

DRUG & ALCOHOL CLEARINGHOUSE

For CDL drivers, employers, and C/TPAs

January 2020



Agenda

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About the Congressional mandate and what it means
- 2 USING THE CLEARINGHOUSE**
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How you can prepare for implementation, learn more, and get technical support

Overview of the Clearinghouse

The FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse

Database containing CDL drivers' drug and alcohol program violation information

- Reported by employers and medical review officers (e.g., positive tests, refusals, etc.)
- Information includes whether a driver has successfully completed the mandatory return-to-duty (RTD) process following a violation

The Clearinghouse will keep driver information secure

- Only select registered users can access the Clearinghouse for designated purposes
- Other enforcement agencies, such as State Driver's Licensing Agencies and State law enforcement agencies, only receive a driver's eligibility status
- Drivers can access their own information, free of charge, but not information of other drivers
- The Clearinghouse meets all relevant Federal security standards and FMCSA will verify the effectiveness of security protections regularly

The Clearinghouse Final Rule

- Mandated by Congress (MAP-21, Section 32402)
- Published December 5, 2016
- Established requirements for the Clearinghouse
- Identified **January 6, 2020** as the Clearinghouse implementation date



Read the Clearinghouse final rule at:

www.fmcsa.dot.gov/regulations/commercial-drivers-license-drug-and-alcohol-clearinghouse

Increasing safety on our Nation's roadways



Real-time access to reported violation information for select registered users

Easier for employers to meet pre-employment investigation and reporting obligations

More difficult for dishonest drivers to conceal drug and alcohol violations from employers

More insight into employer compliance with drug and alcohol testing rules



Safer Roadways

Using the Clearinghouse

Who is required to use the Clearinghouse?

- ☑ Drivers who hold Commercial Driver's Licenses (CDLs) or Commercial Learner's Permits (CLPs)*
- ☑ Employers of CDL drivers who operate commercial motor vehicles (CMVs)
- ☑ Consortia/third-party administrations (C/TPAs)
- ☑ Medical review officers (MROs)
- ☑ Substance abuse professionals (SAPs)
- ☑ State Drivers Licensing Agencies (SDLAs)



*who need to respond to employer consent requests

What actions must users take in the Clearinghouse?

- **Record** – Drivers' drug and/or alcohol program violations, and other related information in the Clearinghouse
- **Consent** – Authorization to conduct a query
 - Requested by employers or C/TPAs
 - Provided or refused by drivers
- **Query** – Determine if the Clearinghouse contains any records for the queried driver

- Record**
- Consent**
- Query**
- Safety**

Users must register in the Clearinghouse to complete the actions listed above.



Learn more about the specific actions each user can take at:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/User-Roles>

Employers and Consortia/Third-Party Administrators (C/TPAs)

Employers and designated C/TPAs complete the following actions in the Clearinghouse:

- 1. Register** as a user and **invite Assistants** to enter violation information or conduct queries on their behalf
- 2. Request** specific consent from a driver to conduct a full query (includes pre-employment queries)
- 3. Query** all prospective employees, and all current employees at least annually, who meet the definition of a CDL driver
- 4. Report** the following:
 - Certain drug and alcohol program violations
 - Negative return-to-duty (RTD) alcohol and/or controlled substances test results
 - Successful completion of a driver's follow-up testing plan

CDL Drivers

Drivers may need to complete the following actions in the Clearinghouse:

1. Register as a user*

*Drivers only need to register for the Clearinghouse to complete the actions below.

2. Respond to a consent request for a full query from a current/potential employer, including all pre-employment queries

Failure to provide consent to such a request will result in the driver being prohibited from performing safety-sensitive functions (including operating a CMV) for that employer, in accordance with 49 CFR 382.703(c).

3. Review his or her Clearinghouse record

4. Designate a substance abuse professional (SAP) in the Clearinghouse

Owner-Operators

Owner-operators must complete the following actions in the Clearinghouse:

1. Register as an employer or driver

- If operating under their own authority, an owner-operator must register as an employer and fulfill all employer requirements
- If operating under someone else's authority, an owner-operator must register as a driver

2. Input CDL information (optional)

- Needed to respond to consent requests from a C/TPA

3. Designate C/TPA(s) if registered as an employer

- Indicate which action(s) the C/TPA(s) will take on your behalf

- An **owner-operator** is a business owner who employs himself or herself as a CDL driver. This is typically a single-driver operation.
- Owner-operators operating under their own authority must comply with all the Clearinghouse requirements for both employer and drivers.

Registering for the Clearinghouse

- Must have a login.gov account to register for the Clearinghouse.



When selecting a method for second factor authentication do not select “backup codes”

- After you have logged in to your login.gov account, select your user role.
- Owner-operators: select **employer** or **driver**, as applicable.


The screenshot shows the registration interface for the Drug & Alcohol Clearinghouse. At the top, there is a navigation bar with the logo and links for FAQ, About, and Contact. A success message indicates the user is logged into their login.gov account. A progress bar shows six steps: 1. LOGIN.GOV (completed), 2. ROLE SELECTION (current step), 3. CONTACT INFORMATION, 4. COMPANY INFORMATION, 5. DESIGNATE C/TPA, and 6. TERMS & CONDITIONS. Below the progress bar, the '2. Select Your Role' section is active, with instructions to use the menu to select the user account type. Five role options are presented with icons and radio buttons: Employer (selected), Driver, Consortium/Third-Party Administrator (C/TPA), Medical Review Officer (MRO), and Substance Abuse Professional (SAP). A warning banner at the bottom asks if the user is covered by DOT Drug and Alcohol Testing Regulations, with a 'Find out' link. At the very bottom, there are 'Next' and 'Cancel' buttons.

Registering with an FMCSA Portal Account


- Employer registration will depend on if you have an FMCSA Portal account
- If you have, or should have, a USDOT Number, you should have a Portal account
- Your Portal account must have the correct user role
 - **DACH Motor Carrier**
Can query, report
 - **DACH Motor Carrier Admin**
Can query, report, designate C/TPA, indicate carrier type

Portal Roles

Not sure which Clearinghouse user role you will need?



DACH Motor Carrier Admin (Employers)



DACH Motor Carrier (Assistants)

To request an FMCSA Portal account, visit <https://portal.fmcsa.dot.gov/login>

Designating a C/TPA

- C/TPAs must be registered in the Clearinghouse before they can be designated
- Employers select the actions a C/TPA may take on their behalf
- **Owner-operators must designate at least one C/TPA to complete the following:**
 - Report violations
 - Report RTD information

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration process. At the top, there are links for 'About DOT', 'Our Activities', and 'Areas of Focus'. The main header includes the FMCSA logo and 'Federal Motor Carrier Safety Administration' with 'Register' and 'Login' buttons. Below this is the 'DRUG & ALCOHOL CLEARINGHOUSE' header with 'Learn', 'About', and 'Contact' icons. A progress bar shows six steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION, DESIGNATE C/TPA (current step), and TERMS & CONDITIONS. A help bubble above the progress bar says 'Do you need help? Download step-by-step instructions for employer registration.' Below the progress bar, the section is titled '5. Designate Your Consortium/Third-Party Administrator'. The text explains that employers must use one or more C/TPAs to manage drug and alcohol testing programs. A note states: 'You must designate your C/TPA(s) in the Clearinghouse before you can query driver records or report drug and alcohol program violations. You can designate your C/TPA now, or after you have completed your registration.' Below this is a form titled 'DESIGNATE YOUR C/TPA(S)' with instructions: '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.' A note says: 'Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.' There is a text input field labeled 'Who is your C/TPA?' with the placeholder text 'Enter the name of the C/TPA managing your drug and alcohol testing program' and a search icon. Below the input field, there is a section titled 'C/TPA not listed?' with the text: '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.' At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.



