

# DRUG & ALCOHOL CLEARINGHOUSE

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## How it Applies to School Districts

12/14/2020



# Agenda

1

## **THE CLEARINGHOUSE FINAL RULE**

About the Congressional mandate and what it means for you

2

## **TIMELINE**

Project milestones leading up to and beyond implementation

3

## **USING THE CLEARINGHOUSE**

Required actions users must take once the Clearinghouse is operational

4

## **FREQUENTLY ASKED QUESTIONS**

Specific questions and answers FMCSA received recently about the Clearinghouse

5

## **REGISTER FOR THE CLEARINGHOUSE**

Registration for the Clearinghouse is now open

6

## **FOR MORE INFORMATION**

Additional resources and information, as well as points of contact

# The Clearinghouse Final Rule

- Mandated by Congress (MAP-21, Section 32402)
- Published December 5, 2016
- Established requirements for the Clearinghouse
- Identified **January 6, 2020** as the Clearinghouse implementation date



Read the Clearinghouse final rule at:

[www.fmcsa.dot.gov/regulations/commercial-drivers-license-drug-and-alcohol-clearinghouse](http://www.fmcsa.dot.gov/regulations/commercial-drivers-license-drug-and-alcohol-clearinghouse)

# Timeline: Drug and Alcohol Clearinghouse

March 2019

## Information Phase

- Clearinghouse website launched
- Subscribe for email updates

October 2019

## Registration Opens

Create your user account ahead of implementation date

November 2019

## Query Plans Available for Purchase

Purchase your query plan ahead of implementation date

January 6, 2020

## Implementation Date

- Mandatory reporting begins
- Both electronic and manual queries required

January 6, 2023

## 3-Year Post Implementation

- Clearinghouse contains 3 years of violation data
- Only electronic queries required



## Who will be required to use the Clearinghouse?

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- ☒ Drivers who hold commercial driver's licenses (CDLs) or commercial learner's permits (CLPs)
- ☒ Employers of CDL drivers who operate commercial motor vehicles (CMVs)
- ☒ Consortia/Third-Party Administrations (C/TPAs)
- ☒ Medical Review Officers (MROs)
- ☒ Substance Abuse Professionals (SAPs)
- ☒ State Drivers Licensing Agencies (SDLAs)



## Registration

### 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.



**FMCSA**  
Federal Motor Carrier Safety Administration

[Register](#)
[Login](#)

**DRUG & ALCOHOL  
CLEARINGHOUSE**

[FAQ](#)
[About](#)
[Contact](#)

### Register for the Clearinghouse now and be ready for implementation



Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.

**Need a login.gov account?** Click the link below to create your login.gov account.

**Already have a login.gov account?** Click the link below and sign in to your account.


[Go to login.gov](#)

#### GOVERNMENT PERSONNEL

FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.


### Why register now?

Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 6, 2020.




**DRIVERS**

Enter your CDL information and confirm all information is accurate in our database.



**EMPLOYERS**

Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.



**SAPS & MROS**

Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.

## Registration

- Login.gov requires the completion of a user verification process
- Authentication via phone (voice or text message), authentication application, or security key

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse

**STEP 3 OF 4**

**First authentication method setup (1 of 2)**

Add a second layer of security so only you can sign in to your account.

You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.


Select an option to secure your account:

- ☒ **Phone**  
Get your security code via text message (SMS) or phone call
- ☐ **Authentication application**  
Set up an authentication application to get your security code without providing a phone number
- ☐ **Security key**  
Use a security key to secure your account
- ☐ **Government employees**  
Use your PIV/CAC card to secure your account
- ☐ **I don't have any of the above**  
You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place.

[Continue](#)

[Cancel account creation](#)

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse



**STEP 3 OF 4**

**Send your security code via text message (SMS) or phone call**

We'll send you a security code **each time you sign in**.  
Message and data rates may apply.

**Phone number**  
example: (201) 555-0123

**How should we send you a code?**

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

☒ Text message (SMS) ☐ Phone call

[Send code](#)

[Choose another option](#)



United States Department of Transportation

FMCSA  
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL  
CLEARINGHOUSE

FAQ About Contact

Thank you! You are now logged into your login.gov account.  
Follow the steps below to complete your Clearinghouse registration.

