

# FMCSA Drug and Alcohol Clearinghouse

## Driver Queries: Batch Upload

Please follow the instructions below for preparing the tab-delimited file you will use to upload batch queries to be processed in the Clearinghouse.

### File Setup

The first row of the file should contain the field names as listed below with each additional row consisting of information for the driver that will be queried. The following fields should be provided in a tab-delimited file:

First row	Field Contents
<b>LastName</b>	The driver's last name. This would include hyphenated last names. Suffix to a last name should not be included in the submittal. Maximum length of 40 characters.
<b>FirstName</b>	The driver's first name. Maximum length of 40 characters.
<b>DOB</b>	The driver's date of birth. Format is MM/DD/YYYY
<b>CDL</b>	The driver's Commercial Driver's License Number or Commercial Learner's Permit Number. Maximum length of 25 characters.
<b>Country</b>	The Country Code where the CDL was issued: For CDLs issued in the United States use <b>US</b> For CDLs issued in Canada use <b>CN</b> For CDLs issued in Mexico use <b>MX</b>
<b>State</b>	For CDLs issued in the United States and Canada, this field contains the two-character abbreviation for the State or Province where the CDL was issued. See below for acceptable abbreviations for U.S. States and Canadian Provinces.  For the Mexican States, this field should contain MX.
<b>QueryType</b>	This field contains the type of query that is being requested ( <a href="#">learn more about the different types of queries</a> ). The values should be 1, 2, 3, or 4 with the values indicating the following: 1 – Limited Query 2 – Full Query 3 – Pre-employment Query 4 – Limited Query with Automatic Consent Request*

\*"Automatic Consent Request" means that, if a limited query returns that the driver has violation information in his/her Clearinghouse record, the Clearinghouse will automatically submit a request from your employer to that driver for his/her consent to a full query. If you would prefer the Clearinghouse to automatically send a consent request in this case, select "4 – Limited

Query with Automatic Consent Request.” If you would prefer the Clearinghouse not send these consent requests automatically, select “1 – Limited Query”.

## Abbreviations for U.S. States

For United States CDL Numbers use, the following codes in the State data field:

AK	Alaska	MT	Montana
AL	Alabama	<b>NC</b>	North Carolina
AR	Arkansas	<b>ND</b>	North Dakota
AZ	Arizona	<b>NE</b>	Nebraska
CA	California	<b>NH</b>	New Hampshire
CO	Colorado	<b>NJ</b>	New Jersey
CT	Connecticut	<b>NM</b>	New Mexico
DC	District of Columbia	<b>NV</b>	Nevada
DE	Delaware	<b>NY</b>	New York
FL	Florida	<b>OH</b>	Ohio
GA	Georgia	<b>OK</b>	Oklahoma
HI	Hawaii	<b>OR</b>	Oregon
IA	Iowa	<b>PA</b>	Pennsylvania
ID	Idaho	<b>RI</b>	Rhode Island
IL	Illinois	<b>SC</b>	South Carolina
IN	Indiana	<b>SD</b>	South Dakota
KS	Kansas	<b>TN</b>	Tennessee
KY	Kentucky	<b>TX</b>	Texas
LA	Louisiana	<b>UT</b>	Utah
MA	Massachusetts	<b>VA</b>	Virginia
MD	Maryland	<b>VT</b>	Vermont
ME	Maine	<b>WA</b>	Washington
MI	Michigan	<b>WI</b>	Wisconsin
MN	Minnesota	<b>WV</b>	West Virginia
MO	Missouri	<b>WY</b>	Wyoming
MS	Mississippi		

## Abbreviations for Mexican States

For Mexican Licencia Federal de Conductor, use 'MX' for all entries in the State data field.

## Abbreviations for Canadian Provinces

For Canadian CDL License Numbers, use the following codes for the Canadian province in the State data field:

AB	Alberta	NU	Nunavut
BC	British Columbia	<b>ON</b>	Ontario
MB	Manitoba	<b>PE</b>	Prince Edward Island
NB	New Brunswick	<b>QC</b>	Quebec
NF	Newfoundland and Labrador	<b>SK</b>	Saskatchewan
NS	Nova Scotia	<b>YT</b>	Yukon Territory
NT	Northwest Territory		

## The Bulk Upload Layout

LastName	FirstName	DOB	CDL	Country	State	QueryType
Smith	Johnathan	05/07/1995	2342424	US	MA	2
Hammond	Johnathan	02/01/1954	21132	CA	ON	1
Gonzalez	Sylvia	10/05/1970	123454556	MX	TB	3