Q&A



Queries and Consent Requests

Query Requirements



Employers are required to query the Clearinghouse for:

1. **PRE-EMPLOYMENT SCREENING** to ensure the prospective employee is not prohibited from performing safety-sensitive functions
2. **ANNUAL VERIFICATION** to ensure that a driver is still not prohibited from performing safety-sensitive functions

The purpose will determine the type of query:

Purpose	Query Type
Pre-employment screening	Full query – Access full details of all violation and violation-related information Includes return-to-duty (RTD) information
Annual verification	Limited query – Verify presence of driver information in the Clearinghouse If information is discovered, a full query is required

Consent Requirements Based on Type of Query

	When is this query required?	How is consent provided?	For how long is consent effective?	What action is required?
<p>LIMITED QUERY</p> 	<p>Annual check on currently-employed driver</p> <p>Ad hoc/periodic check on driver</p>	<p>General consent, done outside the Clearinghouse</p> <p>May be electronic or wet signature, one time or unlimited</p>	<p>Limited consent form must specify time range</p>	<p>Consent refused</p> <ul style="list-style-type: none"> Query cannot be conducted Driver removed from safety-sensitive functions <p>Consent provided</p> <ul style="list-style-type: none"> Retain via paper or electronically in driver's qualification file Request limited query in the Clearinghouse
<p>FULL QUERY</p> 	<p>Pre-employment check on prospective driver</p> <p>Limited query returned records for queried driver</p> <p>Ad hoc/ periodic check on driver</p>	<p>Specific consent, provided electronically within the Clearinghouse</p>	<p>For each full query of an individual driver</p>	<p>Consent refused</p> <ul style="list-style-type: none"> Employer notified of refused consent Query cannot be conducted Driver cannot perform/removed from safety-sensitive functions <p>Consent provided</p> <ul style="list-style-type: none"> Query conducted Violation details released, including RTD status If queried driver has violation and no negative RTD test result, driver removed from safety-sensitive functions

Query Plans

INDIVIDUAL QUERY PLAN

\$1.25

Flat per query rate (limited or full)

- ✓ Flat per query rate (\$1.25), for limited and full queries
- ✓ Bundles customized to meet your business needs
- ✓ Queries never expire
- ✓ Purchase additional query plans, as needed

Select Plan Size

Continue to Pay.gov

You will be directed to Pay.gov to process your payment.

Pay.gov [VIEW PAYMENT OPTIONS](#)

- Electronic fund transfers from bank accounts (ACH)
- Credit card (Visa, MasterCard, American Express and Discover)
- Debit card (Visa, MasterCard)
- Digital wallet (Amazon Pay, PayPal) *Digital wallet payments are limited to \$10,000 per transaction.*

Transactions will appear as "D&A Clearinghouse" on your statement.

Plan Size	Plan Cost
1	\$1.25
2	\$2.50
3	\$3.75
4	\$5.00
5	\$6.25
10	\$12.50
20	\$25.00
50	\$62.50
100	\$125.00
150	\$187.50
200	\$250.00
300	\$375.00
500	\$625.00
1,000	\$1,250.00
1,500	\$1,875.00
2,000	\$2,500.00
2,500	\$3,125.00
5,000	\$6,250.00
7,500	\$9,375.00

Query Plans

UNLIMITED QUERY PLAN

\$24,500

One annual payment

Expires 12 months after date of purchase*

** Note: Unlimited query plans purchased prior to January 6, 2020 will go into effect on January 6, and will expire on January 5, 2021.*

Continue to Pay.gov

INDIVIDUAL QUERY PLAN

\$1.25

Flat per query rate (limited or full)

Queries never expire.

Select Plan Size ▼

Continue to Pay.gov

Plan Size	Plan Cost
1	\$1.25
2	\$2.50
3	\$3.75
4	\$5.00
5	\$6.25
10	\$12.50
20	\$25.00
50	\$62.50
100	\$125.00
150	\$187.50
200	\$250.00
300	\$375.00
500	\$625.00
1,000	\$1,250.00
1,500	\$1,875.00
2,000	\$2,500.00
2,500	\$3,125.00
5,000	\$6,250.00
7,500	\$9,375.00

You will be directed to Pay.gov ⓘ to process your payment.

Query Plans

Query Plan Summary



Query Balance: 9,773 remaining

[View Query Plan Summary](#)
[Purchase a Query Plan](#)

[Conduct a Query](#)

QUERY SUMMARY

0

Queries Conducted
In the past 12 months ⓘ

8

Queries Pending ⓘ

9,773

Query Balance ⓘ



Transaction History

Purchase Date	Purchased By	Plan Purchased	Status
12/6/2019 11:26 AM	Sample-Employer@example.com	5 Query Plan	Paid (Receipt)

Conduct Query – Enter Driver Information

▪ Driver Information

- Driver's name, date of birth, and CDL number and state/country of issuance
- Information will be verified against FMCSA systems
 - Employer or C/TPA has two attempts to enter the driver's information correctly
 - If the information cannot be validated, the query can not be conducted

Driver Information
Query Type
Conduct Query

Driver Information

A query checks to see if a driver has information about resolved or unresolved drug and alcohol program violations in his or her Clearinghouse record. Which driver's record do you want to query?

First Name

Last Name

Date of Birth

month ▼

day

year

CDL/CLP Number

Country of Issuance

country ▼

State of Issuance

state ▼

Verify Driver Information

Cancel

Conduct Query – Select Query Type

Driver Information > Query Type > Conduct Query

Query Type

WHICH TYPE OF QUERY DO YOU NEED TO CONDUCT?

LIMITED QUERY Results will determine if an individual driver's Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations. General consent from the driver is required (obtained outside the Clearinghouse).
 I certify that I have obtained the driver's general consent to conduct limited queries in the Clearinghouse and that this limited query falls within the timeframe specified by that general consent.

FULL QUERY Results will include detailed information about any drug and alcohol program violations in a driver's Clearinghouse record, including the driver's eligibility to perform safety-sensitive functions such as operating a CMV. Electronic consent is required.

Previous Next Cancel

Driver Information > Query Type > Conduct Query

Query Type

WHICH TYPE OF QUERY DO YOU NEED TO CONDUCT?

LIMITED QUERY Results will determine if an individual driver's Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations. General consent from the driver is required (obtained outside the Clearinghouse).

