

How to Assist Employees with the FMCSA Drug and Alcohol Clearinghouse

Registration

Employees required to carry a CDL must register with the FMCSA Drug and Alcohol Clearinghouse. During the registration process, employees will need to have the following available:

- Cell phone (to receive a security code)
- Email address/access to email (to receive confirmation)
- Driver's license
- Employees will need to create a 12-digit password

Once registered, drivers can view their own records in the Clearinghouse at any time.

Step-by-Step Instructions for Clearinghouse Registration are provided at:

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

Consent

Employees are required to provide consent for employers to access their FMCSA Clearinghouse records for both pre-employment and annual queries.

- **Full Query (Pre-Employment):** If additional information is required for a pre-employment query, drivers will be contacted by the Clearinghouse directly. If this occurs, drivers will respond by logging in to the Clearinghouse using their personal DOT login.
- **Annual Query:** Consent for annual queries will be requested by TrueScreen. Employees will receive an email from TrueScreen/Application Station and will need to follow the instructions in the email, log in to their TrueScreen account, and provide consent. Employees have a maximum of 30 days to respond to this email.
- **Annual Query – Records Found:** If records are found during an annual query, then a full query will automatically be initiated by TrueScreen. In these instances, if additional information is required, employees will be contacted by the Clearinghouse directly. Employees will respond by logging in to the Clearinghouse using their personal DOT login information.

FMCSA Clearinghouse Learning Center Driver Information:

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