

# Federal Motor Carrier Safety Administration

## DRUG & ALCOHOL CLEARINGHOUSE



### USING THE CLEARINGHOUSE WEB INTERFACE: SDLAS

This document is intended to assist State Driver Licensing Agency (SDLA) staff in using the Drug and Alcohol Clearinghouse (Clearinghouse) web interface to view information about a CDL applicant's Clearinghouse status and to determine what action, if any, is needed. This is important information SDLAs will need when handling commercial driver's license (CDL) and commercial learner's permit (CLP) transactions.

**Commercial licensing transactions include issuing, renewing, transferring, or upgrading a CDL; or issuing, renewing, or upgrading a CLP.**

Note: While this resource is written for SDLA users who will log in to the Clearinghouse (web interface) to conduct queries or view driver information, it may also be helpful for States who use another connection method to access Clearinghouse information.

#### Clearinghouse Access for SDLAs

SDLA employees who have an FMCSA Portal account with the ["DACH—General Query" Portal role](#) may log in to the Clearinghouse to access data. If you need to request a Portal account, download the [SDLA Portal Registration job aid](#) for step-by-step instructions. Portal accounts are user-specific, which means that anyone logging in to the Portal should have their own unique user ID and password. An SDLA may not allow multiple users to log in using the same Portal account.

The screenshot shows the homepage of the Drug and Alcohol Clearinghouse. At the top, it features 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, with a note that the login is for 'Enforcement and SDLA Login'. Below the navigation is a menu with icons for 'My Profile', 'Learn', 'About', and 'Contact'. The main content area has a background image of a white commercial bus on a road. Large text reads 'Welcome to the Drug and Alcohol Clearinghouse'. Below this, a subtitle states: 'An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.' At the bottom of the main content area, there are two buttons: 'Register' and 'Log In', both with right-pointing arrows. A small text box at the bottom right of the screenshot reads: '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.'

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### Basic Access: Driver Query

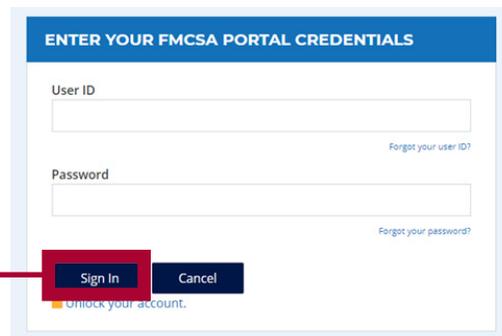
All SDLA users with the “DACH—General Query” Portal role are granted basic Clearinghouse access, which allows them to query the Clearinghouse to view an individual driver’s current Clearinghouse status.

#### How to Conduct a Query

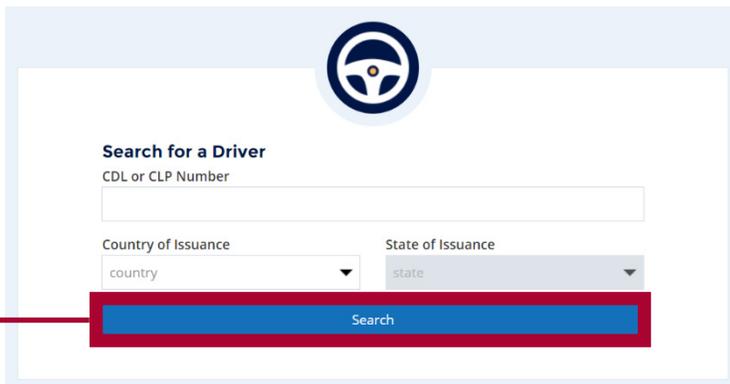
1 Visit <https://clearinghouse.fmcsa.dot.gov/> and click **Enforcement and SDLA Login**.



2 Enter your FMCSA Portal user ID and password and click **Sign In**.



3 Enter a driver’s CDL or CLP Number, select the country and State of issuance, and click **Search**.





### Query Results

There are two possible query results: “Driver Not Prohibited” and “Driver Prohibited.”

#### Driver Not Prohibited

The screenshot shows the 'Search for a Driver' form with the following fields: 'CDL or CLP Number' (text input), 'Country of Issuance' (dropdown menu set to 'United States'), and 'State of Issuance' (dropdown menu). A blue 'Search' button is below the form. Below the search button, a result box displays 'Driver Not Prohibited'. A red arrow points from the bottom left towards the result text.



If the status is “Driver Not Prohibited,” you may continue with the commercial licensing transaction.

#### Driver Prohibited

The screenshot shows the 'Search for a Driver' form with the same fields as above. Below the search button, a result box displays 'Driver Prohibited'. A red arrow points from the bottom left towards the result text.



If the status is “Driver Prohibited,” you must deny the commercial licensing transaction.

The State must initiate downgrade procedures to remove the CLP or CDL privilege.



### Full Access: Driver Status History and Driver Reports

Full Clearinghouse access is required for SDLA users who need to view detailed driver data, including driver status history, and generate reports on prohibited drivers in the user’s State.