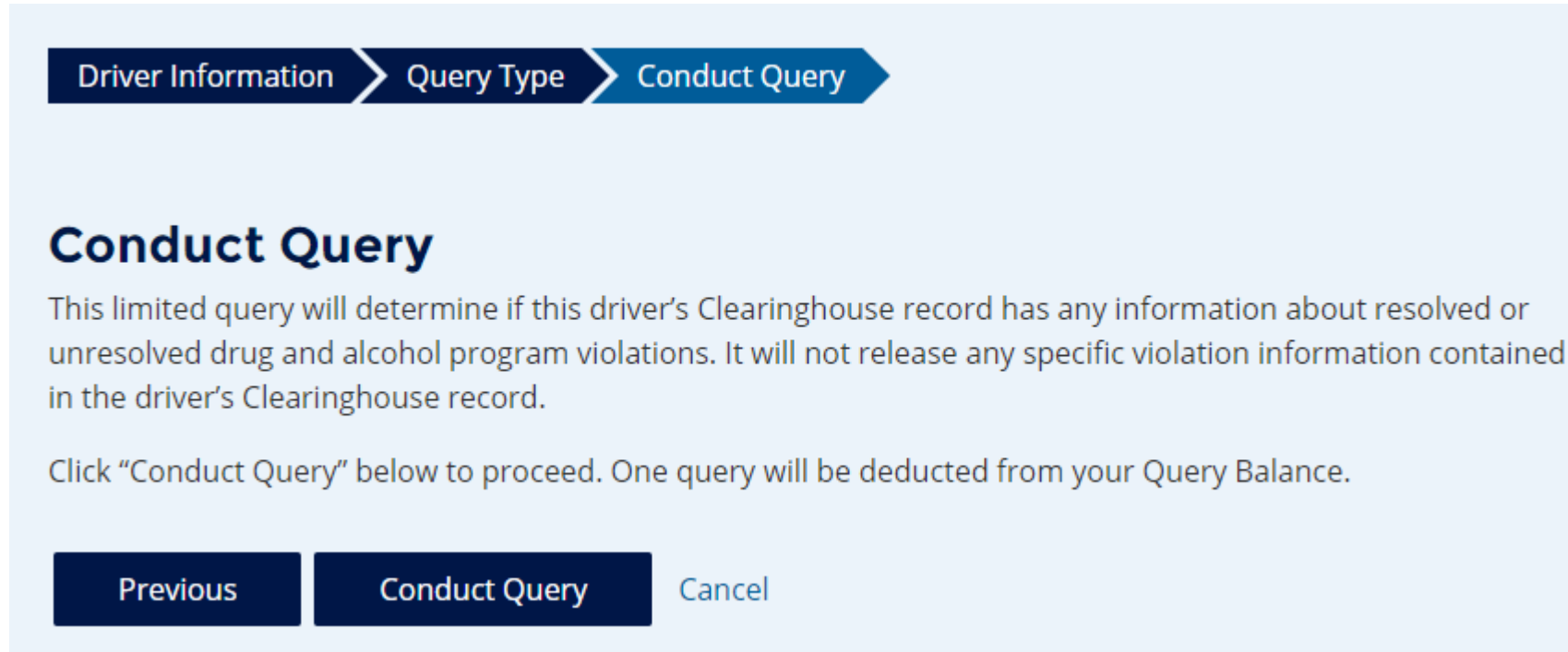
FULL QUERY Results will include detailed information about any drug and alcohol program violations in a driver's Clearinghouse record, including the driver's eligibility to perform safety-sensitive functions such as operating a CMV. Electronic consent is required.
Is this full query being conducted as part of a pre-employment screening?
 Yes No

Previous Next Cancel

A sample limited consent form is available in the file share pod and in the Clearinghouse Learning Center.

Conduct Query – Limited Query

- Click **Conduct Query** to proceed with the limited query
 - One query will be deducted from the employer’s Query Balance



The screenshot shows a navigation bar with three steps: "Driver Information", "Query Type", and "Conduct Query". Below the navigation bar, the "Conduct Query" section is highlighted. It contains a heading "Conduct Query", a paragraph explaining that the query determines if a driver's record has any information about resolved or unresolved drug and alcohol program violations, and a note that one query will be deducted from the user's Query Balance. At the bottom, there are three buttons: "Previous", "Conduct Query", and "Cancel".

Driver Information > Query Type > Conduct Query

Conduct Query

This limited query will determine if this driver’s Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations. It will not release any specific violation information contained in the driver’s Clearinghouse record.

Click “Conduct Query” below to proceed. One query will be deducted from your Query Balance.

Previous Conduct Query Cancel

Query Results – Limited Query

Query Complete



Result: Driver Not Prohibited

No violation information was found in the Clearinghouse for the driver you queried.

The driver is not prohibited from performing safety-sensitive functions based on the information available in the Clearinghouse.

[View My Queries](#)

[Conduct Another Query](#)

Query Complete



Result: Record(s) Found; Full Query Needed

Information related to resolved or unresolved drug and alcohol program violations has been found in the Clearinghouse record of the driver you queried.

To receive detailed information contained in the queried driver's Clearinghouse record, you must conduct a full query. You must request and receive the driver's electronic consent before the full query may be completed.

If the full query is not conducted within 24 hours, the driver must be removed from safety-sensitive functions.

[Send Consent Request](#)

[Conduct Another Query](#)

“Record(s) Found” is not a notification that a queried driver is prohibited from performing safety-sensitive functions. The full query is needed to determine the driver’s eligibility status.

Conduct Query – Send Consent Request (Full Query)

▪ Full Query

Must obtain electronic consent, then log in to Clearinghouse to view results

Driver Information > Query Type > Request Consent

Request Driver Consent


Before FMCSA can release to you detailed information from the driver's Clearinghouse record, you must obtain the driver's electronic consent in the Clearinghouse.

To obtain the driver's electronic consent, click "Send Consent Request" below.

One query will be deducted from your Query Balance once the consent request has been sent. If the driver refuses his or her consent, your Query Balance will be credited.

[Previous](#) [Send Consent Request](#) [Cancel](#)

Consent Requested

 **The consent request has been sent.**
You will receive a notification email once the driver has responded to the consent request.
You can check the status of the consent request on your [Queries](#) page.

Note: The driver must be registered in the Clearinghouse to respond to this consent request.

