

# DRUG & ALCOHOL CLEARINGHOUSE



## REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS

Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse, you must complete the registration process. Once registered, you can designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

Designating a C/TPA is a requirement for owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation). Owner-operators must designate a C/TPA before they can conduct queries or report violation information in the Clearinghouse.

The steps you will take to register as an employer in the Clearinghouse will depend on whether or not you have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a [U.S. DOT Number](#), you should request an [FMCSA Portal account](#) prior to registering for the Clearinghouse.

### EMPLOYER without FMCSA Portal Account

Do you have, or should you have, a U.S. DOT Number? See the instructions for [employers with Portal accounts](#).

No FMCSA Portal Account

Enter Contact Information and  
Company Information

Designate Your C/TPA(s)

Terms and Conditions



### Employers without FMCSA Portal Accounts

If you are an employer that does not have a U.S. DOT Number, follow the instructions below to register in the Clearinghouse.

The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a [U.S. DOT Number](#), you should request an [FMCSA Portal account](#) prior to registering for the Clearinghouse. See the instructions for [employers with an FMCSA Portal account](#).

### Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with Login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a Login.gov account, or would like to create a new one, you will need to follow the steps below.

1

Visit <https://clearinghouse.fmcsa.dot.gov/> and click **Register**.

During the Login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

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United States Department of Transportation

**FMCSA**  
Federal Motor Carrier Safety Administration

**DRUG & ALCOHOL  
CLEARINGHOUSE**

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U.S. DOT Enforcement Users

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## Welcome to the Drug and Alcohol Clearinghouse

An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.

[Register](#) [Log In](#)

**What do you need to do?**

**Log in above if you need to...**

- Record** information about a violation of FMCSA's drug and alcohol testing program by a CDL driver.
- Query** the Clearinghouse for drug and alcohol program violation information.
- Consent** to an employer's request to view your Clearinghouse record or review your own driver record.

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.

- ☒ Record
- ☒ Consent
- ☒ Query
- ☒ Safety



2

On the Login.gov sign in screen, click **Create an account**.

Or, if you already have a Login.gov account, enter your credentials on this screen, click **Submit** and go to step 9.

3

Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

4

Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.



5

Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

6

Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.

Backup codes should only be used if none of the above methods are available to you, as they can only be used a limited number of times.



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Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

LOGIN.GOV | DRUG & ALCOHOL  
CLEARINGHOUSE

STEP 3 OF 4

Enter your security code

We sent a security code to +1 123-456-7890. This code will expire in 10 minutes.

One-time security code

Submit

[Get another code](#) ☐ Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)



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You have created your Login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

LOGIN.GOV

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CLEARINGHOUSE

✓ Phone confirmed successfully.

You are now signing in for the first time

We'll share this information with The FMCSA Drug & Alcohol Clearinghouse:

✓ Email address  
sample20user20@gmail.com

The FMCSA Drug & Alcohol Clearinghouse will only use this information to connect to your account

Agree and continue



### Register for the Clearinghouse

Once you have a Login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

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Select your role (**Employer**), and click **Register as an Employer** or **Register as an Employer and a Driver**.

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled “Are you covered by DOT Drug and Alcohol Testing Regulations?” and click **Find out now**.

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United States Department of Transportation

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U.S. DOT Enforcement Users

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CLEARINGHOUSE**

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**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 employers with Portal accounts or employers without Portal accounts.

1 LOGIN.GOV 2 **ROLE SELECTION** 3 CONTACT INFORMATION 4 COMPANY INFORMATION 5 DESIGNATE C/TPA 6 TERMS & CONDITIONS

**STEP 2 OF 6  
Select Your Role**

The role you register as will determine which actions you are permitted to take in the Clearinghouse. Review the options below and select the option that best describes your role

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

**I will:**

- ☒ Report applicable drug and alcohol program violations of CDL drivers I employ. Learn more about [reporting violations \(PDF\)](#).
- ☒ Conduct queries on prospective and currently-employed CDL drivers.
- ☒ If you have a current CDL, you will be able to add and verify your CDL information after you complete your company registration.

**Are you also a CDL driver?**  
You can register your CDL information at the same time to create both employer and driver user roles.

**Register as an Employer** OR  **Register as an Employer and a Driver**

**Are you covered by DOT Drug and Alcohol Testing Regulations?**  
[Find out now](#)

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Select **No I do not have an FMCSA Portal Account**, and click **Next**.

**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

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Confirm that you are your employer's Clearinghouse Administrator by selecting **Yes, I am my employer's Clearinghouse Administrator** and clicking **Next**.

If you are not authorized to be your employer's Clearinghouse Administrator, do not proceed with this registration. Contact your employer's Clearinghouse Administrator and request an invitation to register as a Clearinghouse Assistant for your employer.

**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.

**Previous** **Next** Cancel





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Indicate whether or not your company has a U.S. DOT Number and click **Next**.