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION QUALIFICATIONS TERMS & CONDITIONS

**2. Select Your Role**  
Use the menu below to select the type of user account you will need in the Clearinghouse.

Employer Driver Consortium/Third Party Administrator (C/TPA) Medical Review Officer (MRO) Substance Abuse Professional (SAP)

To complete your Clearinghouse registration you will need:

- ✓ Your MRO license information
- ✓ Confirmation of required training and examination, and basic knowledge as defined in § 40.121

**Can you certify your MRO qualifications?**  
MROs who use this registration process will be required to self-certify their qualifications and confirm their credentials and basic knowledge, as required by § 40.121.

MROs can also invite users who will serve in an Assistant role. Assistants will enter violation information in the Clearinghouse on the MRO's behalf. MRO Assistants should not follow this registration process, but should wait to receive an email invitation from the MRO they will work under.

**Are you a credentialed MRO?**  
☒ Yes, I am a credentialed MRO.

Next Cancel

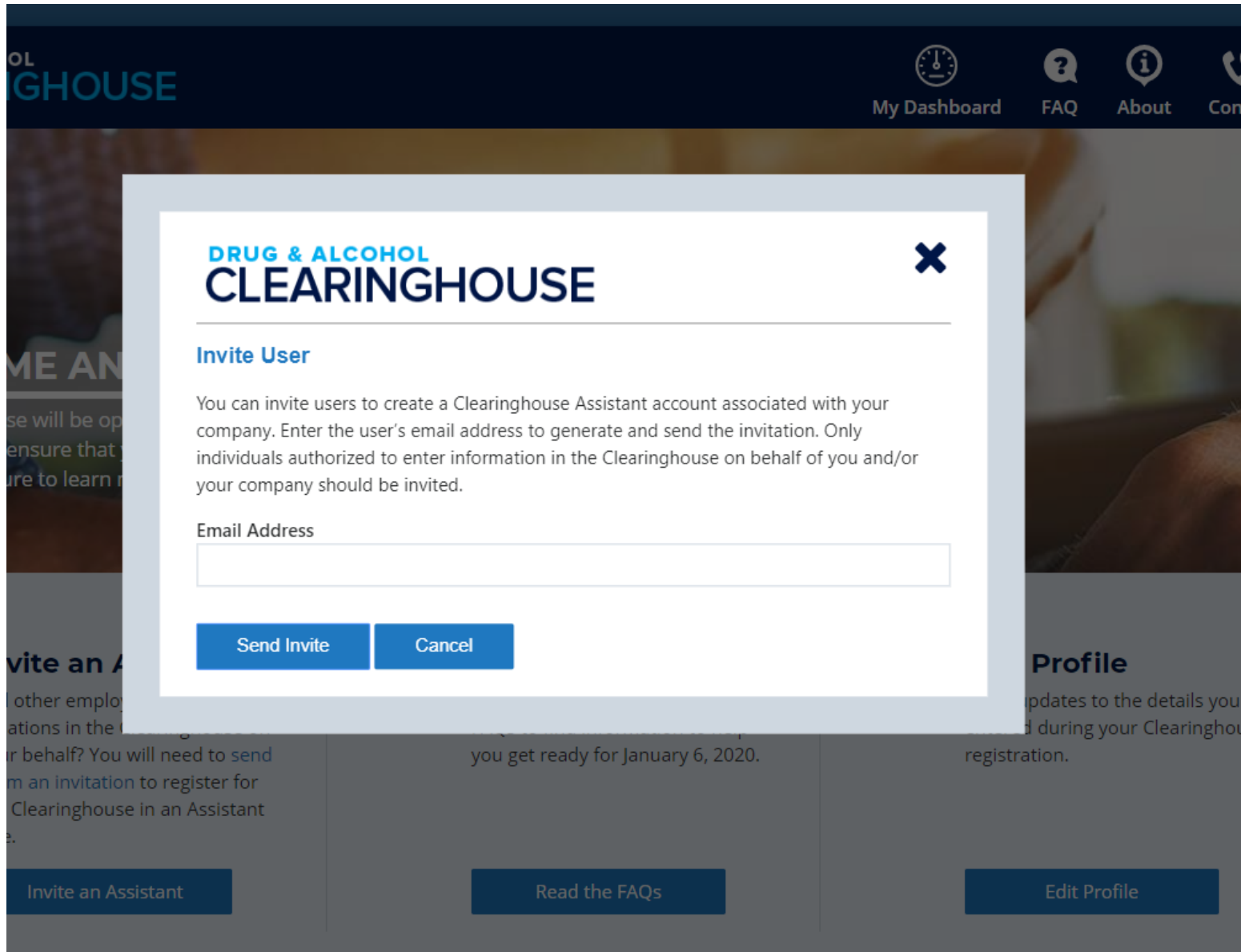
- After setting up a login.gov account, registration will be completed in the Clearinghouse.
- In Step 2, select “No, I do not have a FMCSA Portal Account”
- Employers will be asked enter and verify their Portal credentials
- Owner/Operators will be asked to identify their C/TPA.
- Drivers will enter their CDL information
- MROs and SAPs will need to certify they meet the Part 40 requirements