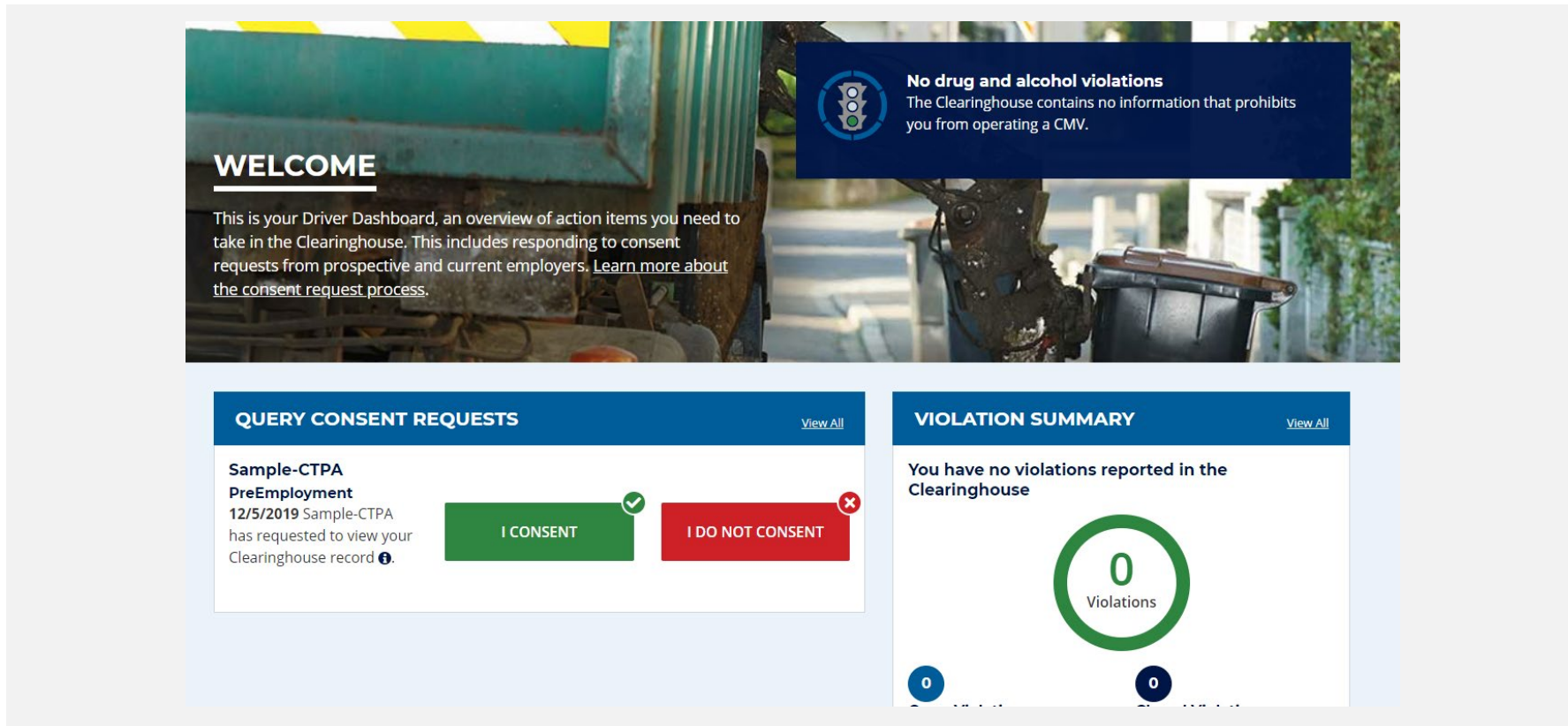
If this driver is not registered in the Clearinghouse, he or she will receive a letter via United States Postal Service (allow 1-2 weeks for delivery) advising him or her to register in the Clearinghouse to respond to this consent request.

To avoid delays, encourage the driver to register in the Clearinghouse and respond to this request.

[Conduct Another Query](#)

Drivers Responds to Consent Request in the Clearinghouse

- Drivers log in to the Clearinghouse to respond to a consent request
 - Query consent requests will be displayed on the Driver Dashboard



Employer Query Results – Full Query

John Smith (US-MA-1234567)

Sample-Employer

Result: Prohibited | Status: Completed (1/9/2020 3:32:24 PM)

Conducted By: Sample-Employer@example.com | Query Type: LimitedToFull

Driver Information

Name: John Smith

Date of Birth: 5/3/1990

CDL/CLP: US-MA-1234567

Consent Info

Requested: 1/9/2020 15:30:00

Recorded: 1/9/2020 15:32:24

Status: Provided

[View Query Details](#)

Query Detail

Query Overview

John Smith (US-MA-1234567)

Sample-Employer

Result: Prohibited | Status: Completed (1/9/2020 3:32:24 PM)

Conducted By: Sample-Employer@example.com | Query Type: LimitedToFull | Source: Website

Driver Information

Name: John Smith

Date of Birth: 5/3/1990

CDL/CLP: US-MA-1234567

Consent Information

Requested: 1/9/2020 15:30:00

Recorded: 1/9/2020 15:32:24

Status: Provided

Query History

Created: 1/9/2020 15:29:35

Open Violations

Driver Information

John Smith

DOB: 5/3/1990 **CDL/CLP#:** 1234567

Country: United States **State:** Massachusetts

Violation Information

Test ID: 987654321

Type of Violation: Concentration of 0.04% or greater

Test Date: 1/7/2020


Reason for Test: Random

Test Results Entered By

Sample-CTPA (1/8/2020 3:27:13 PM)

Driver's View of Violation Information

Violation History

 **Reported On: 11/26/2019 11:25:24 PM Test Reason: Rea**

Reported By: MC of Boston (1)

Actual knowledge of a drug violation

RTD Process Details

Test Details

If you believe information has been inaccurately reported, you can file

A drug or alcohol violation will remain in the Clearinghouse until the v determination, whichever is later. The Clearinghouse does not contain

Violation Detail

Return to Duty (RTD) Status

Status:

SAP Request Sent: 12/4/2019
SAP Designated: 12/4/2019
Initial SAP Assessment: 12/4/2019
Determined Eligible for RTD Testing: Not Completed
RTD Test with Negative Result: Not Completed
Follow-Up Testing Plan: Not Completed

Driver Information

John Smith

DOB: 2/11/1984 CDL/CLP#: 345345435345
State: Massachusetts Country: United States

Violation Information

Type of Violation: Alcohol test refusal
Reason for Test: Post-accident
Type of Test Refusal: Fail to appear for any test
Remarks / Additional Information:

Test Results Entered By

MC of Boston (1)

Notice to Appear

Driver Notified: 11/22/2019 8:00:00 PM
Testing Site Location: 123 Main St, Boston, MA 02446, US
Date and Time to Appear: 11/22/2019 8:00:00 PM

- [User_Stories_Violation_Reporting.docx](#)
Document Type: Email Message Description: 23432435

Driver Employment Status

Separation due to: Resigned

Documentation

- [Violation-Reporting-MROv2.docx](#)
Document Type: Other Description: 23423432434

Frequently Asked Questions

- **Can employers or their designated C/TPA(s) query multiple drivers at one time in the Clearinghouse?**
 - Yes, employers or their designated C/TPA(s) will be able to conduct bulk queries via a tab separated values (TSV) spreadsheet.
 - Data fields include the driver's:
 - First and last name
 - Date of birth
 - CDL number
 - State of issuance
 - Country of issuance
 - Query type

SUBMIT A BULK UPLOAD

For those who need to conduct multiple queries at once, a bulk upload option is available. Follow the steps below.

