

Federal Motor Carrier Safety Administration

# DRUG & ALCOHOL CLEARINGHOUSE



## Clearinghouse Update

### **ANNUAL QUERIES: Are you up-to-date?**

Employers of CDL drivers must conduct a query in the Clearinghouse at least once per year for each CDL driver they employ (for more details on employer requirements, see 49 CFR [382.701](#)). A limited query satisfies the annual query requirement. The annual query is tracked on a rolling 12-month basis, which means that if you conducted your last annual queries in December 2020, it is time to conduct your next round of queries.

[Log in to the Clearinghouse](#) and visit your **Query History** page (under My Dashboard > Queries) to see if your annual queries are due. For instructions on conducting annual queries, download the [How to Conduct a Limited Query](#) job aid.

### **What do employers need to do to satisfy the annual query requirement?**

Employers must obtain a general consent from CDL drivers they employ before conducting limited queries in the Clearinghouse to view these drivers' information (you can download a [sample limited query consent form](#)). Employers may obtain

a multi-year general consent from the driver for limited queries; if an employer obtained such a consent in 2020, the employer does not need to obtain the driver's consent again in 2021.

Employers can [log in to the Clearinghouse](#) and conduct annual queries today.

**What if an employer conducted a pre-employment query within the past 12 months?**

The pre-employment query satisfies the annual query requirement for that driver. Employers are not required to query the driver until one year after that pre-employment query. To learn more about queries and consent requests, download the [Queries and Consent Requests Factsheet](#).

**What is a query plan?**

Before an employer can conduct queries in the Clearinghouse, the employer must purchase a query plan. Download the [How to Purchase a Query Plan](#) job aid for full instructions.

[LOG IN TO THE CLEARINGHOUSE →](#)