# User Dashboard

- Homepage for role based Clearinghouse activity including
  - Invite and manage assistants
  - Manage C/TPAs
  - Purchase query plans (November)
  - Report drug and alcohol program violations (January)
  - Conduct queries (January)

The screenshot displays the user dashboard for the FMCSA Drug & Alcohol Clearinghouse. At the top, the FMCSA logo and 'Federal Motor Carrier Safety Administration' are visible on the left, and the user's current role 'Sample MRO (MRO Adm)' and a 'Log Out Andrew' button are on the right. Below this, the 'DRUG & ALCOHOL CLEARINGHOUSE' header is present, followed by navigation links: 'My Dashboard', 'FAQ', 'About', and 'Contact'. A large banner image shows a person's hands on a steering wheel, with the text 'WELCOME ANDREW' and a message about the Clearinghouse's operational status as of January 6, 2020. Below the banner, three main action cards are displayed: 'Invite an Assistant' (with an envelope icon), 'Learn More' (with a book icon), and 'Edit Profile' (with a person icon). Each card contains a brief description and a corresponding button. At the bottom, there is a section for downloading the 'Clearinghouse Brochure for MROs' with a 'Download' button, and a 'Coming Soon' section announcing the 'JANUARY 6, 2020 Clearinghouse Fully Operational' status and listing the types of violations it will handle.



The screenshot shows the 'Invite User' modal window of the Drug & Alcohol Clearinghouse. The modal has a title bar with the logo and a close button. The main content area includes a heading 'Invite User', a descriptive paragraph about inviting users, an 'Email Address' input field, and two buttons: 'Send Invite' and 'Cancel'. The background shows a blurred view of the main application interface with navigation links like 'My Dashboard', 'FAQ', 'About', and 'Contact'.

**DRUG & ALCOHOL CLEARINGHOUSE**

**Invite User**

You can invite users to create a Clearinghouse Assistant account associated with your company. Enter the user's email address to generate and send the invitation. Only individuals authorized to enter information in the Clearinghouse on behalf of you and/or your company should be invited.