1. Download and complete the bulk upload template file.
2. Click "Browse" below and select the completed template file.
3. Click "Upload File." You will confirm your submission once the file has been verified.

Bulk Query File (maximum size 500kb) Description (optional)

No file chosen




Q&A



Reporting Violations in the Clearinghouse

Which violations get reported to the Clearinghouse?

**DRUG & ALCOHOL
CLEARINGHOUSE** 

Reporting Drug and Alcohol Violations

Employers must use the Clearinghouse to report drug and alcohol violations as detailed in § 382.705(b). This tool will walk you through the steps of reporting a violation.

- Do **NOT** use this tool to record tests that are not required by DOT regulations.
- Do **NOT** use this tool if you are not covered by FMCSA regulations. [Learn more](#)

Before you begin, be sure to compile all the information and documentation required per § 382.705(b), as you will not be able to save your progress prior to submission. [Learn more](#)

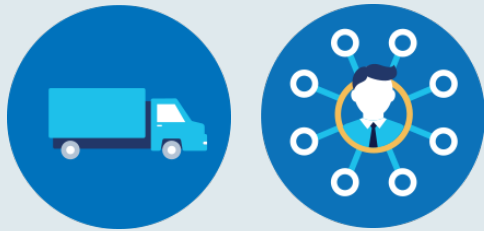
For security reasons, you will be logged out of the Clearinghouse after being inactive for 20 minutes.

[Start Violation Report](#)

Reporting Violations - Employers and C/TPAs

What violations are the employer or designated C/TPA required to report?

INFORMATION TO BE REPORTED TO CLEARINGHOUSE



Prospective/Current
Employer of CDL Driver

Or

Service agent acting on
behalf of Current
Employer of CDL Driver

An alcohol confirmation test with a concentration of 0.04% or higher

Refusal to test (alcohol) as specified in [49 CFR 40.261](#)

Refusal to test (drug) not requiring a determination by the MRO as specified in [49 CFR 40.191](#)



Actual knowledge, as defined in [49 CFR 382.107](#), that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance

Negative RTD test results (drug and alcohol testing, as applicable)

Completion of follow-up testing

Reporting Violations - MROs and SAPs

What violations are the MRO or SAP required to report?

	INFORMATION TO BE REPORTED TO CLEARINGHOUSE	DEADLINE FOR REPORTING INFORMATION
MRO 	Verified positive, adulterated, or substituted drug test result	Within two business days of making a determination or verification of a DOT-approved drug test
	Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191	
	Changes a verified drug test per 49 CFR Part 40	Within one business day of making any change in the reported results
SAP 	Identification of driver and date the initial assessment was initiated	By the close of the business day following the date of initial assessment
	Date of determination of eligibility for RTD testing	By the close of the business day following the determination that the driver completed the RTD process

What violation information do employers and C/TPAs need to report?

- Employer information (C/TPAs only)
 - Company name
- Driver information
 - Driver's name, date of birth, and commercial driver's license (CDL) number and state/country of issuance
- Type of violation
 - May require additional information
- Reason for the test
 - May require additional information
- Date of test
- Negative return-to-duty (RTD) test results
- Date the driver successfully completed all follow-up testing ordered by the substance abuse professional (SAP)

Recording Violation Data – Employers and Designated C/TPAs

▪ Driver Information

- Driver's name, date of birth, and CDL number and state of issuance
- Information will be verified against FMCSA systems
 - You will have two attempts to enter the driver's information correctly
 - If the information cannot be validated, it will be flagged for review by FMCSA (data will still be accepted)

The screenshot shows a web form titled "Driver Information" with a progress bar at the top containing three steps: "Driver Info" (highlighted in blue), "Violation Info", and "Review & Submit". Below the title, there is a sub-header "Driver Information" and a note: "Enter the information of the driver who committed the violation. All fields are required unless otherwise noted." The form contains several input fields: "First Name" and "Last Name" (text boxes), "Date of Birth" (split into "month", "day", and "year" dropdowns), "Driver CDL Number" (text box with an information icon), "Country of Issuance" (dropdown menu), and "State of Issuance" (dropdown menu). At the bottom, there are two buttons: "Verify Driver Information" (dark blue) and "Cancel" (light blue).

Recording Violation Data - Employers and Designated C/TPAs

- Employers (or their designated C/TPA) will add alcohol and drug violations

Driver Info > Violation Info > Review & Submit

Violation Information

Enter each violation separately.

ALCOHOL VIOLATION

- Alcohol concentration of 0.04 or greater ⓘ
- Refusal to take an alcohol test
- Actual knowledge ⓘ of an alcohol violation

DRUG VIOLATION

- Refusal to take a drug test
- Actual knowledge ⓘ of a drug violation

Previous Next Cancel

Violation Information

Enter each violation separately.

ALCOHOL VIOLATION

- Alcohol concentration of 0.04 or greater ⓘ
- Refusal to take an alcohol test
- Actual knowledge ⓘ of an alcohol violation

DRUG VIOLATION

- Refusal to take a drug test
- Actual knowledge ⓘ of a drug violation

What was the reason for the test?
Random

TYPE OF TEST REFUSAL ⓘ (SELECT ONE):

- Fail to appear for any test
- Fail to remain at testing site
- Fail to provide adequate amount of saliva/ breath
- Fail to cooperate with any part of testing process
- Fail to provide sufficient breath specimen with adequate medical explanation
- Fail to undergo medical exam/evaluation as directed
- Fail to sign the certification at Step 2 of ATF

Date of Test
12/02/2019

Previous Next Cancel

Recording Violation Data - Employers and Designated C/TPAs

Driver Info > Violation Info > Review & Submit

Review and Submit the Violation

Submitting this violation will generate a notification to the driver. If you make an error you will be able to correct it later, but entering the correction information now will avoid unnecessary confusion and additional reporting.

Driver Information

Once a drive'r CDL/CLP information is verified, it cannot be edited. If the driver information was entered in error, delete this violation and enter a new one.

Todd Miller
DOB: 6/17/1963 | CDL/CLP#: 246810
State: Colorado | Country: United States

Violation Information

Type of Violation: Refusal to test - alcohol violation
Test Date: 12/2/2019
Reason for Test: Random
Type of Test Refusal: Fail to remain at testing site
Remarks / Additional Information:

I certify that the violation information that I am reporting to the Clearinghouse is accurate and complete. 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.

Previous Submit Violation Cancel

Frequently Asked Questions

- **Will violations that occurred prior to January 6, 2020, be reported to the Clearinghouse?**
 - No, only violations that occur on January 6, 2020, or later.
- **How long is the violation information retained in the Clearinghouse?**
 - 5 years, or until the RTD process is successfully completed, whichever is later.
- **Will a prospective employee's drug and alcohol violation history with other DOT modes be available in the Clearinghouse?**
 - No, the Clearinghouse will contain only drug and alcohol program violation information for employees subject to the testing requirements under the Federal Motor Carrier Safety Regulations in 49 CFR part 382.
- **Can an employer or MRO enter a drug and alcohol program violation if the driver is not registered for the Clearinghouse?**
 - Yes. The Clearinghouse will associate the violation with a driver's CDL information. This will be recorded even if the driver has not registered for the Clearinghouse.

