

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: MROs

Medical review officers (MROs) must complete the registration process before they are able to report drug and alcohol program violations in the FMCSA Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse.

Follow the steps below to register in the Clearinghouse as an MRO.

1

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

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 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 '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.' There are two buttons: 'Register' (highlighted with a red box) and 'Log In'. 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 actions: 'Record' information about a violation, 'Query' the Clearinghouse for violation information, and 'Consent' to an employer's request to view records. To the right of this section is a small image of three people in a vehicle and a list of services: 'Record', 'Consent', 'Query', and 'Safety', each with a checkmark icon.



2

Once logged in to your Login.gov account, you will be asked to select your role. Select **Medical Review Officer (MRO)**. To continue with registration, you must confirm that you are a credentialed MRO. **Check the box** to confirm that you are a credentialed MRO, and click **Register as an MRO**.

If you are not a credentialed MRO, but will enter information in the Clearinghouse on behalf of a credentialed MRO, do not proceed with this registration. Contact the MRO that you will enter information on behalf of and request an invitation to [register as a Clearinghouse Assistant](#) for the MRO.

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Register Log In
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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 MRO registration.

1 2 3 4 5 6
LOGIN.GOV ROLE SELECTION IDENTITY VERIFICATION CONTACT INFORMATION QUALIFICATIONS 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 (CTPA) **Medical Review Officer (MRO)** Substance Abuse Professional (SAP)

I will:

- Report positive drug tests and applicable test refusals. [Learn more about reporting violations \(PDF\).](#)
- Confirm my qualifications as a MRO, per § 40.121.

Are you a licensed MRO?
 Yes, I am a credentialed MRO.

Register as an MRO

If you will use the Clearinghouse on behalf of a licensed MRO, request the MRO send you an invitation to register as their MRO Assistant ([download the instructions](#)).



3

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.

The screenshot shows the registration interface for the FMCSA Drug & Alcohol Clearinghouse. At the top, it displays the United States Department of Transportation logo and the FMCSA (Federal Motor Carrier Safety Administration) logo. Navigation buttons for 'Register' and 'Log In' are visible. A progress bar indicates the current step is 'IDENTITY VERIFICATION' (Step 3 of 6). The steps are: 1. LOGIN.GOV, 2. ROLE SELECTION, 3. IDENTITY VERIFICATION, 4. CONTACT INFORMATION, 5. QUALIFICATIONS, and 6. TERMS & CONDITIONS. The main heading is 'STEP 3 OF 6 Verify Your Identity'. Below this, a paragraph explains the purpose of the identity verification process. A list of four instructions guides the user through scanning a QR code and completing the verification in a mobile app. A large QR code is displayed on the right side of the page. Below the QR code is a link: 'Click here if on mobile device'. A red box highlights a section with the heading 'Have you completed FMCSA Identity Verification?' and a checked checkbox next to the text 'Yes, I have followed the steps above and completed FMCSA Identity Verification.' Below this are three buttons: 'Previous', 'Next', and 'Cancel'. The footer contains contact information for the U.S. Department of Transportation, Federal Motor Carrier Safety Administration, and social media icons for Facebook, Twitter, Instagram, and YouTube.



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.

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STEP 4 OF 6 Contact Information

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

Name/Phone/Email	Company Information
First Name <input type="text"/>	Affiliated Company Name <input type="text"/>
Middle Name (Optional) <input type="text"/>	
Last Name <input type="text"/>	Office Address
Phone Number <input type="text"/>	Street <input type="text"/>
Type <input type="text"/>	City <input type="text"/>
Alternate Phone Number (Optional) <input type="text"/>	Country <input type="text"/>
Type <input type="text"/>	State <input type="text"/>
Email Address (Login.gov Username) <input type="text"/>	ZIP Code <input type="text"/>
11cee81b-68d0-40d0-815d-7bd2c042029a@example.com	Additional Address <input checked="" type="checkbox"/> No additional address

Previous Next Cancel

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Federal Motor Carrier Safety Administration
1200 NEW JERSEY AVENUE, SE
WASHINGTON, DC 20590
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5A

Enter your MRO license information; select the plus sign to enter more than one license. **Check the box** to confirm you meet the basic knowledge criteria, as defined in §40.121, and click **Next**.

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STEP 5 OF 6
Qualifications (1 of 2)

To complete your MRO duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

MRO License

You must possess either a Doctor of Medicine or Doctor of Osteopathy license, as defined in § 40.121. Select which type of license you have and where it was issued.

License Type Country State +

Select a type Select a country Select a state

MRO Basic Knowledge Confirmation

You must confirm you possess the basic knowledge as described below, and as defined in § 40.121.

I confirm that I meet ALL of the MRO basic knowledge criteria listed below.

- I am knowledgeable about and have clinical experience in controlled substances abuse disorders, including detailed knowledge of alternative medical explanations for laboratory confirmed drug test results.
- I am knowledgeable about issues relating to adulterated and substituted specimens as well as the possible medical causes of specimens having an invalid result.
- I am knowledgeable about this part, the DOT MRO Guidelines, and the DOT agency regulations applicable to the employers for whom you evaluate drug test results, and you must keep current on any changes to these materials.
- I am knowledgeable about part 49 CFR Part 40, the DOT MRO Guidelines, and the DOT agency regulations applicable to the employers for whom I evaluate drug test results, and I keep current on any changes to these materials. I also subscribe to the ODAPC list-serve.

DOT agency regulations, DOT MRO Guidelines, and other materials are available from ODAPC (Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC 20590, 202-366-3784), or on the [ODAPC website](#).

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5B

Check the boxes to confirm that you meet the MRO training, examination, and documentation requirements, as defined in §40.121, and click **Next**.

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STEP 5 OF 6

Qualifications (2 of 2)

To complete your MRO duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

MRO Training and Examination

You must meet the MRO certification and training requirements as defined in § 40.121. Additionally, during each 5-year period from the date on which you satisfactorily completed the examination, you must complete requalification training. Following your completion of requalification training, you must satisfactorily complete an examination.

I have satisfactorily completed MRO qualification training in ALL of the following subjects:

- i. Collection procedures for urine specimens;
- ii. Chain of custody, reporting, and recordkeeping;
- iii. Interpretation of drug and validity tests results;
- iv. The role and responsibilities of the MRO in the DOT drug testing program;
- v. The interaction with other participants in the program (e.g., DERs, SAPs); and
- vi. Provisions of 49 CFR Part 40 and DOT agency rules applying to employers for whom you review test results, including changes and updates to Part 40 and DOT agency rules, guidance, interpretations, and policies affecting the performance of MRO functions, as well as issues that MROs confront in carrying out their duties under Part 40 and DOT agency rules.

I have satisfactorily completed an MRO examination administered by nationally-recognized MRO certification board or subspecialty board for medical practitioners in the field of medical review of DOT-mandated drug tests. The examination comprehensively covered all elements of qualification training listed above.

My MRO requalification training/examination is up to date as of the last five years of my previous training/exam.

MRO Documentation

Per § 40.121, you must maintain documentation showing that you currently meet all requirements of this section. You must provide this documentation on request to DOT agency representatives and to employers and C/TPAs who are using or negotiating to use your services.

I maintain documentation showing I meet all of the MRO license, training and examination qualifications listed above.

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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 ([https://www.transportation.gov/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 can invite/manage your Clearinghouse Assistants and report drug and alcohol program violations, including verified positive, adulterated, or substituted controlled substances test results, and refusal-to-test determinations. For instructions, download the [How to Report a Violation job aid](#).