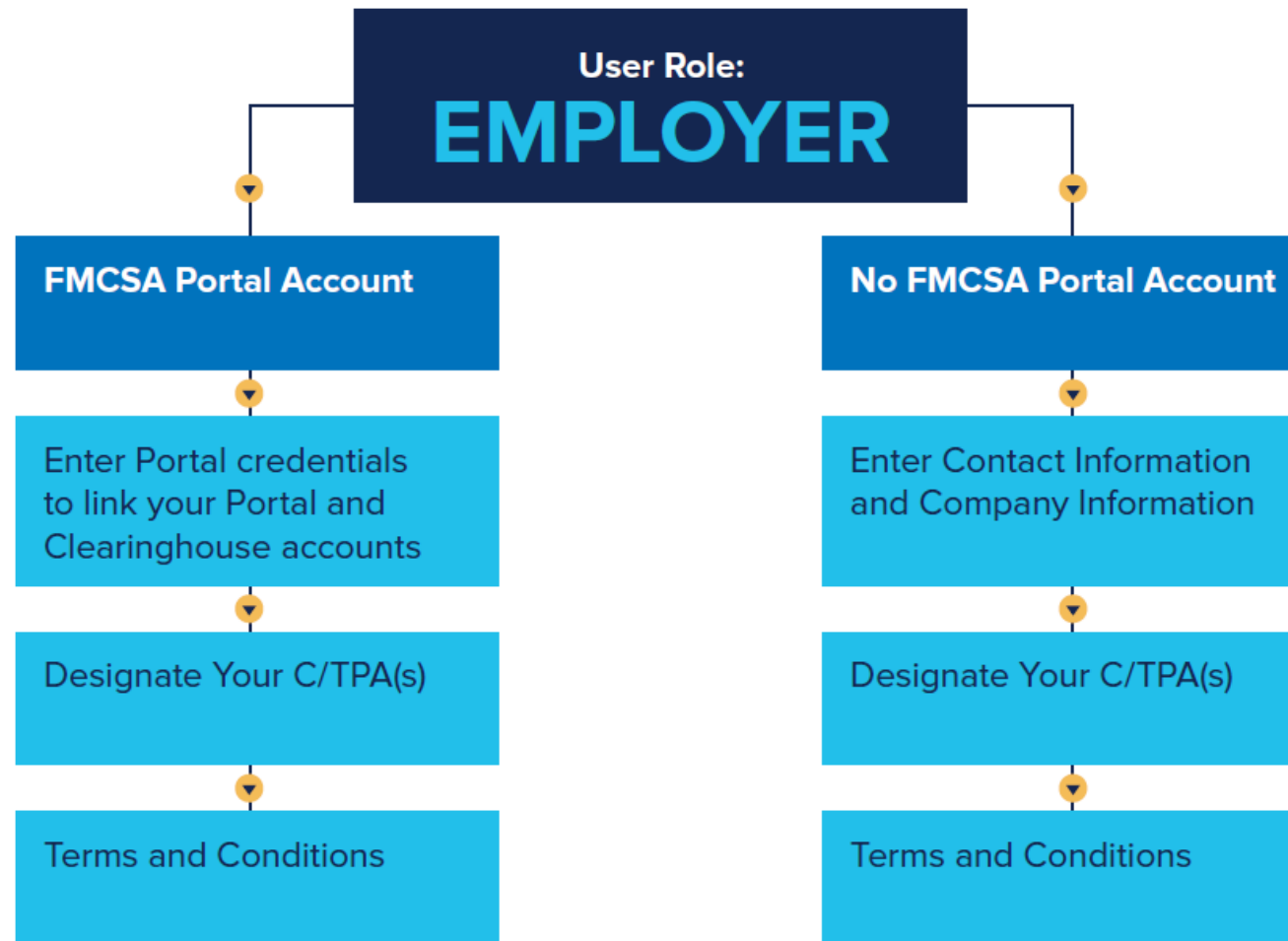
Email Address

[Send Invite](#) [Cancel](#)

## Clearinghouse Assistants

All Assistants **must** be invited to register in the Clearinghouse

- **C/TPA Assistant** enters violation information and queries the Clearinghouse on behalf of the authorized C/TPA; may support multiple C/TPAs
- **MRO Assistant** enters violation information into the Clearinghouse on behalf of the authorized MRO; may support multiple MROs
- **SAP Assistant** enters RTD information into the Clearinghouse on behalf of the authorized SAP; may support multiple SAPs



Complete registration instructions are available at:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Registration-Employer-Instructions>

# Drivers

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**Drivers will complete the following actions in the Clearinghouse:**

1. **REGISTER**
2. **VIEW** their information
3. **PROVIDE** or refuse specific electronic consent to an employer for a full query (includes pre-employment queries)
4. **IDENTIFY** a SAP before the SAP can enter return-to-duty (RTD) information about them

**Drivers may:**

1. Submit a petition to correct inaccurately reported information as established in the Clearinghouse final rule and per 49 CFR Part 10
2. Request the removal from the Clearinghouse of an employer's report of actual knowledge of a driver's traffic citation for operating a CMV under the influence of drugs or alcohol if the citation did not result in a conviction
3. Request that other reports of actual knowledge violations, as well as "failure to appear" test refusals, be removed from the Clearinghouse if they were not reported in accordance with §382.705(b)(5)

# Driver – Petition Process

## ▪ How does a driver change or remove inaccurate data?

- The driver may submit a petition via FMCSA's DataQs system
- FMCSA will review petition and notify driver of decision to remove, retain, or correct information in the Clearinghouse and the reason for decision
- If the driver believes a petition decision was made in error, he/she may submit a request for an Administrative Review
  - Request must include an explanation why he/she believes FMCSA made an error in their decision
  - Driver informed of decision
  - Decision will constitute as the final Agency action

### **The petition must include:**

- Petitioner's contact information
- Petitioner's CDL number and state of issuance
- Detailed description why the information is not accurate

## ▪ What information may be challenged by the driver?

- The accuracy of the information reported
- Report of employer's actual knowledge the driver received a traffic citation for driving a CMV while under the influence of drugs or alcohol if it did not result in a conviction
- **Accuracy of test results and refusals may not be challenged**

## ▪ Will an employer be notified if information is changed or removed from the Clearinghouse as a result of a petition?

- Yes, the employer will receive a notification whenever information in a queried driver's Clearinghouse record has been changed or removed.

