to obtain a USDOT Number?**

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers that haul types and quantities requiring a safety permit must register for a USDOT Number. [Learn more about USDOT Numbers](#)

If your company meets the criteria above and does not have a USDOT Number, you must obtain one prior to Clearinghouse registration.

I do not need a USDOT Number

I will obtain my USDOT Number later

[Cancel Registration](#) [Proceed With Registration](#)



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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.

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**STEP 3 OF 7**  
**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.

Previous Next Cancel

Click here if on mobile device



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Enter your contact 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.

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1 2 3 4 5 6 7  
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### STEP 4 OF 7 Contact Information

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

<b>Name</b>	<b>Phone/Email</b>	
First Name ELIZABETH	Phone Number	Type
Middle Name (Optional) ANNE	Alternate Phone Number (Optional)	Type
Last Name HACKER	Email Address (Login.gov Username) 11e7fc6c-0dbe-46fb-a23c-739c5e9ac8f7@example.com	

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Enter your company's information. All fields are required unless otherwise noted.

You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation).

When you are finished entering your company information, click **Next**.

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### STEP 5 OF 7 Company Information

**Company Name**

Name

**Company Type**

You must inform FMCSA if you are an owner-operator. This means that as an employer, you employ yourself as a CDL driver. This is typically a single-driver operation. Owner-operators have specific requirements to ensure the integrity of their company drug and alcohol program per § 382.103(b).

Are you an owner-operator?  Yes  No

**Contact Information**

Phone Number  Type

Alternate Phone Number (optional)  Type

Company Email Address (optional)

**Address (Physical)**

Street

City

Country  State  ZIP Code

**Address (Mailing)**  Same as Physical Address

Previous Next Cancel

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10A

If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter**. If you enter enough characters of the C/TPA's name, a list of options will also appear.


### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

#### DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

**Who is your C/TPA?**  

**C/TPA not listed?**  
A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

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10B

This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

#### DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?

#### C/TPA not listed?

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have

There are 1 C/TPAs which match the search "harlow"

**Harlow Consortium Inc.**  
Vernon St, Plymouth, AR 02360

Designate

Previous

Next

Cancel



**10C**

For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

Note to owner-operators: You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.

### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?

**C/TPA not listed?**  
A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

**Designated C/TPA(s)**  
I authorize the Clearinghouse to allow these C/TPA(s) to perform the following functions on my behalf.

C/TPA	Report Violations	Report RTD Information ⓘ	Conduct Queries	
XYZ Corp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
Harlow Consortium Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="🗑"/>



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If you chose to register as an employer and a driver, you have the option to add your commercial driver's license (CDL) or commercial learner's permit (CLP) information to your Clearinghouse account during the registration process. This information is required to view your Clearinghouse record and respond to consent requests.


Enter your current CDL information and click **Verify**.

**STEP 6 OF 7**  
**Commercial Driver's License Information**

Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ.

First Name	Last Name		
<input type="text"/>	<input type="text"/>		
Country	State		
<input type="text" value="country"/>	<input type="text" value="state"/>		
CDL Number	Date of Birth		
<input type="text"/>	<input type="text" value="month"/>	<input type="text" value="day"/>	<input type="text" value="year"/>

You will receive a confirmation message that your CDL information has been verified successfully. Click **Next**. If the Clearinghouse is not able to verify your CDL information, you can continue with registration and add your CDL information later.

 **Success!**  
We have verified your CDL information.

**STEP 6 OF 7**  
**Commercial Driver's License Information**

Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ.



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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 7 OF 7 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-spware 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.

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

## Your Clearinghouse registration is complete.

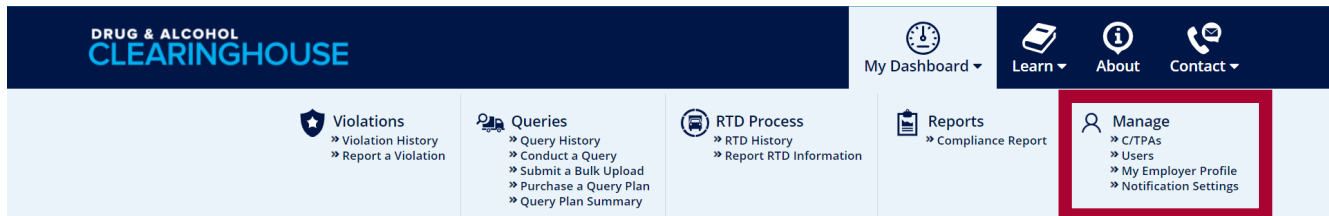
You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.



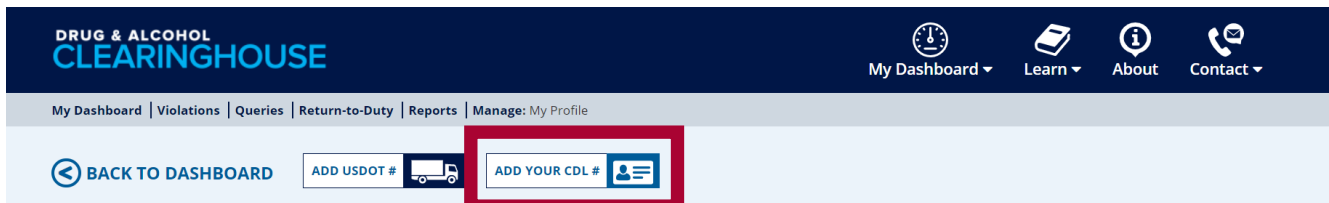
### Adding or Updating Your CDL Information

If you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you also have the option to add your CDL or CLP information to your profile after your Clearinghouse registration is complete. This will allow you to view your Clearinghouse record and respond to consent requests.

To add or make updates to your CDL information after registering for your Clearinghouse account, under **My Dashboard**, go to **Manage**, and click **My Employer Profile**.



Click the **ADD YOUR CDL #** button. This will pop up the screen below. Enter your CDL information, **check the box** to affirm that the information you provided is true, and click **Verify CDL**. If your CDL information cannot be verified, you will need to [contact FMCSA](#) to resolve any potential issues.



First Name  Last Name

Country  State

CDL Number  Date of Birth

I certify that, by entering this information, I am providing my personal commercial driver's license information. I understand that reporting false, inaccurate, or misleading information to the Clearinghouse may subject me to civil and/or criminal penalties in accordance with applicable law, including 49 USC 521. I further understand that I am participating in a covered transaction and that reporting false information may subject me to government-wide suspension or debarment under 2 C.F.R. Part 180.

If you indicated during your registration that you are an owner-operator, but did not successfully verify your CDL information, you will also see a prompt to add this information in the “Next Steps” box. Click the **enter your CDL information** hyperlink to add your CDL information.

