

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



Responding To Consent Requests

What is a consent request?

A consent request is how an employer asks for a CDL driver's permission to view his or her information in the Drug and Alcohol Clearinghouse. This would include access to information regarding any drug and alcohol program violations in your record.

I CONSENT

I DO NOT CONSENT

Per 49 C.F.R. § 382.703(a), no employer may query the Drug and Alcohol Clearinghouse to determine whether a record exists for any particular driver without first obtaining that driver's written or electronic consent.

How do employers request consent?

How an employer requests your consent depends on the type of query the employer is conducting.

- **For a limited query**, general consent is provided outside the Clearinghouse. This consent covers a period of time and the frequency of the limited query, which is specified in the employer's request form. You can view [a sample limited consent request form here](#).
- **For a full query**, specific consent is provided electronically in the Clearinghouse. This includes all pre-employment queries. See page 2 for details on this process.

For more information on the difference between limited and full queries, see the [Queries and Consent Requests Factsheet](#). You can also review the [frequently asked questions](#).

How will I receive a consent request?

CDL drivers will receive notification from FMCSA about employer requests for consent to full queries.

If you are registered for the Clearinghouse, the consent request notification will be sent via the method you selected as your preferred contact method, either email or U.S. Mail.

If you have not yet registered for the Clearinghouse, the consent request notification will be sent as a letter via U.S. Mail to the address of record associated with your commercial driver's license (CDL).

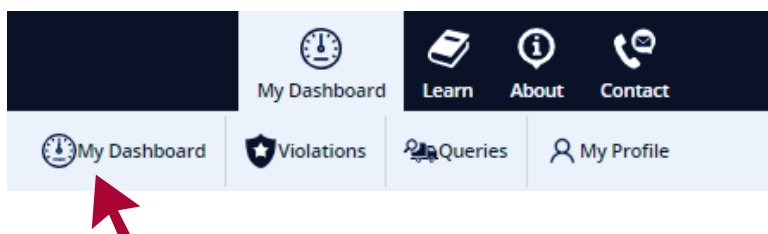
Note: Consent requests are time-sensitive. If you have selected U.S. Mail, or if you have not yet registered in the Clearinghouse, this may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions, including operating a commercial motor vehicle (CMV).



How do I respond to a consent request?

If an employer has requested your specific, electronic consent in the Clearinghouse, follow the instructions below.

- 1 Visit <https://clearinghouse.fmcsa.dot.gov/> and log in to the Clearinghouse. If you have not yet registered for the Clearinghouse, click **Register** to [create your Clearinghouse account](#).
- 2 Upon logging in, you will see your Driver Dashboard. (If you don't see it, click **My Dashboard**.)



- 3 Locate the box labeled **Query Consent Requests**. From this screen, you can either click **I consent** to provide your consent, or click **I do not consent** to refuse your consent.

DRUG & ALCOHOL CLEARINGHOUSE

WELCOME JOHN

This is your Driver Dashboard, an overview of action items you need to take in the Clearinghouse. This includes responding to consent requests from prospective and current employers. [Learn more about the consent request process.](#)

QUERY CONSENT REQUESTS [View All Queries](#)

MC of Boston
Pre-employment
2/20/2020 MC of Boston has requested to view your Clearinghouse record.

I CONSENT **I DO NOT CONSENT**

VIOLATION SUMMARY [View All](#)

You have no violations reported in the Clearinghouse

0 Violations

0 Open Violations **0** Resolved Violations

If you believe information has been inaccurately reported, you can file a petition to initiate a data review.

Note: For pre-employment queries, such as in the example at left, employers will be notified if there is an update to your driver record within 30 days of the original query. The employer would need to send you a new consent request to view this updated information.



- 4 Depending on your selection, you will be prompted to either confirm your consent, or confirm that you are refusing your consent. Be sure to read this information carefully, as your selection may impact your eligibility to operate a commercial motor vehicle for the employer requesting your consent.

I CONSENT

Confirm your consent for your employer to receive specific drug and alcohol violation information about you.

In accordance with 49 C.F.R. § 382.701(b), MC of Boston has requested access to any drug or alcohol violation information that exists about you in the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse). Your specific consent is required by 49 C.F.R. §§ 382.703(b), 40.321, and 10.35(a), in order for FMCSA to disclose to MC of Boston drug or alcohol violation information, as required by Federal regulations. [Learn more](#)

By confirming your specific consent below, you are authorizing FMCSA to disclose to MC of Boston any drug or violation information about you that exists in the Clearinghouse, as of 12/26/2019.

In accordance with 49 C.F.R. § 382.703(a), your consent below further authorizes FMCSA to notify MC of Boston if any additional drug or alcohol violation information about you is reported to the Clearinghouse within 30 days after MC of Boston's pre-employment query. MC of Boston must first obtain specific consent from you before FMCSA can disclose the additional violation information.

[View your driver record](#)

Do you recognize this employer?

If you receive a consent request from an employer for which you are not currently employed, or for which you are not currently applying for a position, you can report this to FMCSA using the National

Do you consent to FMCSA releasing this information to MC of Boston?

☒ **YES**
Disclose any information that exists about me in the Clearinghouse

☐ **NO**
Do not disclose any information that exists about me in the Clearinghouse

Submit
Cancel

I DO NOT CONSENT

You are refusing to provide your specific consent.

Failure to provide the specific consent requested by MC of Boston means that FMCSA will not disclose to MC of Boston any drug or alcohol violation information about you that exists in the Clearinghouse.

As a result of your refusal to provide specific consent, MC of Boston is prohibited from allowing you to perform safety-sensitive functions, such as driving a commercial motor vehicle, in accordance with 49 C.F.R. § 382.703(c).

Do you consent to FMCSA releasing this information to MC of Boston?

☐ **YES**
Disclose any information that exists about me in the Clearinghouse

☒ **NO**
Do not disclose any information that exists about me in the Clearinghouse

Submit
Cancel

What will happen if I provide or refuse my consent for a full query?

Consult this table and find the information related to your situation.

	If you have no drug and alcohol program violation(s) in your Clearinghouse record	If you have drug and alcohol program violation(s) in your Clearinghouse record
I CONSENT	The employer will be informed that you are not prohibited from performing safety-sensitive functions such as operating a CMV.	Your violation information, including return-to-duty status, will be disclosed to the employer. You will receive a confirmation of this disclosure.
I DO NOT CONSENT	FMCSA will not disclose any information to the employer. As a result of your refusal to provide specific consent, the employer will be informed that you are prohibited from performing safety-sensitive functions, such as operating a CMV.	