**You must have a Clearinghouse account before you can upgrade to the full access option. View the instructions below to log in and request full access.**

#### To request full access to the Clearinghouse:

- ▶ Log in to your Clearinghouse account using your FMCSA Portal user ID and password.
- ▶ Visit <https://clearinghouse.fmcsa.dot.gov/SDLA#request-access>.
- ▶ In the pop-up window, enter the name of your organization and check the “Full Access” box. When you are finished, click **Submit**. This will send a request to the Clearinghouse Team.
- ▶ Once the Clearinghouse Team approves your request, you will have full access to the Clearinghouse.

### How to Search for a Driver’s Status History

**1** Visit <https://clearinghouse.fmcsa.dot.gov> and click **Enforcement and SDLA Login**.



**2** Enter your FMCSA Portal user ID and password and click **Sign In**.

**ENTER YOUR FMCSA PORTAL CREDENTIALS**

User ID  
  
[Forgot your user ID?](#)

Password  
  
[Forgot your password?](#)

**Sign In** **Cancel**

[Click here to create your account.](#)



3

Enter a driver's CDL or CLP Number, select the country and State of issuance, and click **Search**.

The screenshot shows two main sections: 'Search for a Driver' and 'Run Reports'. The 'Search for a Driver' section includes a text input for 'CDL or CLP Number', two dropdown menus for 'Country of Issuance' (set to 'country') and 'State of Issuance' (set to 'state'), and a blue 'Search' button highlighted with a red box. The 'Run Reports' section contains two report options: 'Driver Status Change Report' and 'Prohibited Drivers Report'. The 'Driver Status Change Report' has fields for 'Date Range' (From and To) and 'State of Issuance' (set to 'North Carolina'), with a 'Search' button below. The 'Prohibited Drivers Report' has a 'State of Issuance' dropdown (set to 'North Carolina') and a 'Search' button below.

### Viewing a Driver's Status History

The status history page provides an individual driver's current status in the Clearinghouse, as well as the history of previous Clearinghouse statuses, if applicable.

SDLAs can use the information in a driver's Clearinghouse status history to determine if and when a status change occurred. The actions an SDLA staff member will need to take depends on the type of status change.

#### Notifications from FMCSA

If you have selected one of the email "direct connect" methods, one or more employees in your SDLA will receive email notifications from FMCSA when a CDL or CLP holder in your State has a change in their Clearinghouse status. The email will contain a link to the driver's Clearinghouse status history page.



### Status Change to “Prohibited” (Downgrade)

The screenshot shows the Drug & Alcohol Clearinghouse web interface. At the top, there is a navigation bar with the logo and links for 'My Dashboard', 'Learn', 'About', and 'Contact'. Below the navigation bar is a search bar with fields for 'Current CDL/CLP#' and 'Country', and a 'state' dropdown menu. The main content area is titled 'Driver Status Results' and includes a 'BACK TO DASHBOARD' link. The driver's status is displayed as 'PROHIBITED' in a red box, which is highlighted with a red border. Below the status, there is a 'Status History' section showing the date and time of the update and notification. To the right of the status results is a 'Learn More' section with two links: 'Read the Clearinghouse-II final rule' and 'Visit the SDLA Resources page'.

**If a driver’s Clearinghouse status has changed to “Prohibited,” you must initiate State downgrade procedures to remove the CLP or CDL privilege.**

- ▶ The downgrade must be completed and recorded on the Commercial Driver’s License Information System (CDLIS) driver record within 60 days of receiving the notification.
- ▶ The CLP or CDL holder must be notified of the downgrade if required by State law.
- ▶ For more details on CDL downgrades, see 49 CFR [383.5](#).



### Status Change to “Not Prohibited” (Eligible for Reinstatement)

The screenshot shows the Drug & Alcohol Clearinghouse web interface. At the top, there is a navigation bar with the logo and links for 'My Dashboard', 'Learn', 'About', and 'Contact'. Below the navigation bar is a search bar with fields for 'Current CDL/CLP#' and 'Country', and a dropdown for 'state'. The main content area is titled 'Driver Status Results' and includes a 'BACK TO DASHBOARD' link. The status history table shows two entries: one with a red 'X' and 'PROHIBITED' status, and another with a green checkmark and 'NOT PROHIBITED' status. A red box highlights the 'NOT PROHIBITED' status change. To the right, there is a 'Learn More' section with links to 'Read the Clearinghouse-II final rule' and 'Visit the SDLA Resources page'.

### If a driver’s Clearinghouse status has changed to “Not Prohibited,” you must:

Terminate the downgrade process without removing the CLP or CDL privilege if the process has not yet completed.

**OR**

Make the driver eligible for reinstatement of the CLP or CDL privilege if the downgrade was already completed and recorded on the CDLIS driver record.



