



Alcohol & Drug Testing Services

6025 Labath Avenue, Ste. 104
Rohnert Park, CA 94928

FMCSA CLEARINGHOUSE

The Clearinghouse is a secure online database that gives employers, FMCSA, State Driver Licensing Agencies, and State law enforcement personnel real-time information about CDL driver drug and alcohol program violations. An act of Congress directed the Secretary of Transportation to establish the Clearinghouse, which began January 6, 2020.

STEPS REQUIRED

1. Employer Clearinghouse Registration:

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

2. Within the Registration Process, designate ADTS, Inc. as your C/TPA:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Clearinghouse-Designate-CTPA>

3. Purchase a Query Plan

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Query-Purchase-Factsheet>

4. Clearinghouse Consent (Attached)

Drivers will complete the Clearinghouse Consent form; retain the signed document in their employee file.

Owner-Operators: Submit completed form with your Query Request Form to ADTS – see FAQ.

5. Conduct a Limited Query:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Conduct-Limited-Query-Employer>

*All current employees must be queried at least once annually.

6. Print Query History for your Compliance Files

https://clearinghouse.fmcsa.dot.gov/Resource/Index/Query-History_Employer

FAQ's

What can ADTS do for me?

Once you have completed steps 1-4, we can help with step 5! Complete the attached Query Request Form and submit via email to customerservice@adts.com.

What is a query?

A query is an electronic review of a driver's record in the Clearinghouse, as required of employers of CDL drivers per regulation § 382.701.

How much is a query?

\$1.25 flat rate per Query – Limited or Full; must be purchased in advance using the link in your Clearinghouse account.

FMCSA's Fact Sheet

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Factsheet>

Clearinghouse Consent

I hereby provide consent to _____ to conduct a limited query of the FMCSA Clearinghouse to determine whether drug and/or alcohol violation information about me exists in the Clearinghouse. I understand that this consent shall remain on file and shall serve as ongoing consent for said company to conduct multiple limited queries of the Clearinghouse at any time during my employment without asking me for additional consent, unless I withdraw this request in writing.

I understand that if the limited query conducted by said company indicates that drug and/or alcohol violation information about me exists in the Clearinghouse, the FMCSA will not disclose that information to said company unless I give additional electronic consent within the Clearinghouse. However, I understand that said company will be required to conduct a full query of the Clearinghouse with electronic consent within 24 hours after a limited query indicates that drug and/or alcohol information exists. If I do not grant consent within the Clearinghouse for that full query, I will be ineligible to perform safety-sensitive functions and/or removed from safety-sensitive functions immediately.

I further understand that if I refuse to provide consent for said company to conduct a limited query of the Clearinghouse, I will be prohibited from performing safety-sensitive functions, including operating a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

By signing, I acknowledge that I have read and understand the above.

Employee Signature

Date

Employer Instructions:

Make a copy of this form for the prospective employee and retain the original in the driver qualification file.