

# DRUG & ALCOHOL CLEARINGHOUSE



## REGISTRATION: STUDENT DRIVERS

The instructions below are for a student driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP) and is enrolled in a training program that is not affiliated with or operated by a motor carrier. Registering as a student driver enables you to register with both the driver and employer roles and designate a consortium/third-party administrator (C/TPA).

Follow the steps below to register in the Clearinghouse as a student driver.

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](#).

The screenshot shows the homepage of the 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 large banner with the text 'Welcome to the Drug and Alcohol Clearinghouse' and a sub-headline 'An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.' Below the banner are two buttons: 'Register' and 'Log In'. The 'Register' button is highlighted with a red box. To the right of the banner is a blue box with the text '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 the banner is a section titled 'What do you need to do?' with a sub-headline 'Log in above if you need to...'. This section contains three bullet points: '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.', and 'Consent to an employer's request to view your Clearinghouse record or review your own driver record.' To the right of this section is a grid of four images showing people in various settings, and a list of four items with checkmarks: 'Record', 'Consent', 'Query', and 'Safety'.



2

Once logged in to your Login.gov account, you will be asked to select your role. Select **Student Driver** and click **Register as a Student Driver**.

If you are a student driver who is also an employee of a motor carrier, select the **Driver** role. View the [CDL Driver Registration Job Aid](#) for step-by-step instructions to register as a driver.

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

**I will:**

- Respond to query consent requests (requests from employers and consortia/third-party administrators (CTPAs) to view my Clearinghouse record).
- Review my electronic Clearinghouse record.
- Designate a C/TPA.

**Are you an employee of a motor carrier?**  
If so, select **Driver** above.

If you are a student driver in a training program that is **not** affiliated with or operated by a motor carrier, you must designate a consortium/third-party administrator (CTPA) during your Clearinghouse registration. Select **Register as a Student Driver** below to continue.

**Register as a Student Driver**



**3**

Enter your contact information. All fields are required unless otherwise noted. Your email address will be pre-filled with your Login.gov username and cannot be modified.

### Contact Information

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

|                                    |      |  |          |
|------------------------------------|------|--|----------|
| <b>Name/Phone/Email</b>            |      | <b>Address (Physical)</b>                                    |          |
| First Name                         |      | Street   | City     |
| Middle Name (Optional)             |      | Country  | State    |
| Last Name                          |      |  | ZIP Code |
| Phone Number                       | Type | <input checked="" type="checkbox"/> Same as Physical Address |          |
| Alternate Phone Number (Optional)  | Type |  |          |
| Email Address (Login.gov Username) |      |  |          |

**4**

Choose your preferred contact method and click **Next**.

### Preferred Contact Method

Per 5 382.707, 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).

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either **Change to Email** or **Keep as U.S. Mail**.

**DRUG & ALCOHOL  
CLEARINGHOUSE** X

**Confirm Your Preferred Contact Method**

Notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions.



5A

As a student driver enrolled in an independent training program, you must designate a consortium/ third-party administrator (C/TPA). This allows your C/TPA to access the Clearinghouse on your behalf. A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the U.S. DOT/FMCSA Drug and Alcohol Testing rules and regulations. You should contact a C/TPA prior to designating them in the Clearinghouse.

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.

### Designate Your Consortium/Third-Party Administrator

As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the DOT/FMCSA Drug and Alcohol Testing rules and regulations.

You must identify your C/TPA in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as required by § 382.705(b)(6). You should contact a C/TPA prior to designating them in the Clearinghouse.

You can designate your C/TPA 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.



5B

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 and confirm the spelling of their company name in their Clearinghouse registration.

### Designate Your Consortium/Third-Party Administrator

As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the DOT/FMCSA Drug and Alcohol Testing rules and regulations.

You must identify your C/TPA in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as required by § 382.705(b)(6). You should contact a C/TPA prior to designating them in the Clearinghouse.

You can designate your C/TPA 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.

There are 68 C/TPAs which match the search "Sample C/TPA"

|   |  |
|---|--|
| <b>Sample C/TPA</b><br>123 Main St, Springdale, MA 98675<br>+1 543-210-9876 | <input type="button" value="Designate"/> |
|---|--|



5C

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 your 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 that you must authorize at least one C/TPA to report violations and at least one C/TPA to report return-to duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up testing 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.

### Designate Your Consortium/Third-Party Administrator

As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the DOT/FMCSA Drug and Alcohol Testing rules and regulations.

You must identify your C/TPA in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as required by § 382.705(b)(5). You should contact a C/TPA prior to designating them in the Clearinghouse.

You can designate your C/TPA 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          |  |
|--|-------------------------------------|-------------------------------------|--------------------------|--|
| Sample C/TPA<br>123 Main St, Springdale, MA 98675<br>+1 543-210-9876 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |



6

Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information and click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).

Note: Completing this verification is required to view your Clearinghouse record and respond to query requests.

**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: Sample  
Last Name: Driver  
Country: country  
State: state  
CDL Number:   
Date of Birth: month, day, year

Buttons: Previous, Verify, Cancel

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Once your CDL or CLP information is verified, you will not be able to edit it. Click **Next**.

If the Clearinghouse cannot verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to [contact FMCSA](#) to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to consent requests until your CDL information has been verified. You can update this information under "My Profile" in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click **Next**.

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

**STEP 5 OF 6**  
**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: Sample  
Last Name: Driver  
Country: United States  
State: Indiana  
CDL Number:   
Date of Birth: January 2011

Buttons: 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.

### 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.

[I accept the FMCSA Privacy Policy \(see <https://www.transportation.gov/ost/whos/privacy-policy>\).](https://www.transportation.gov/ost/whos/privacy-policy)

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 home page for your Clearinghouse activity. This is where you will come to designate C/TPAs, review your Clearinghouse record, and update your Clearinghouse account.

**Note:** Once you have completed your CDL training, you will need to update your role in the Clearinghouse. For instructions, download the [Update Your Student Driver Role job aid](#).

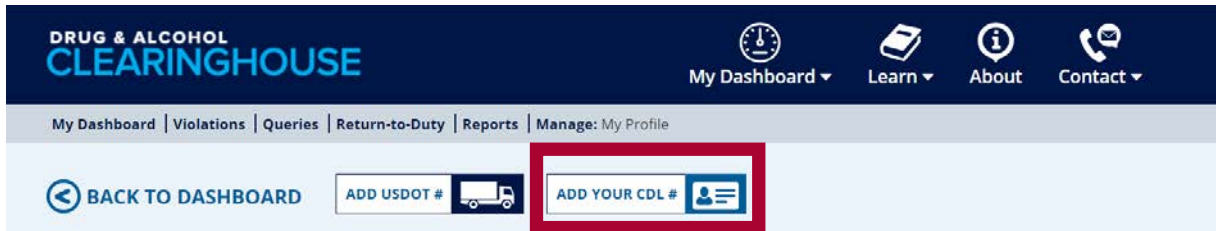


### Updating Your CDL Information

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



- 2 Click the **ADD YOUR CDL #** button. This will pop up the screen below.



- 3 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 the Clearinghouse is not able to verify your CDL information, you will be prompted to [contact FMCSA](#).

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.