# Employers and Consortia/Third-Party Administrators (C/TPAs)

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**Users will complete the following actions in the Clearinghouse:**

1. **Register** in the Clearinghouse
2. **Report** certain drug and alcohol violations in the Clearinghouse
3. **Request** specific consent in the Clearinghouse from the driver they wish to conduct a full query on (includes pre-employment queries)
4. **Report** a negative return-to-duty alcohol and/or controlled substances test result
5. **Report** the completion of a driver's follow-up testing plan
6. **Designate** assistants in the Clearinghouse before the assistant can enter violation information or conduct queries on their behalf

An **EMPLOYER** who employs him/herself as a driver (**owner-operator**) must designate a C/TPA in the Clearinghouse.



The **C/TPA** must be designated by the employer in the Clearinghouse before the C/TPA can report violation information or query the Clearinghouse on behalf of the employer.

# Queries

	Reason for Query	Information Returned	Required Action
<b>LIMITED QUERY</b>  	Annual check on currently-employed driver	No records found in the Clearinghouse for queried driver	No action required
	Ad hoc/periodic check on driver	Records found in the Clearinghouse for queried driver	Full query must be conducted for violation and/or RTD details to be released; if full query is not conducted within 24 hours, driver is removed from safety-sensitive functions, including operating a CMV
<b>FULL QUERY</b>  	Pre-employment check on prospective driver  Limited query returned records found for queried driver  Ad hoc/periodic check on driver	Full violation and/or RTD details for queried driver	If driver has a violation and no negative RTD test result, driver is removed from safety-sensitive functions  If driver has a violation and a negative RTD test result, no action required




# Consent Requests

	When is driver consent required?	How is consent provided?	For how long is consent effective?	What action is required?
<b>LIMITED QUERY</b>  	<p>Annual check on currently-employed driver</p> <p>Ad hoc/periodic check on driver</p>	<p>Outside the Clearinghouse</p> <p>May be electronic or wet signature</p> <p><i>Note: FMCSA has provided a sample limited consent request form on the website</i></p>	<p>Limited consent form must specify time range</p>	<p><b>Consent refused</b></p> <ul style="list-style-type: none"> <li>Query cannot be conducted</li> <li>Driver removed from safety-sensitive functions</li> </ul> <p><b>Consent provided</b></p> <ul style="list-style-type: none"> <li>Retain via paper or electronically in driver's qualification file</li> <li>Request limited query in the Clearinghouse</li> </ul>
<b>FULL QUERY</b>  	<p>Pre-employment check on prospective driver</p> <p>Limited query returned information exists for queried driver</p> <p>Ad hoc/ periodic check on driver</p>	<p>Electronically within the Clearinghouse</p>	<p>For each full query for individual driver</p>	<p><b>Consent refused</b></p> <ul style="list-style-type: none"> <li>Employer notified of refused consent</li> <li>Query cannot be conducted</li> <li>Driver cannot perform/removed from safety-sensitive functions</li> </ul> <p><b>Consent provided</b></p> <ul style="list-style-type: none"> <li>Query conducted</li> <li>Violation details released, including RTD status</li> <li>If queried driver has violation and no negative RTD test result, driver removed from safety-sensitive functions</li> </ul>

# Reporting to the Clearinghouse

What information is the employer or designated C/TPA required to report?

