

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



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.

1 Visit <https://clearinghouse.fmcsa.dot.gov/register> and click **Go to login.gov**.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration page. At the top, there is a blue header with the FMCSA logo and the text 'Federal Motor Carrier Safety Administration'. Below this is a dark blue bar with the text 'DRUG & ALCOHOL CLEARINGHOUSE' and three icons for FAQ, About, and Contact. The main content area has a light blue background. On the left, there is a section titled 'Register for the Clearinghouse now and be ready for implementation' with a sub-header '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.' Below this is a button labeled 'Go to login.gov'. On the right, there is a section titled 'GOVERNMENT PERSONNEL' with a sub-header 'FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.' Below the 'Go to login.gov' button, there is a section titled 'Why register now?' with a sub-header '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.' This section contains three cards: '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.), and 'SAPS & MROS' (Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.).



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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**.

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.

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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.



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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.



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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.

A screenshot of the 'Enter your security code' step in the Drug & Alcohol Clearinghouse registration process. The page is titled 'STEP 3 OF 4' and 'Enter your security code'. It shows a message: 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.' Below this is a form with a 'One-time security code' label, a text input field, and a blue 'Submit' button. A red box highlights the input field and the 'Submit' button. Below the form are two buttons: 'Get another code' (with a refresh icon) and 'Remember this browser' (with a checkbox). At the bottom, there are two links: 'Entered the wrong phone number? Use another phone number' and '< Choose another option'.



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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.**

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You successfully set up Phone as
your first authentication method.

Next, you'll set up another method.

Continue

[Cancel account creation](#)

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

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You have created your account with
login.gov

You can now sign in to **The FMCSA Drug &
Alcohol Clearinghouse.**

Continue

This is the only information login.gov will share with DOT:

Email address



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 (**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 employs 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**.

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FAQ About Contact

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 driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 LOGIN.GOV 2 ROLE SELECTION 3 CONTACT INFORMATION 4 CDL 5 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 commercial driver's license (CDL) information

Are you a self-employed driver?
If you employ yourself as a CDL driver, you should register in the Clearinghouse as an employer. When asked, you should indicate in your registration that you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Once you register as an employer, you will have the option to add your CDL information.

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

Next Cancel



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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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3. Contact Information

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

Name/Phone/Email

First Name

Middle Name (Optional)

Last Name

Phone Number

Type

Alternate Phone Number (Optional)

Type

Email Address (Login.gov Username)

user@company.com

Address (Physical)

Street

City

Country

State

ZIP Code

Address (Mailing)

☒ Same as Physical Address

Preferred Contact Method

☒ Email
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ U.S. Mail
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

Previous Next Cancel



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Choose your preferred contact method:

Preferred Contact Method

☒ Email
Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ U.S. Mail
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

Previous

Next

Cancel

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**.

Confirm Your Preferred Contact Method

Notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions.

Change to Email

Keep as U.S. Mail

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

Country: United States State: Massachusetts





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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).

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✓

✓

✓

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LOGIN.GOV
ROLE SELECTION
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CDL
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4. 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



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Once your CDL information is verified, you will not be able to edit it. Click **Next**.

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Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

Success!
We have verified your CDL information.

4. 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: Sam

Last Name: Jones

Country: United States

State: AAMVA Test System - Z6

CDL Number: 1234567

Date of Birth: August (08) 1977

Previous **Next** Cancel

If the Clearinghouse cannot not 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**.



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Review the Clearinghouse terms and conditions.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration process. At the top, there's a navigation bar with the FMCSA logo and links for Register, Login, FAQ, About, and Contact. Below this is a progress bar with five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL, and TERMS & CONDITIONS. The fifth step, TERMS & CONDITIONS, is highlighted with a blue circle containing the number 5. Below the progress bar, the heading "5. Terms and Conditions" is followed by the "FMCSA IT Rules of Behavior". The text states: "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:"

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

The screenshot shows the bottom of the "5. Terms and Conditions" page. It includes a checkbox for "I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).". Below this is another checkbox for "I affirm that all the information provided is true and accept all of the terms above.". At the bottom, there are three buttons: "Previous", "I Agree", and "Cancel".

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.