

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



How to Conduct a Limited Query: Employers

What is a limited query?

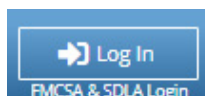
A query is an electronic check of a driver's record in the Clearinghouse, as required of employers of CDL drivers per § [382.701](#). A limited query determines if an individual driver's Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations. Once a driver completes the [return-to-duty \(RTD\) process](#) by obtaining a negative RTD test result, the driver is no longer prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle (CMV). The violation will remain unresolved until the driver successfully completes the follow-up testing plan prescribed by the substance abuse professional (SAP). Obtaining a driver's general consent is required to conduct a limited query. To view full details of a driver's Clearinghouse record, you would need to [conduct a full query](#). All pre-employment queries must be full queries. [Learn more about limited and full queries](#).

An employer may designate a consortium/third-party administrator (C/TPA) in the Clearinghouse to conduct queries on their behalf. See the [How to Conduct a Limited Query: C/TPAs Job Aid](#).

Conducting Limited Queries

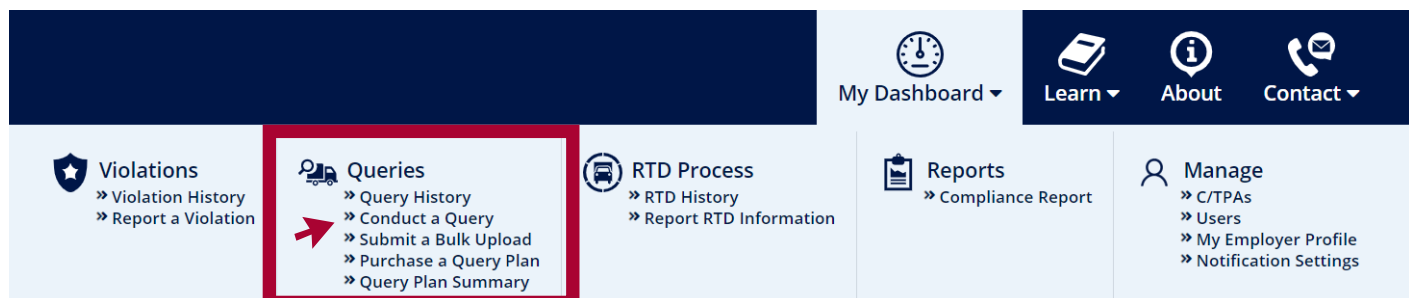
Follow the instructions below for a step-by-step guide on how to conduct a limited query.

1



Log In and Access the Dashboard

Visit <https://clearinghouse.fmcsa.dot.gov>. Click **Log In** and access the Clearinghouse using your login.gov username and password. Under **My Dashboard**, go to **Queries** and click **Conduct a Query**.





2

Enter and Verify Driver Information

Enter the information of the driver you need to query and click **Verify Driver Information**.

You will need to provide the following driver information:

- Driver first and last name
- Driver date of birth
- Driver commercial driver's license (CDL) or commercial learner's permit (CLP) number, and the State and country of issuance

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

State of Issuance

number

country

state

Verify Driver Information

Cancel

I want to submit a bulk upload

Once a driver's CDL information is verified, you will not be able to edit it. If you entered the driver's information in error, click **Cancel** and begin again with a new query. When the driver's information is correct, click **Next**.

Driver Information
Query Type
Conduct Query

This driver information has been verified and cannot be changed. If you entered this in error, click "Cancel" and begin a new 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

April 2016

1

1987

CDL/CLP Number

Country of Issuance

State of Issuance

123456789

United States

California

Next

Cancel

I want to submit a bulk upload



VERIFYING ERRORS

If there is an issue verifying the driver CDL information, please check that you have entered all the information correctly and re-submit. If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.

You will have two attempts to enter the driver's information correctly. If the driver CDL information cannot be verified, the query cannot be completed, as violation information is associated with a CDL number in the Clearinghouse.

If you have confirmed the driver's information is correct and the Clearinghouse cannot verify it, the driver will need to log in to the Clearinghouse for further instructions.



BULK UPLOAD

If you need to query multiple drivers at once, you can click **I want to submit a bulk upload**. You will be redirected to the Bulk Query Upload page.

Follow the instructions on the screen to download, complete, and upload the file containing the information of the drivers whose Clearinghouse records you need to query. This file must be either a tab-delimited file, XLS file, or XLSX file, and must use the format outlined in the Bulk Queries File Setup instructions. [Download the instructions and example files.](#)



3

Conduct the Limited Query

Select **Limited Query**. Check the box to certify that you have obtained general consent from the driver outside the Clearinghouse and click **Next**.

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

FMCSA has provided a [sample limited consent request form](#) that employers can download and adapt as needed.

Click **Conduct Query**.

The results of the limited query will be displayed immediately and one query will be deducted from your Query Balance.

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



Limited Query Results

DRIVER NOT PROHIBITED

If the limited query determines that there is no violation information in the driver's Clearinghouse record, the results will show "Driver Not Prohibited."

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](#)

RECORD(S) FOUND; FULL QUERY NEEDED

If information related to a drug and alcohol program violation is present in the driver's Clearinghouse record, a notice appears stating "Record(s) Found; Full Query Needed."

Query Complete

Result: Record(s) Found; Full Query Needed
Information related to drug and alcohol program violations has been found in the Clearinghouse record of the driver you queried. To determine if this driver is prohibited from performing safety-sensitive functions, you will need to conduct a full query.
You must obtain the driver's electronic consent before you can conduct the full query and access the driver's detailed information.
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](#)



A full query must be completed within 24 hours or the driver must be removed from safety-sensitive functions. Click **Send Consent Request** to generate the request and obtain the driver's electronic consent to conduct a full query.

Note: A notice that a result of "Record(s) Found" is not a notification that a queried driver is prohibited from performing safety-sensitive functions. A full query is needed to determine the driver's eligibility status.

View Query History

Your Query History Page contains records of queries that have been conducted by you, your Clearinghouse Assistants, or any C/TPAs who have conducted queries on your behalf. For more information on viewing your Query History, see the [Query History for Employers Job Aid](#).