	INFORMATION TO BE REPORTED TO CLEARINGHOUSE	DEADLINE FOR REPORTING INFORMATION
 <p><b>Prospective/Current Employer of CDL Driver</b></p> <p>Or</p> <p><b>Service agent acting on behalf of Current Employer of CDL Driver</b></p>	<p>An alcohol confirmation test with a concentration of 0.04% or higher.</p> <p>Refusal to test (alcohol) as specified in <a href="#">49 CFR 40.261</a>.</p> <p>Refusal to test (drug) not requiring a determination by the MRO as specified in <a href="#">49 CFR 40.191</a>.</p> <p>Actual knowledge, as defined in <a href="#">49 CFR 382.107</a>, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.</p> <p>Negative RTD test results (drug and alcohol testing, as applicable)</p> <p>Completion of follow-up testing.</p>	<p>By the close of the 3<sup>rd</sup> business day</p>

# Frequently Asked Questions

## UNLIMITED QUERY PLAN

**\$24,500**  
One annual payment

- ✓ Expires 12 months after date of purchase\*

*\* Note: Unlimited query plans purchased prior to January 6, 2020 will go into effect on January 6, and will expire on January 5, 2021.*

## INDIVIDUAL QUERY PLAN

**\$1.25**  
Flat per query rate (limited or full)

- ✓ Flat per query rate (\$1.25), for limited and full queries
- ✓ Bundles customized to meet your business needs
- ✓ Queries never expire
- ✓ Purchase additional query plans, as needed

Query Bundle	Plan Cost
1	\$1.25
2	\$2.50
3	\$3.75
4	\$5.00
5	\$6.25
10	\$12.50
20	\$25.00
50	\$62.50
100	\$125.00
150	\$187.50
200	\$250.00
300	\$375.00
500	\$625.00
1,000	\$1,250.00
1,500	\$1,875.00
2,000	\$2,500.00
2,500	\$3,125.00
5,000	\$6,250.00
7,500	\$9,375.00

Recommended for High-volume users

## Program Stats as of 11/1/2020

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- **2,394,193 Queries Conducted**
  - 1,168,983 Full (pre-employment)
- **45,995 Violations Reported to Clearinghouse**
  - 23,747 from pre-employment; 16,516 from random testing
- **Positive Drug Tests account for 82% of the violations reported**
  - Marijuana most prevalent – 24,000; Cocaine 2<sup>nd</sup> – 6,656; Methamphetamine 3<sup>rd</sup> – 4,279
- **42,711 individual drivers w/ at least one violation**
  - 4,421 Drivers in Not- Prohibited status; currently in SAP process
- **38,290 individual drivers currently in Prohibited Status**
  - 29,611 Drivers have not begun the RTD process

# Frequently Asked Questions

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- **Why purchase a query plan?**
  - Employers are charged a fee for conducting queries in the Clearinghouse.
  - Employer must purchase a query plan to ensure they or their designated C/TPAs can conduct queries.
- **Can C/TPAs purchase a query plan?**
  - No, only employers can purchase query plans.
- **How does the employer purchase a query plan?**
  - Query plans may only be purchased from FMCSA on the Clearinghouse website.
- **Which query plan is right for me?**
  - Query bundles
    - Purchase the number of queries equal to the number of your current employees (satisfy your annual queries needs)
    - Purchase additional query plans, as needed
  - Unlimited query subscription
    - High volume users
- **When will query plans be available for purchase?**
  - Query plans will be available in November 2019

## Medical Review Officers (MROs) and Substance Abuse Professionals (SAPs)

### ■ MROs:

1. **WORK** for MRO company(ies), or self-employed
2. **REGISTER** for the Clearinghouse and complete the verification process
3. **ENTER** drug violation information to the Clearinghouse
4. **DESIGNATE** MRO Assistant(s) to enter violation information on their behalf

All **Assistants** must be invited to register in the Clearinghouse.



### ■ SAPs:

1. **WORK** for SAP company(ies), or self-employed
2. **REGISTER** for the Clearinghouse and complete the verification process
3. **ENTER** RTD information into the Clearinghouse (date initial assessment completed, date driver eligible for RTD test)
4. **DESIGNATE** SAP Assistant(s) to enter RTD information on their behalf

**Driver** must identify the SAP in the Clearinghouse before the SAP may enter RTD information in the Clearinghouse.

# Reporting to the Clearinghouse

## What information is the MRO or SAP required to report?

	INFORMATION TO BE REPORTED TO CLEARINGHOUSE	DEADLINE FOR REPORTING INFORMATION
<b>MRO</b> 	Verified positive, adulterated, or substituted drug test result	Within two business days of making a determination or verification of a DOT-approved drug test
	Refusal to test (drug) requiring a determination by the MRO as specified in <a href="#">49 CFR 40.191</a>	
	Changes a verified drug test per 49 CFR Part 40	Within one business day of making any change in the reported results
<b>SAP</b> 	Identification of driver and date the initial assessment was initiated	By the close of the business day following the date of initial assessment
	Date of determination of eligibility for RTD testing	By the close of the business day following the determination that the driver completed the RTD process