Frequently Asked Questions

- **Is an employer required to conduct pre-employment and annual Clearinghouse queries for drivers who are in a random testing pool regulated by another DOT agency?**
 - Yes. An employer is required to conduct pre-employment and annual queries for all drivers subject to drug and alcohol testing under 49 CFR part 382.
 - While the employee may perform more than 50 percent of their functions for a mode other than FMCSA, possibly placing the employee in that agency's random pool, the Clearinghouse query requirements apply so long as the employee performs any FMCSA-regulated functions.

- **Should an employer report to the Clearinghouse the results of a test conducted under the authority of another DOT agency?**
 - No. Only part 382 drug and alcohol program violations may be reported to the Clearinghouse.
 - The Federal Drug Testing Custody and Control Form (CCF) specifies the DOT agency requesting the test, and employers may only report to the Clearinghouse a positive result when FMCSA is agency designated on the CCF.

Frequently Asked Questions

- **What information may be challenged by the driver?**
 - The accuracy of the information reported
 - Report of employer's actual knowledge the driver received a traffic citation for driving a CMV while under the influence of drugs or alcohol if it did not result in a conviction
 - **Accuracy of test results and refusals may not be challenged**

- **How does a driver change or remove inaccurate data?**
 - The driver may submit a petition via FMCSA's DataQs system
 - FMCSA will review petition and notify driver of decision to remove, retain, or correct information in the Clearinghouse and the reason for decision
 - If the driver believes a petition decision was made in error, he/she may submit a request for an Administrative Review
 - Request must include an explanation why he/she believes FMCSA made an error in their decision
 - Driver informed of decision
 - Decision will constitute as the final Agency action

NCCDB and the Clearinghouse

- Complaints against employers, SAPs and MROs regarding the Clearinghouse will be submitted to NCCDB
 - These complaints, along with other data sources, are used to make decisions about which entities FMCSA will investigate.
- The following complaints can be submitted against employers, SAPs, and MROs :

Reporting Entity	Reason for the Complaint
Driver	Employer has accessed information in the Clearinghouse account without receiving consent Employer has failed to report information to the Clearinghouse (e.g. negative results or completion of follow-up testing)
Driver	SAP failed to report information to the Clearinghouse within the required timeframe (e.g. date of initial assessment, eligibility for return-to-duty testing) SAP unable to record information in the Clearinghouse (e.g. did not accept Clearinghouse request)
Employer or Designated C/TPA	MRO did not report the drug and/or alcohol violation within 2 business days after making the determination or verification MRO did not report a change to the results report within 1 business day



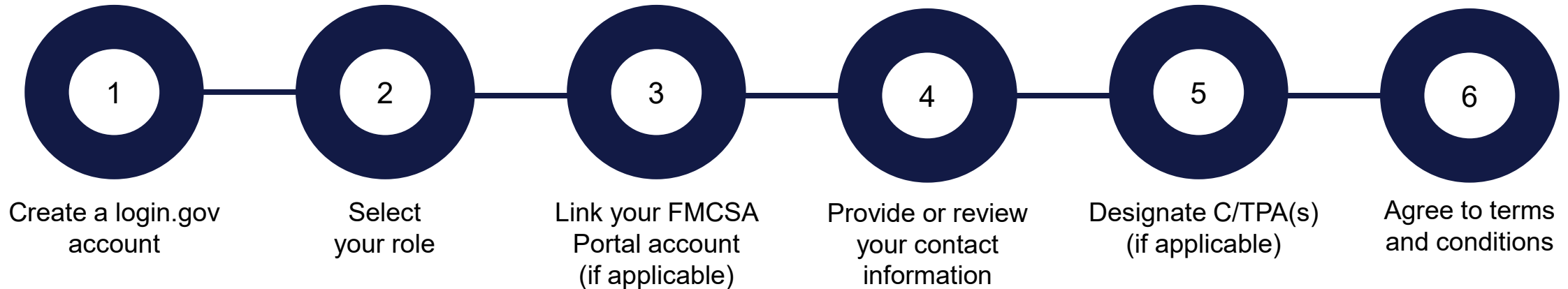
Q&A



Next Steps & More Information

Next Steps - Employers

- Register in the Clearinghouse



Need help? Download the registration job aids for step-by-step instructions.

- Invite Assistants
- Select and purchase a query plan
- Update office procedures and company policy in preparation for January 6, 2020

Next Steps - Drivers

- Register in the Clearinghouse

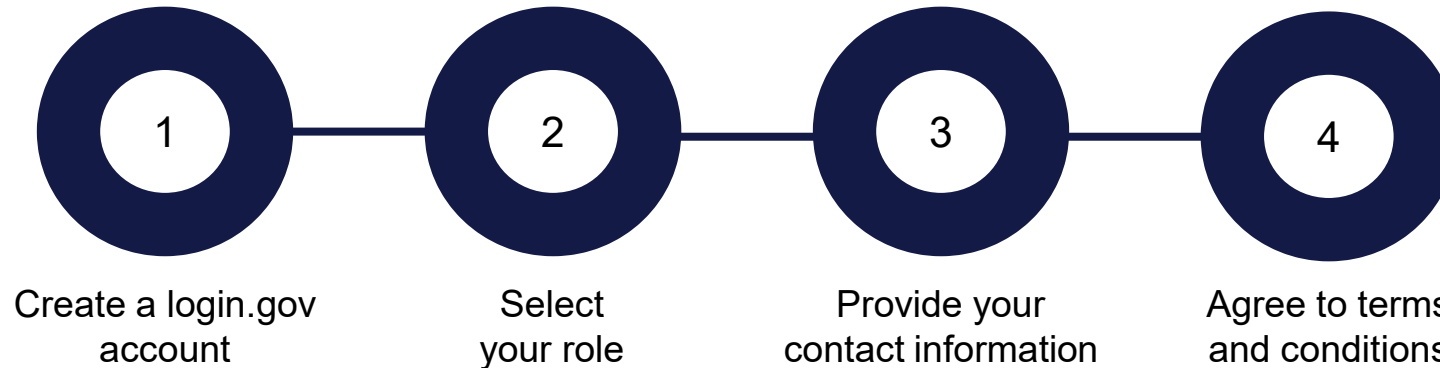


Need help? Download the registration job aids for step-by-step instructions.

- Educate yourself on the Clearinghouse, especially the consent request process

Next Steps – C/TPAs

- Register in the Clearinghouse



Need help? Download the registration job aids for step-by-step instructions.

- Invite Assistants
- Notify clients that you have registered

Registration at <https://clearinghouse.fmcsa.dot.gov>

DRUG & ALCOHOL CLEARINGHOUSE

Learn About Contact

REGISTER NOW

Registration is open for the Drug and Alcohol Clearinghouse.