This step is intended to determine if your company should have an FMCSA Portal account. If you indicate that your company does have a U.S. DOT Number, you will then be prompted to register for the FMCSA Portal. Once you register for the Portal, you can re-start registration for the Clearinghouse.

### 2. Select Your Role

A USDOT Number is a unique identifier assigned to a company that has registered with FMCSA. [Learn more about USDOT Numbers.](#)

#### DOES YOUR COMPANY HAVE A USDOT NUMBER?

☐ YES My company has a USDOT Number

☐ NO My company does not have a USDOT Number

#### Not sure if your company has a USDOT Number?

Contact your safety manager to determine if your company has a USDOT Number.

[Previous](#)

[Next](#)

[Cancel](#)

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If you indicate your company does not have a U.S. DOT Number, you will see a message to make sure that your company does not need one. If your company does need a U.S. DOT Number, you may consider obtaining one prior to registering in the Clearinghouse.

Select either **I do not need a U.S. DOT Number** or **I will obtain my U.S. DOT Number later** and click **Proceed With Registration**, or you may **Cancel Registration** to re-start your Clearinghouse registration at a later time.

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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 must obtain one before completing Clearinghouse registration.

☒ I do not need a USDOT Number

☐ I will obtain my USDOT Number later

[Cancel Registration](#) [Proceed With Registration](#)



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Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your Login.gov username and cannot be modified.

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LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
COMPANY INFORMATION
DESIGNATE C/TPA
TERMS & CONDITIONS

### 3. Contact Information

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

Name	Phone/Email	
First Name	Phone Number	Type
Middle Name (Optional)	Alternate Phone Number (Optional)	Type
Last Name	Email Address (Login.gov Username)	
	user@company.com	

Previous
Next
Cancel



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Enter your company's information. All fields are required unless otherwise noted.

You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation).

When you are finished entering your company information, click **Next**.

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

1 2 3 4 5 6

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA TERMS & CONDITIONS

### 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

**Address (Physical)**

Street

City

Country State ZIP Code

Select a state

**Address (Mailing)** ☒ Same as Physical Address



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If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter**. If you enter enough characters of the C/TPA's name, a list of options will also appear.


### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

#### DESIGNATE YOUR C/TPA(S)

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.


**Who is your C/TPA?**  

**C/TPA not listed?**  
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.

Previous

Next

Cancel



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This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

#### DESIGNATE YOUR C/TPA(S)

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.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA? harlow



#### C/TPA not listed?

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

There are 1 C/TPAs which match the search "harlow"

**Harlow Consortium Inc.**  
Vernon St, Plymouth, AR 02360

Designate

Previous

Next

Cancel



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For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

Note to owner-operators: You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.

### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortia/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

#### DESIGNATE YOUR C/TPA(S)

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.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?

#### C/TPA not listed?

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.

#### Designated C/TPA(s)

I authorize the Clearinghouse to allow these C/TPA(s) to perform the following functions on my behalf.

C/TPA	Report Violations	Report RTD Information ⓘ	Conduct Queries	
XYZ Corp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Harlow Consortium Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Previous

Next

Cancel





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If you chose to register as an employer and a driver, you have the option to add your commercial driver's license (CDL) or commercial learner's permit (CLP) information to your Clearinghouse account during the registration process. This information is required to view your Clearinghouse record and respond to consent requests.

Enter your current CDL information and click **Verify**.

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.

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA **CDL** TERMS & CONDITIONS

**STEP 6 OF 7**  
**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

Last Name

Country

State

CDL Number

Date of Birth

Previous **Verify** Cancel

You will receive a confirmation message that your CDL information has been verified successfully. Click **Next**. If the Clearinghouse is not able to verify your CDL information, you can continue with registration and add your CDL information later.

**DRUG & ALCOHOL CLEARINGHOUSE**

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA **CDL** TERMS & CONDITIONS

**STEP 6 OF 7**  
**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

Last Name

Country

State

CDL Number

Date of Birth

Previous **Next** Cancel

**Success!**  
We have verified your CDL information.



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Review the Clearinghouse terms and conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

Note that the Clearinghouse terms and conditions may be updated on occasion.

The screenshot shows the 'STEP 7 OF 7 Terms and Conditions' page of the FMCSA Drug & Alcohol Clearinghouse registration process. The page includes a progress bar at the top with seven steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, COMPANY INFORMATION, DESIGNATE C/TPA, CDL, and TERMS & CONDITIONS (the current step). Below the progress bar, the section is titled 'FMCSA IT Rules of Behavior' and contains a list of 16 numbered rules. Below the rules, there is a section titled 'Drug and Alcohol Clearinghouse Terms of Use' which includes a statement of agreement to the terms and conditions. At the bottom of the page, there is a checkbox labeled 'I affirm that all the information provided is true and accept all of the terms above.' and three buttons: 'Previous', 'I Agree', and 'Cancel'. The 'I Agree' button is highlighted with a red box.