## Frequently Asked Questions

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- **Will violations that occurred prior to January 6, 2020, be reported to the Clearinghouse?**
  - No, only violations that occur on January 6, 2020, or later.
- **How long is the violation information retained in the Clearinghouse?**
  - 5 years, unless the RTD and follow-up testing is not completed (will be retained indefinitely until follow-up testing is successfully completed).
- **Will a prospective employee's drug and alcohol violation history with other DOT modes be available in the Clearinghouse?**
  - No, the Clearinghouse will contain only drug and alcohol program violation information for employees subject to the testing requirements under the Federal Motor Carrier Safety Regulations in 49 CFR part 382.

# Frequently Asked Questions

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- **Will every driver need to register in the Clearinghouse?**
  - No. A driver will only need to register if they need to provide consent to the employer in the Clearinghouse for pre-employment/full queries.
  - If a driver is currently with an employer, never incurs a drug or alcohol violation, and never seeks other employment, then the driver does not need to register in the Clearinghouse.
- **Can an employer register their drivers in the Clearinghouse?**
  - No. Each individual driver will need to register himself or herself. Registration and login will require users to complete the verification process
- **Are employers of non-CDL drivers who operate CMVs required to query or report violations to the Clearinghouse?**
  - No. Only employers who employ drivers subject to Parts 382 and 383 must query or report information to the Clearinghouse.
- **Can an employer or MRO enter a drug and alcohol program violation if the driver is not registered for the Clearinghouse?**
  - Yes. The Clearinghouse will associate the violation with a driver's CDL information. This will be recorded even if the driver has not registered for the Clearinghouse.

## Frequently Asked Questions

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- **Will the employer be notified if a new violation is recorded on previously queried driver?**
  - The employer will receive a notification if a new violation was recorded in the Clearinghouse for the queried driver within 30 days of conducting a pre-employment query (30-day look back).
  - The employer must receive additional electronic consent from the driver before a full query can be conducted to view detailed violation information.
  
- **Will the employer receive notification of new violations within 30 days of all completed queries?**
  - The employer will not receive a notification of new violations after completing a limited (including annual) query or ad hoc full query.
  - The employer will receive a notification if a new violation was recorded in the Clearinghouse for the queried driver within 30 days of conducting a pre-employment query (30-day look back).

## Frequently Asked Questions

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- **Are Canadian and Mexican drivers conducting operations in the United States subject to the Clearinghouse requirements?**
  - Yes, only Canadian and Mexican drivers operating in the United States are required to comply with FMCSA drug and alcohol testing requirements and must comply with the Clearinghouse final rule.
  
- **Must Canadian and Mexican employers report drug and alcohol program violations to the Clearinghouse?**
  - Yes, only Canadian and Mexican employers operating in the United States are required to comply with FMCSA drug and alcohol testing requirements and must report drug and alcohol violations to the Clearinghouse.

## Frequently Asked Questions

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- **Can an employer designate more than one C/TPA?**
  - Yes.
- **Who will record positive alcohol results for an owner/operator?**
  - The designated C/TPA would be responsible to record this violation information regarding the owner/operator they work with.
  - An owner/operator may view and query their own information.
  - An owner/operator will be required to self-identify as an owner/operator and will be required to designate a C/TPA to access their Clearinghouse account.

## Frequently Asked Questions

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- **Will a driver's follow-up testing plan be available in the Clearinghouse?**
  - No, follow-up testing plans will not be uploaded into the Clearinghouse.
  - When a prospective employee has not completed a follow-up testing plan prescribed by the SAP, the subsequent new employer must continue to obtain the follow-up testing plan from the previous employer, as required in §382.413, and complete the follow-up testing.
- **Will follow-up testing be tracked within the Clearinghouse?**
  - No, follow-up testing will not be tracked in the Clearinghouse.
  - However, if there is a positive follow-up test result, it must be reported as a new violation.
  - The RTD process would be re-initiated after the new violation is entered.

