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.

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.

1 **How to Conduct a Query**

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

United States Department of Transportation

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Register | Log In
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

Unlock your account.

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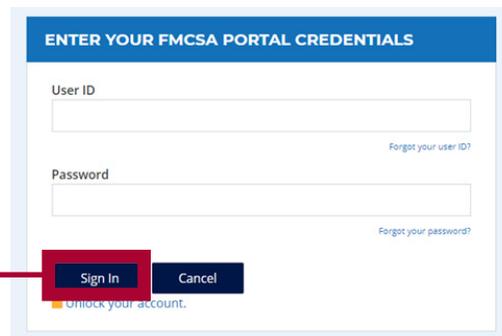
Search for a Driver

CDL or CLP Number

Country of Issuance
country

State of Issuance
state
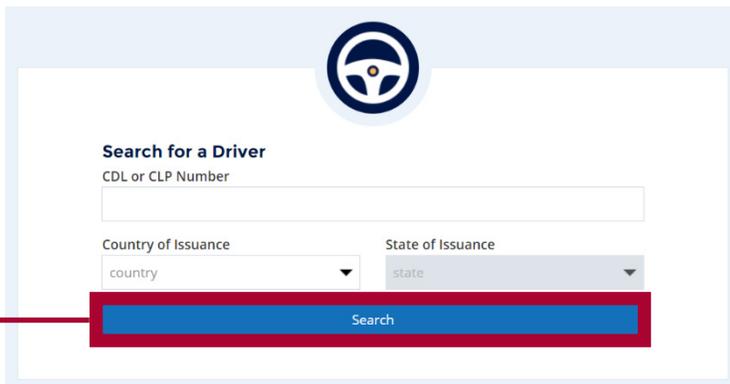
Search

Query Results

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

Driver Not Prohibited

✅ **If the status is "Driver Not Prohibited," you may continue with the commercial licensing transaction.**

Driver Prohibited

❌ **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**.

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

Register   Log In

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

Unlock your account.

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

Search for a Driver

Enter the information below to access a driver's current Clearinghouse status, as well a history of previous Clearinghouse statuses, if any. All fields are required.

CDL or CLP Number

Country of Issuance
country

State of Issuance
state

Search

Run Reports

The Driver Status Change report includes all drivers that have had a Clearingouse 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

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)

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)

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)

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.

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: [redacted] | **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	[redacted]	Prohibited	4/11/2022	Yes	1/27/2023
Leonard Grant	5/16/1979	87654321	United States	[redacted]	Not Prohibited	6/16/2022	Yes	6/16/2022
Christine Wentworth	3/24/1982	31231231	United States	[redacted]	Prohibited	6/23/2022	Yes	6/23/2022
Anthony Shaw	8/12/1975	45645645	United States	[redacted]	Not Prohibited	8/2/2022	Yes	8/2/2022
John Smith	4/6/1979	67867867	United States	[redacted]	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 Clearingouse 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

[redacted]

[Search]

Prohibited Drivers Report

State of Issuance

[redacted]

[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	▨▨▨▨▨	Prohibited	4/11/2022	Yes	
Theo Sullivan	9/6/1987	56565656	United States	▨▨▨▨▨	Prohibited	4/11/2022	Yes	
Henry Smith	4/4/1980	75757575	United States	▨▨▨▨▨	Prohibited	4/11/2022	Yes	
Charlene Scott	1/10/1974	41414141	United States	▨▨▨▨▨	Prohibited	4/11/2022	Yes	
Leslie Klein	1/22/1977	98989898	United States	▨▨▨▨▨	Prohibited	4/11/2022	Yes	
Richie Cooper	10/25/1982	73737373	United States	▨▨▨▨▨	Prohibited	4/11/2022	Yes	
Jimmy Valentino	1/1/1979	82828282	United States	▨▨▨▨▨	Prohibited	4/20/2022	Yes	

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

Note: Image contains sample data.