**STEP 7 OF 7**  
**Terms and Conditions**

**FMCSA IT Rules of Behavior**

As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. The Drug and Alcohol Clearinghouse is authorized for official use only.
2. The Drug and Alcohol Clearinghouse may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
3. FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
4. Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
5. Non-public Information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express permission of the owner of that information.
6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
7. Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
8. Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms **must never** be shared or stored in **printed form** in any place accessible. If stored **digitally**, a password must not be stored in a clear-text or a readable format. You may store your login.gov "just in case" information in printed or digital form.
9. The Drug and Alcohol Clearinghouse uses login.gov to authenticate you. Login.gov has password format requirements and a password expiration policy that must be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See <https://www.login.gov/help/changing-settings/turn-off-two-factor-authentication/> for more information.
10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at [FMCSASecurity@dot.gov](mailto:FMCSASecurity@dot.gov).
11. Users must protect all confidential/sensitive and privacy information from disclosure.
12. Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
13. I agree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.
14. I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyone who:
  1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
  2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
  3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
  4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
  5. Prevents authorized use of a Government information system.
15. Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual (e.g., DoB, SSN, and Driver's License).
16. Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said equipment.

**Drug and Alcohol Clearinghouse Terms of Use**

I am capable and willing to comply with the requirements under of 49 CFR 382 Subpart G, Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of proposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 49 CFR part 382. I certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. part 382. I agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law; and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, civil, or criminal penalties, including prosecution under 18 U.S.C. § 1001 or government-wide suspension and debarment under 2 C.F.R. part 180. I understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. § 382.713.

I agree that I will obtain the driver's written or electronic consent before querying the Clearinghouse to determine whether a record exists or to obtain any of the types of information identified in 49 C.F.R. § 382.703. I agree that I will only access and use information obtained from the Clearinghouse to determine whether there is a prohibition on a driver performing a safety-sensitive function in accordance with FMCSA regulations and will not divulge or permit other persons to divulge the information for any other purpose. I understand that violations of §382.723 are subject to criminal and civil penalties in accordance with applicable law, including those set forth at §382.507.

☐ I affirm that all the information provided is true and accept all of the terms above.

[Previous](#) [I Agree](#) [Cancel](#)

## Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.

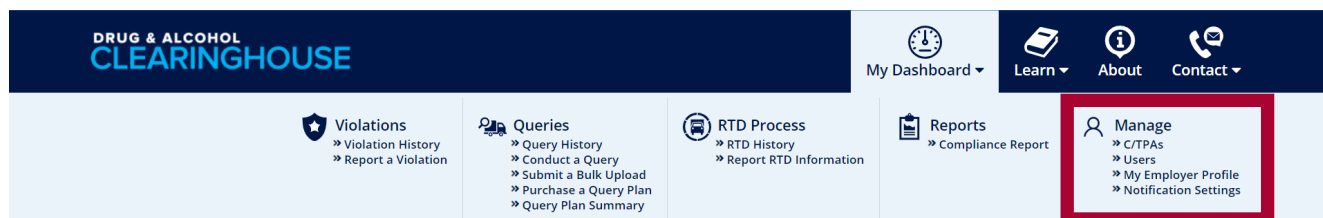




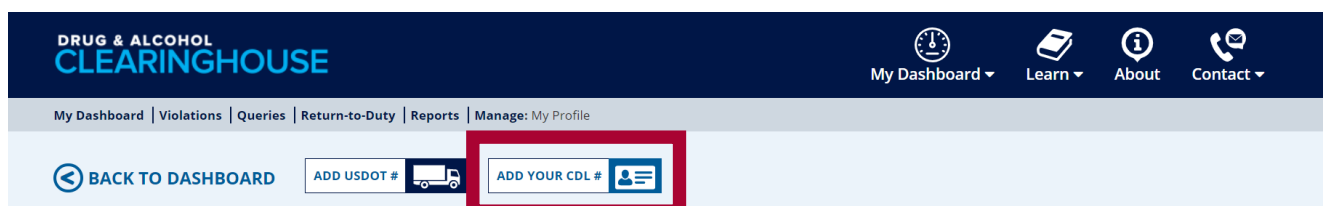
### Adding or Updating Your CDL Information

If you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you have the option to add your CDL or CLP information to your profile. This will allow you to view your Clearinghouse record and respond to consent requests.

To add or make updates to your CDL information after registering for your Clearinghouse account, under **My Dashboard**, go to **Manage**, and click **My Employer Profile**.



Click the **ADD YOUR CDL #** button. This will pop up the screen below. Enter your CDL information, **check the box** to affirm that the information you provided is true, and click **Verify CDL**. If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.



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.

Owner-operators will also see a prompt to add this information in the "Next Steps" box. Click the **enter your CDL information** hyperlink to add your CDL information.

The screenshot shows the CDL information entry form. The form includes fields for First Name, Last Name, Country, State, CDL Number, and Date of Birth. A red box highlights the 'Verify CDL' button at the bottom of the form.

