FMCSA does not require that motor carrier employers subject to the Agency’s drug and alcohol use and testing regulations in 49 CFR Part 382 use this sample format to obtain an employee’s consent to conduct a limited query of the Drug and Alcohol Clearinghouse. Employers may, however, use or adapt the content as they see fit.

Sample Format: General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

I, (Driver Name), hereby provide consent to (Company Name) to conduct a limited query of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. [Employers and employees may also wish to include the terms of the consent. For example, is the driver consenting to a single limited query or multiple limited queries? If the driver consents to multiple limited queries, will those queries be conducted over a fixed period of time or for the duration of employment? Is the number of limited queries specific or unlimited? The scope of this consent would be determined by the employer and the employee.]

I understand that if the limited query conducted by (Company Name) indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to (Company Name) without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for (Company Name) to conduct a limited query of the Clearinghouse, (Company Name) must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

_______________________________________                                       _____________________
Employee Signature            Date
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 USDOT Number, you should request an FMCSA Portal Account prior to registering for the Clearinghouse.

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**EMPLOYER without FMCSA Portal Account**

- **No FMCSA Portal Account**
  - Enter Contact Information and Company Information
  - Designate Your C/TPA(s)
  - Terms and Conditions

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Do you have, or should you have, a USDOT Number?
See the instructions for [employers with Portal accounts](https://clearinghouse.fmcsa.dot.gov/contact).
Employers without FMCSA Portal Accounts
If you are an employer that does not have a USDOT 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 USDOT 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.


During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.
REGISTRATION:
EMPLOYERS WITHOUT PORTAL ACCOUNTS

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 Sign In and go to step 10.

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.
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**.

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.
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.
Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You’ll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.
Register for the Clearinghouse
Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

Select your role (employer), and click Next.

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

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.
Indicate whether or not your company has a USDOT 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 USDOT 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.

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

Select either I do not need a USDOT Number or I will obtain my USDOT Number later and click Proceed With Registration, or you may Cancel Registration to re-start your Clearinghouse registration at a later time.
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.
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**.
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 consortium/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 §382.750(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 on your behalf. If you do not currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per 5 382.711(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.

There are 1 C/TPA which match the search “harlow”

Harlow Consortium Inc.
Verizon St, Plymouth, AR 02360  

Designate
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.
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

At this point, 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, under My Dashboard, click on My Profile.

Look in the upper right-hand corner of the screen for the text asking “Do you have a commercial driver’s license?” Click the CDL information hyperlink. This will pop up the screen below. Enter your CDL information and click Verify. 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.
REGISTRATION: CDL DRIVERS

You must complete the registration process before you can respond to employer consent requests or access your driver record in the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse. The instructions below are for a driver who holds either a commercial driver’s license (CDL) or commercial learner’s permit (CLP).

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.

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

Visit https://clearinghouse.fmcsa.dot.gov/register and click Go to login.gov.
On the login.gov sign in screen, click Create an account.

Or, if you already have a login.gov account, enter your email address and password on this screen, click Sign In and go to step 10.

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.

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.
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.

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.
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 Interface]

**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**

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

[Choose another option](#)
Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You’ll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.
Register for the Clearinghouse

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

Select your role (driver), and click Next.

If you are a self-employed CDL driver, do not register as a driver. You will need to register as an employer and, when prompted, identify yourself as an owner-operator (that is, an employer who emplois himself or herself as a CDL driver, typically a single-driver operation). View the registration instructions for employers.

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.
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.
Choose your preferred contact method:

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either Change to Email or Keep as U.S. Mail.
Enter your **current** commercial driver’s license (CDL) or commercial learner’s permit (CLP) information. Click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver’s License Information System (CDLIS).
Once your CDL information is verified, you will not be able to edit it. Click **Next**.

If the Clearinghouse cannot verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to contact your State Driver Licensing Agency to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL information has been verified. You can update this information under “My Profile” in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click **Next**.
Review the Clearinghouse terms and conditions.

Check the box to confirm that you agree to the terms and conditions and click I Agree.

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to respond to employer consent requests, review your Clearinghouse record, and make changes to your Clearinghouse account.