



Your Company _____ Date _____

To add a driver to your account & comply with DOT regulations your driver must:

1. Complete a pre-employment drug screen with a negative result
2. Be registered in the FMCSA Clearinghouse as a driver
3. Have a pre-employment query at the FMCSA Clearinghouse completed with their consent with a "not prohibited" status

To add your driver:

1. Complete one form for each driver being added.
2. There are no refunds or transfers of driver memberships or screening.
3. If a screening order is allowed to expire there's a \$60 re-order fee.
4. There are no refunds or exchanges for purchased services.
5. Email this form back to adddriver@mydrugtestingprogram.com
6. Once we receive your add driver form we will charge your card, set up a pre-employment drug screen and initiate a query at the Clearinghouse.

Fill Out Driver Information Here

Are you replacing a driver? Yes ___ No ___

Driver you are deactivating: _____

Added Driver: (Exactly as it appears on their CDL): (Please print)

First: _____ Last: _____

CDL State _____ CDL Number _____

Date of Birth ____/____/____

Zip Code for area to set up pre-employment drug screen _____

___ I am requesting to add a driver to the random drug & Clearinghouse services programs, plus get a PE drug screen and Clearinghouse query. I understand my card on file will be charged \$175 (\$125 annual renewal).