## Frequently Asked Questions

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- **Will an API (application programming interface) be available for an employer or C/TPA to query or report violations in the Clearinghouse?**
  - No, at the initial launch an API will not be available. FMCSA will consider this functionality in the future.
  - However, a bulk query functionality will be available to query the Clearinghouse. (Template to be provided on Clearinghouse website)
- **If a driver is on the road and unable to access a computer, how can the driver access the Clearinghouse?**
  - The Clearinghouse is mobile-friendly. The driver will be able to access the Clearinghouse from a smart phone, log in and view their information as well as provide consent and identify their substance abuse professional, if applicable.



## Frequently Asked Questions

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- **Is the driver's social security number (SSN) or employee identification number (EIN) required when reporting violation information or querying the Clearinghouse?**
  - No, per §382.123, the employer shall provide the driver's CDL number and state of issuance
- **What information is required on the Custody and Control Form (CCF) or Alcohol Testing Form (ATF)?**
  - The driver's CDL number and state of issuance must be entered in lieu of the driver's SSN or EIN
- **Will FAQs and other outreach materials about the Clearinghouse be updated?**
  - Yes, our website at <https://clearinghouse.fmcsa.dot.gov> will be updated regularly with new information, including the factsheet and FAQs. In addition, you will be able to sign up for email updates.

# Register Now

- Register your company and/or yourself
- Designate C/TPA (employers, if applicable)
- Set up Assistants (employers, C/TPAs, SAPs, MROs)
- Encourage drivers to register



# Conducting Annual Queries

- First, you will need to log into the Clearinghouse system



## Conducting Annual Queries, cont.

- Select “Conduct a Query”



- This page will show quick stats on your Clearinghouse activity.

## Conducting Annual Queries, cont.

- Two options are available for conducting queries
  - Conduct individual query for each driver
  - Conduct Bulk query for all of your drivers at once
    - Must have sufficient queries purchased for all the drivers in the bulk list



The screenshot shows a web interface for conducting queries. At the top, there is a progress bar with four steps: 'Employer Information' (highlighted in blue), 'Driver Information', 'Query Type', and 'Conduct Query'. Below the progress bar, the heading 'Employer Information' is displayed. Underneath, it says 'Select the employer on whose behalf the query is being conducted.' There is a label 'Employer:' followed by a dropdown menu that currently shows 'select employer'. At the bottom of the form, there are two buttons: 'Next' and 'Cancel'. Below these buttons, there is a link that says 'I want to submit a bulk upload', which is circled in red.



# Conducting Annual Queries, cont.

- Configure file for upload

- Prepare bulk upload file for proper processing (template available on our website)
  - Save file locally for uploading

	A	B	C	D	E	F	G
1	LastName	FirstName	DOB	CDL	Country	State	QueryType
2	Piper	Peter	5/7/1995	2342424	US	MA	2
3	Peep	Bo	2/1/1954	0021132	CN	ON	1
4	Sprat	Jack	10/5/1970	123454556	MX	MX	3

- 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.

## Conducting Annual Queries, cont.

- Query Types

<b>QueryType</b>	<p>This field contains the type of query that is being requested (<a href="#">learn more about the different types of queries</a>). The values should be 1, 2, 3, or 4 with the values indicating the following:</p> <ul style="list-style-type: none"> <li>1 – Limited Query</li> <li>2 – Full Query</li> <li>3 – Pre-employment Query</li> <li>4 – Limited Query with Automatic Consent Request*</li> </ul>
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- \*“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”.



## Conducting Annual Queries, cont.

- Locate your prepared file and select for upload



**SUBMIT A BULK UPLOAD**

For those who need to conduct multiple queries at once, a bulk upload option is available. Follow the steps below:

1. Download and complete the bulk upload template file.
2. Click "Choose a file..." below and select the completed template file.
3. Click "Upload File." You will confirm your submission once the file has been verified.

Bulk Query File (maximum size 500kb) Choose a file...

Description (optional)

Upload File Cancel

- Bulk queries process each evening at 9 p.m. Eastern time, not immediately like individual queries. You will receive an email advising the bulk query is complete and the report is available to be viewed on the Clearinghouse website.

## For more information

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Visit <https://clearinghouse.fmcsa.dot.gov>

- Subscribe for email updates
- Read frequently asked questions
- Download the Clearinghouse factsheet
- Download the User Role card
- Download User Brochures

Contact [clearinghouse@dot.gov](mailto:clearinghouse@dot.gov)