### Status Change to “Not Prohibited, Erroneously Identified” (Reinstate and Expunge Record Immediately)

The screenshot shows the 'Driver Status Results' page. At the top, there is a search bar with 'Current CDL/CLP#' and a dropdown for 'Country'. Below the search bar, there is a 'BACK TO DASHBOARD' link. The main content area displays 'Driver Status Results' with a 'Learn More' sidebar. A red box highlights a status entry: 'NOT PROHIBITED' with a green checkmark, and below it, 'ERRONEOUSLY IDENTIFIED' with a warning icon and the text 'Corrected on 02/14/2023 15:21:34 (UTC)'. Below this, there are three rows of status history, each showing 'Updated' and 'SDLA Notified' timestamps and a 'NOT PROHIBITED' status with a green checkmark.

### If a driver’s previous prohibited status was due to an erroneously identified violation, you must:

Terminate the downgrade process without removing the CLP or CDL privilege if the process has not yet completed.

**OR**

Promptly reinstate the CLP or CDL privilege

**AND**

Remove any reference to the incorrect prohibition on the CDLIS driver record and, if applicable, the driver’s motor vehicle record.



## Driver Reports

There are two types of reports that SDLA users with **full access** can generate: Driver Status Change Report and Prohibited Drivers Report. Note that these reports can only be generated for drivers in your State.

### Driver Status Change Report

This report contains a list of all drivers whose Clearinghouse status changed within the selected time frame.

**Run Reports**

The Driver Status Change report includes all drivers that have had a Clearinghouse status change within the specific time frame. The Prohibited Drivers Report includes all drivers that are currently listed as "prohibited" in the Clearinghouse.

**Driver Status Change Report**

Date Range

From

To

State of Issuance

Search

**Prohibited Drivers Report**

State of Issuance

Search

Enter a date range and click **Search**. Note that your State is populated by default and cannot be changed.



[← BACK TO DASHBOARD](#)

### Driver Status Change Report

State:  | Range: 04/11/2020 - 02/08/2023 Download

| Name                | Date of Birth (DOB) | License # | Country       | State                | Status                            | Status Date | Current | SDLA Notified |
|---------------------|---------------------|-----------|---------------|----------------------|-----------------------------------|-------------|---------|---------------|
| Betty Slater        | 1/1/1980            | 12345678  | United States | <input type="text"/> | Prohibited                        | 4/11/2022   | Yes     | 1/27/2023     |
| Leonard Grant       | 5/16/1979           | 87654321  | United States | <input type="text"/> | Not Prohibited                    | 6/16/2022   | Yes     | 6/16/2022     |
| Christine Wentworth | 3/24/1982           | 31231231  | United States | <input type="text"/> | Prohibited                        | 6/23/2022   | Yes     | 6/23/2022     |
| Anthony Shaw        | 8/12/1975           | 45645645  | United States | <input type="text"/> | Not Prohibited                    | 8/2/2022    | Yes     | 8/2/2022      |
| John Smith          | 4/6/1979            | 67867867  | United States | <input type="text"/> | Erroneously Identified (8/8/2022) | 8/8/2022    | No      | 8/8/2022      |

Click **Download** to download an Excel spreadsheet of the Driver Status Change Report.

Note: Image contains sample data.

## Prohibited Drivers Report

This report contains a list of all drivers who are currently listed as “prohibited” in the Clearinghouse.

### Run Reports

The Driver Status Change report includes all drivers that have had a Clearinghouse status change within the specific time frame. The Prohibited Drivers Report includes all drivers that are currently listed as "prohibited" in the Clearinghouse.

#### Driver Status Change Report

Date Range

From

To

State of Issuance

Search

#### Prohibited Drivers Report

State of Issuance

Search

Click **Search**. Note that your State is populated by default and cannot be changed.



[← BACK TO DASHBOARD](#)

### Prohibited Driver Report

State:

 Download

| Name            | Date of Birth (DOB) | License # | Country       | State       | Status     | Status Date | Current | SDLA Notified |
|-----------------|---------------------|-----------|---------------|-------------|------------|-------------|---------|---------------|
| Luke Branson    | 9/8/1978            | 23232323  | United States | Mississippi | Prohibited | 4/11/2022   | Yes     |               |
| Theo Sullivan   | 9/6/1987            | 56565656  | United States | Mississippi | Prohibited | 4/11/2022   | Yes     |               |
| Henry Smith     | 4/4/1980            | 75757575  | United States | Mississippi | Prohibited | 4/11/2022   | Yes     |               |
| Charlene Scott  | 1/10/1974           | 41414141  | United States | Mississippi | Prohibited | 4/11/2022   | Yes     |               |
| Leslie Klein    | 1/22/1977           | 98989898  | United States | Mississippi | Prohibited | 4/11/2022   | Yes     |               |
| Richie Cooper   | 10/25/1982          | 73737373  | United States | Mississippi | Prohibited | 4/11/2022   | Yes     |               |
| Jimmy Valentino | 1/1/1979            | 82828282  | United States | Mississippi | Prohibited | 4/20/2022   | Yes     |               |

Click **Download** to download an Excel spreadsheet of the Prohibited Driver Report.

**Note:**  
Image contains sample data.