To access the Clearinghouse once it is operational, authorized users will be required to request access from FMCSA by registering for the Clearinghouse. Registering this fall is the first step in ensuring you will be ready when the Clearinghouse is operational on January 6, 2020. [Learn more about Clearinghouse registration.](#)

Get Ready for Implementation: Register Today [Register](#)

Query Plans Available for Purchase NEW

Employers of CDL drivers can now purchase a query plan that will enable them to conduct queries beginning January 6, 2020.

Query plans may only be purchased from the FMCSA Clearinghouse website.

To conduct limited queries, employers must obtain consent outside the Clearinghouse. Download a sample limited consent form.

[Learn About Query Plans](#)

Frequently Asked Questions

Check out the [FAQs page](#) with more than 50 questions and answers. Browse, search, or filter to find the information you need.

How will authorized users access the Clearinghouse?

Authorized users must register and create an account to access the Clearinghouse.

When will authorized users be able to register?

Authorized users may register now.

[Browse FAQs](#)

Learning Center NEW

FMCSA has created a new centralized location for information about the Clearinghouse, including:

- Downloadable resources
- News and Events
- Links to additional resources from USDOT

Take a look and be prepared for January 6, 2020, when the Clearinghouse becomes fully operational and mandatory reporting begins.

[Visit the Learning Center](#)

DRUG & ALCOHOL CLEARINGHOUSE

Learn About Contact

Register for the Clearinghouse now and be ready for implementation

GOVERNMENT PERSONNEL

FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.

Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.

Need a login.gov account? Click the link below to create your login.gov account.

Already have a login.gov account? Click the link below and sign in to your account.

[Go to login.gov](#)

Why register now?

Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 6, 2020.

DRIVERS

Enter your CDL information and confirm all information is accurate in our database.

EMPLOYERS

Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.

SAPS & MROS

Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.

Visit the Clearinghouse Learning Center for step-by-step registration instructions:

<https://clearinghouse.fmcsa.dot.gov/Learn>



Q&A



For more information

Visit <https://clearinghouse.fmcsa.dot.gov>

- Subscribe for email updates
- Read frequently asked questions
- Download the Clearinghouse materials

Contact clearinghouse@dot.gov



Additional Information

REGISTER NOW

Registration is open for the Drug and Alcohol Clearinghouse.

To access the Clearinghouse once it is operational, authorized users will be required to request access from FMCSA by registering for the Clearinghouse. Registering this fall is the first step in ensuring you will be ready when the Clearinghouse is operational on January 6, 2020. [Learn more about Clearinghouse registration.](#)

Get Ready for Implementation: Register Today

Register



Query Plans

Learn about Query Plan Options:
[Factsheet Now Available](#)

Employers of CDL drivers can now review details on purchasing a query plan that will enable them to conduct queries starting January 6, 2020.

Query plans may only be purchased from the FMCSA Clearinghouse website. Query plans will be available for purchase fall 2019.

To conduct limited queries, employers must obtain consent outside the Clearinghouse. [Download a sample limited consent form.](#)

Learn About Query Plans



Frequently Asked Questions

Check out the [FAQs page](#) with more than 50 questions and answers. Browse, search, or filter to find the information you need.

How will authorized users access the Clearinghouse?

Authorized users must register and create an account to access the Clearinghouse.

When will authorized users be able to register?

Authorized users may register now.

Browse FAQs



Resources NEW

Download the resources below and start preparing now for January 6, 2020.

User Brochures

- CDL Drivers
- Employers
- Owner-Operators
- C/TPAs
- MROs
- SAPs

Additional Resources

- Queries and Consent Requests Factsheet
- User Roles Card
- Factsheet
- FMCSA Drug and Alcohol Testing Program resources for employers and drivers

Download All Resources

Register

Login

Register for the Clearinghouse now and be ready for implementation



Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.

Need a login.gov account? Click the link below to create your login.gov account.

Already have a login.gov account? Click the link below and sign in to your account.

Go to login.gov

GOVERNMENT PERSONNEL

FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.

Why register now?

Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 6, 2020.



DRIVERS

Enter your CDL information and confirm all information is accurate in our database.



EMPLOYERS


Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.



SAPs & MROs

Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse



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

Email address

Password Show password

Sign In

Don't have an account? **Create an account**

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

[Back to The FMCSA Drug & Alcoho...](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse

STEP 1 OF 4

Enter your email address

Email address

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

LOGIN.GOV

Confirm your email

Thanks for creating an account. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure.login.gov/sign_up/email/confirm?_request_id=&confirmation_token=McsMEmUz2_8CdfG5vZCQ

Please do not reply to this message. If you need help, visit www.login.gov/help

[About login.gov](#) | [Privacy policy](#)

LOGIN.GOV

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password Show password

.....

Password strength: **Great!**

Continue

Password safety tips

The longer and more unusual the password, the harder it is to guess. So avoid using common phrases. Also avoid repeating passwords from other online accounts such as banks, email and social media.

Close

[Cancel account creation](#)

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse

STEP 3 OF 4

First authentication method setup (1 of 2)

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

You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.


Select an option to secure your account:

- Phone**
Get your security code via text message (SMS) or phone call
- Authentication application**
Set up an authentication application to get your security code without providing a phone number
- Security key**
Use a security key to secure your account
- Government employees**
Use your PIV/CAC card to secure your account
- I don't have any of the above**
You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place.

Continue

[Cancel account creation](#)

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse



STEP 3 OF 4

Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.
Message and data rates may apply.

Phone number
example: (201) 555-0123

How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

Send code

[Choose another option](#)

LOGIN.GOV

The FMCSA Drug & Alcohol Clearinghouse



You successfully set up Phone as
your first authentication method.



Next, you'll set up another method.

Continue

[← Cancel account creation](#)

LOGIN.GOV

The FMCSA Drug & Alcohol Clearinghouse



You have created your account with
login.gov

You can now log into **The FMCSA Drug &
Alcohol Clearinghouse.**

Continue

This is the only information login.gov will share
with **The FMCSA Drug & Alcohol Clearinghouse:**

✓ Email address

[← Return to your login.gov profile](#)



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 employer registration.



2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

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

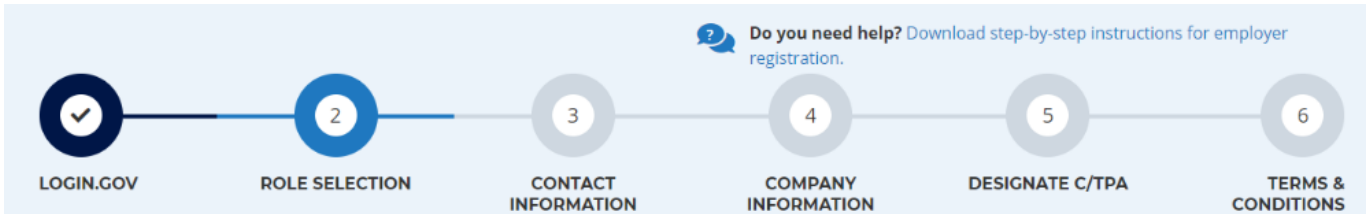


Are you covered by DOT Drug and Alcohol Testing Regulations?

