**FMCSA Drug and Alcohol Clearinghouse**

**Driver Queries: Bulk Upload**

Please follow the instructions below for preparing the file you will use to upload queries in bulk to be processed in batches in the Clearinghouse. If you are using one of the sample files, replace the sample data with the data of the drivers you need to query, using the format described below.

**File Setup**

The first row of the file should contain the field names as listed below with each additional row consisting of information for the driver that will be queried. The following fields should be provided in a tab-delimited text file, XLS file or XLSX file:

|  |  |
| --- | --- |
| **First row** | **Field Contents** |
| **LastName** | The driver’s last name. This would include hyphenated last names. Suffix to a last name should not be included in the submittal. Maximum length 40 characters. |
| **FirstName** | The driver’s first name. Maximum length 40 characters. |
| **DOB** | The driver’s date of birth. Format is MM/DD/YYYY |
| **CDL** | The driver’s Commercial Driver’s License Number or Commercial Learner’s Permit Number. Maximum length 25 characters.  Be sure to enter the CDL information correctly. If a CDL number begins with a zero, or multiple zeroes, be sure to include these leading zeroes.  Note: If a CDL number has special characters (such as spaces or dashes), and you are not able to verify it, try re-submitting the CDL number with or without these characters, as requirements vary by State. |
| **Country** | The Country Code where the CDL was issued:  For CDLs issued in the United States use **US**  For CDLs issued in Canada use **CN**  For CDLs issued in Mexico use **MX** |
| **State** | For CDLs issued in the United States and Canada, this field contains the two-character abbreviation for the State or Province where the CDL was issued. See below for acceptable abbreviations for U.S. States and Canadian Provinces.  For Mexican States, this field should contain MX. |
| **QueryType** | This field contains the type of query that is being requested ([learn more about the different types of queries](https://clearinghouse.fmcsa.dot.gov/Resource/Index/Query-Consent-Factsheet)). The values should be 1, 2, 3, or 4 with the values indicating the following:  1 – Limited Query  2 – Full Query  3 – Pre-employment Query  4 – Limited Query with Automatic Consent Request\* |

\*“Automatic Consent Request” means that, if a limited query returns that the driver has violation information in his/her Clearinghouse record, the Clearinghouse will automatically submit a request from your employer to that driver for his/her consent to a full query. If you would prefer the Clearinghouse to automatically send a consent request in this case, select “4 – Limited Query with Automatic Consent Request.” If you would prefer the Clearinghouse not send these consent requests automatically, select “1 – Limited Query”.

**Abbreviations for U.S. States**

For United States CDL Numbers use, the following codes in the State data field:

|  |  |  |  |
| --- | --- | --- | --- |
| AK | Alaska | MT | Montana |
| AL | Alabama | **NC** | North Carolina |
| AR | Arkansas | **ND** | North Dakota |
| AZ | Arizona | **NE** | Nebraska |
| CA | California | **NH** | New Hampshire |
| CO | Colorado | **NJ** | New Jersey |
| CT | Connecticut | **NM** | New Mexico |
| DC | District of Columbia | **NV** | Nevada |
| DE | Delaware | **NY** | New York |
| FL | Florida | **OH** | Ohio |
| GA | Georgia | **OK** | Oklahoma |
| HI | Hawaii | **OR** | Oregon |
| IA | Iowa | **PA** | Pennsylvania |
| ID | Idaho | **RI** | Rhode Island |
| IL | Illinois | **SC** | South Carolina |
| IN | Indiana | **SD** | South Dakota |
| KS | Kansas | **TN** | Tennessee |
| KY | Kentucky | **TX** | Texas |
| LA | Louisiana | **UT** | Utah |
| MA | Massachusetts | **VA** | Virginia |
| MD | Maryland | **VT** | Vermont |
| ME | Maine | **WA** | Washington |
| MI | Michigan | **WI** | Wisconsin |
| MN | Minnesota | **WV** | West Virginia |
| MO | Missouri | **WY** | Wyoming |
| MS | Mississippi |  |  |

**Abbreviations for Mexican States**

For Mexican Licencia Federal de Conductor, use ‘MX’ for all entries in the State data field.

**Abbreviations for Canadian Provinces**

For Canadian CDL License Numbers, use the following codes for the Canadian province in the State data field:

|  |  |  |  |
| --- | --- | --- | --- |
| AB | Alberta | NU | Nunavut |
| BC | British Columbia | **ON** | Ontario |
| MB | Manitoba | **PE** | Prince Edward Island |
| NB | New Brunswick | **QC** | Quebec |
| NF | Newfoundland and Labrador | **SK** | Saskatchewan |
| NS | Nova Scotia | **YT** | Yukon Territory |
| NT | Northwest Territory |  |  |