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## REGISTRATION FOR ONLINE CDL DRIVER DRUG AND ALCOHOL CLEARINGHOUSE DATABASE

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The U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) announced that online registration is now open for the Commercial Driver's License Drug and Alcohol Clearinghouse. Congress required the FMCSA to create and implement the Clearinghouse under the *Moving Ahead for Progress in the 21st Century Act* (Pub. L. 112-141, 126 Stat. 405). Commercial driver's license (CDL) holders, driver employers, medical review officers, and substance abuse professionals must register.

The Clearinghouse is a secure online database that will give employers, the FMCSA, State Driver Licensing Agencies (SDLAs), and state law enforcement personnel real-time information about CDL and commercial learner's permit (CLP) holders' drug and alcohol program violations. The Clearinghouse will contain records of violations of drug and alcohol prohibitions, including positive drug or alcohol test results, test refusals, completion of return-to-duty (RTD) process and follow-up testing plans.

The Clearinghouse mandate does not change any existing requirements in [DOT-wide procedures](#) for transportation workplace drug and alcohol testing other than to require use of the online database. Employer use of the Clearinghouse database is required for pre-employment CDL driver record investigation, annual drug and alcohol investigations for all current CDL employees, and to upload driver violations and RTD status. ***It is highly recommended that employers, drivers, drug and alcohol testing vendors and substance abuse professionals register now rather than wait for the January 6, 2020 registration deadline.***

### 1. EMPLOYER RESPONSIBILITY

The Clearinghouse will offer employers a centralized location to query driver information and report drug and alcohol program violations incurred by their current and prospective employees holding CDLs and CLPs. The employer must:

- **Register** online to access the Clearinghouse database.
- **Search** the Clearinghouse as part of each pre-employment driver investigation process.
- **Conduct** limited annual queries for every driver they employ.
- **Request** electronic consent from the driver for a full query, including pre-employment queries.
- **Report** drug and alcohol program violations.
- **Record** the negative return-to-duty (RTD) test results and the date of successful completion of a follow-up testing plan for any driver they employ with unresolved drug and alcohol program violations.

### 2. SEARCHING THE CLEARINGHOUSE DATABASE

Employers are able to conduct two types of queries on the Clearinghouse database:

- **Limited Query** - A limited query allows an employer to determine if an individual driver's Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations, but does not release any specific violation information contained in the driver's Clearinghouse record. Limited queries require only a **general driver consent**, which is obtained outside the Clearinghouse; this general consent is not required on an annual basis and may be effective for more than one year. However, the limited consent request must specify the timeframe for which the driver is providing consent. The limited query meets the annual record check requirements all employers must conduct for CDL drivers.
- **Full Query** - A full query allows the employer to see detailed information about any drug and alcohol program violations in a driver's Clearinghouse record. An employer must obtain the **driver's electronic consent** in the Clearinghouse prior to the release of detailed violation information during the full query. The full query meets the federal pre-employment drug and alcohol violations search that employers must conduct before hiring a CDL driver.

The Clearinghouse database will only contain driver drug and alcohol records updated after January 6, 2003. Manual record investigation must continue to reach back three years for pre-employment or one year for annual employee driver record check. A fact sheet on Clearinghouse database searches may be found here: [Clearinghouse Queries](#).

### 3. USER QUERY FEE

The FMCSA is charging a flat \$1.25 rate for each query. Query purchase plans may be purchased here: [Query Purchase Plans](#).

### 4. CLEARINGHOUSE REGISTRATION

Employers must register with the Clearinghouse database before searching and/or uploading driver information. Employers must follow a two-step registration process:

- **Federal "login.gov" Registration** - The first registration step requires employers to obtain a secure federal government login account. The secure login account will help ensure that the information in the Clearinghouse remains secure and private. Login accounts may be obtained here: [Secure Login Account](#).
- **Clearinghouse Registration** - Once employers obtain a secure login account, they must register with the Clearinghouse here: [Clearinghouse Registration](#).

### 5. ASSIGNING THIRD PARTIES TO SEARCH AND UPLOAD DRIVER INFORMATION

Once registered, employers may designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

- **Third Party Assignment** - Employers, consortia/third-party administrators (C/TPAs), medical review officers (MROs), and substance abuse professionals (SAPs) must identify an individual from their company to serve as a Clearinghouse Administrator. These Clearinghouse Administrators have the option to invite users to serve in an Assistant role, enabling them to use the Clearinghouse on their company's behalf.

## 6. DRIVER RESPONSIBILITIES

Drivers must register with the Clearinghouse in order to:

- **Check Records** - Drivers must register with the Clearinghouse to check their drug and alcohol driving record and be able to contest incorrect entries.
- **Provide Consent** - Drivers must register to provide electronic consent for prospective employers to conduct pre-employment drug and alcohol records searches.

## 7. COMPLIANCE DEADLINE

- **Employers and drivers** must register with the FMCSA drug and alcohol Clearinghouse no later than January 6, 2020.
- **Employers and drivers** may register with the Clearinghouse starting **October 11, 2019**.
- **Employers and/or their third-party designees** must begin using the database for pre-employment investigations on **January 6, 2020**.
- **Employers** will no longer to be required to conduct manual pre-employment investigations once three years of violation data is stored in the Clearinghouse. Manual pre-employment investigation will no longer be required after **January 6, 2023**.
- **Employers and/or third-party designees**, medical review officers, and substance abuse professionals must begin uploading driver drug and alcohol violations on **January 6, 2020**.

## 8. ADDITIONAL INFORMATION

For additional information on the FMCSA Drug and Alcohol Clearinghouse go to <https://clearinghouse.fmcsa.dot.gov>