[Find out](#)

Next

Cancel



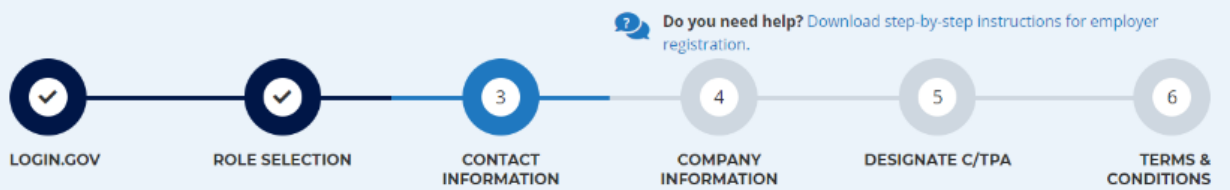
2. Select Your Role

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



3. Contact Information

Link With Your FMCSA Portal Account

We will import your company and personal contact information so you will not need to manually enter it.

Why link your Clearinghouse account and Portal account?

Linking with your Portal account will associate your Clearinghouse activity with your USDOT Number, which will enable enforcement personnel to verify your Clearinghouse activity quickly and easily after January 6, 2020. Establishing this link today will help streamline interactions with enforcement personnel down the road.

Note: You can link your accounts after you complete your Clearinghouse registration, but this may result in some of your activity not being associated with your USDOT Number.

Previous Cancel

ENTER YOUR FMCSA PORTAL CREDENTIALS

Enter your Portal User ID and password below to link your Clearinghouse account with your Portal account.

Username

username

[Forgot your user ID?](#)

Password

.....

[Forgot your password?](#)

Sign In

[Unlock your account.](#)

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

3. Contact Information

Questions about your contact information?

Your information has been pulled from the FMCSA Portal and cannot be updated in the Clearinghouse.

If this information needs to be updated, you will need to log into the FMCSA Portal to make the change.

CONTACT INFORMATION

Contact Information

Name: User

Phone:

Email (Login.gov Username): user@company.com

Alternate Email: user@company.net

Add Optional Contact Information

Alternate Phone Number Type

Previous
Next
Cancel

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

4. Company Information

Questions about your company information?

Information has been pulled from the USDOT Registration system and cannot be updated in the Clearinghouse. If this information needs to be updated, you will need to update your registration.

XYZ CORP

Company Information

Name:

USDOT #:

Company Email:

Address Information

Physical Address:

Mailing Address:

Are you an owner-operator?


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 **i**.

Yes, I am an owner-operator.

No, I am not an owner-operator.

Click "Next" to save this information and proceed. The C/TPA(s) will receive a request to confirm your designation.*

Previous
Next
Cancel

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



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

DRUG & ALCOHOL CLEARINGHOUSE



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 may request one from FMCSA, then re-start your Clearinghouse registration.


I do not need a USDOT Number

I will obtain my USDOT Number later

Cancel Registration

Proceed With Registration




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

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.



3. Contact Information

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

Name

First Name

Middle Name (Optional)

Last Name

Phone/Email

Phone Number

Alternate Phone Number (Optional)

Email Address (Login.gov Username)

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



4. 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.

Are you an owner-operator? Yes No

Contact Information

Phone Number Type

Alternate Phone Number (optional) Type

Company Email Address (optional)

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

Address (Physical)

Street

City

Country State ZIP Code

Address (Mailing)

Same as Physical Address



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 driver registration.

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



LOGIN.GOV



ROLE SELECTION



CONTACT INFORMATION



CDL



TERMS & CONDITIONS

2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

Employer

Driver

Consortium/Third-Party Administrator (C/TPA)

Medical Review Officer (MRO)

Substance Abuse Professional (SAP)

To complete your Clearinghouse registration you will need:

- Your commercial driver's license (CDL) information



Are you a self-employed driver?


If you employ yourself as a CDL driver, you should register in the Clearinghouse as an employer. When asked, you should indicate in your registration that you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Once you register as an employer, you will have the option to add your CDL information.

Are you covered by DOT Drug and Alcohol Testing Regulations?

Find out

Next

Cancel

 Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.



3. Contact Information

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

Name/Phone/Email

First Name

Middle Name (Optional)

Last Name

Phone Number

Type

Alternate Phone Number (Optional)

Type

Email Address (Login.gov Username)

Preferred Contact Method

Email

Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary 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 two business days for delivery.

Previous

Next

Cancel

Address (Physical)

Street

City

Country

State

ZIP Code

Address (Mailing)

DRUG & ALCOHOL CLEARINGHOUSE




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.


Change to Email

Keep as U.S. Mail

 **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 CONTACT INFORMATION **4** 5
CDL TERMS & CONDITIONS


4. Commercial Driver's License Information


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) .

First Name <input type="text" value="Sam"/>	Last Name <input type="text" value="Jones"/>
Country <input type="text" value="United States"/>	State <input type="text" value="Alabama"/>
CDL Number <input type="text" value="1234567"/>	Date of Birth <input type="text" value="January (01)"/> <input type="text" value="1"/> <input type="text" value="1955"/>

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ About Contact


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

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

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


2. Select Your Role


Use the menu below to select the type of user account you will need in the Clearinghouse.

 Employer

 Driver

 Consortium/Third-Party Administrator (C/TPA)

 Medical Review Officer (MRO)


 Substance Abuse Professional (SAP)


 **Will you manage your C/TPA's users in the Clearinghouse?**
By completing this registration, you will become your C/TPA's Clearinghouse Administrator. This means you will be able to add or remove users who will use the Clearinghouse on behalf of your C/TPA.

C/TPAs can also invite users who will serve in an Assistant role. If you are not authorized to be your C/TPA's Clearinghouse Administrator, do not complete this registration. Contact your C/TPA's Clearinghouse Administrator and request that he or she send you an invitation to complete your Clearinghouse registration as a C/TPA Assistant.

Are you the Clearinghouse Administrator?
 Yes, I am the C/TPA Administrator.

Next Cancel


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

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

3. Contact Information

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

Name	Phone/Email	
First Name	Phone Number	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name (Optional)	Alternate Phone Number (Optional)	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	Email Address (Login.gov Username)	
<input type="text"/>	<input type="text" value="user@company.com"/>	

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

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

4. Company Information

Company Name

Name

Contact Information

Phone Number Type

Alternate Phone Number (optional) Type

Company Email Address (optional)

Office Address

Street

City

Country State ZIP Code

Additional Address No additional address

Previous Next Cancel

DRUG & ALCOHOL CLEARINGHOUSE



Invite User

You can invite users to create a Clearinghouse Assistant account associated with your company. Enter the user's email address to generate and send the invitation. Only individuals authorized to enter information in the Clearinghouse on behalf of you and/or your company should be invited.

Email Address

Send Invite

Cancel

Invite an Assistant

Other employees or contractors who will be operating your vehicle on your behalf? You will need to send them an invitation to register for the Clearinghouse in an Assistant Account.

Invite an Assistant

you get ready for January 6, 2020.

Read the FAQs

Profile

updates to the details you provided during your Clearinghouse registration.

Edit Profile