

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



SUBMITTING A PETITION FOR DATA REVIEW

DataQs

DataQs is a Federal Motor Carrier Safety Administration (FMCSA) system that allows users to request and track Federal and State data on file with FMCSA. Drivers may use DataQs to file concerns about information reported to the Drug and Alcohol Clearinghouse (Clearinghouse) or monitor the status of a current request for data review (RDR).



What can I do if I believe information has been inaccurately recorded about me in the Clearinghouse?

Drivers are permitted to challenge only the accuracy of information in the Clearinghouse reflected in one of the following categories:

- Accuracy of data in driver record
- Actual knowledge violation did not result in a conviction
- Actual knowledge violation did not comply with reporting requirements
- Refusal to test violation did not comply with reporting requirements

Drivers may not use the petition process to challenge the accuracy of test results or refusals.



When can I expect a response to my petition?

Within 45 days of receiving a complete petition, FMCSA will inform the driver, in writing (email or letter), of its decision to retain, remove, or correct the information in the database and provide the basis for the decision.

A driver may request an expedited review if the inaccuracy is currently preventing him or her from performing his or her job duties per [§ 382.717\(e\)](#). FMCSA will respond to expedited reviews within 14 days. Note that the driver must provide evidence (e.g., notice of suspension) in order to request an expedited review.



How can I request a review of Drug and Alcohol Clearinghouse information?

Complete the steps below to **create a DataQs account** and **submit a petition** for a review of your Clearinghouse information.

Submitting a Petition for Data Review

Requesting a Review of Drug and Alcohol Clearinghouse Information

Complete the following steps in order to submit your request.

HOW TO CREATE A DATAQs ACCOUNT

Owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation) will log in to DataQs using their FMCSA Portal account. (Don't have a Portal account? [Register for one now](#) and request access to DataQs.) As an owner-operator, the first time you access DataQs you must log in via the [FMCSA Portal](#). Once you have a Portal account that can access DataQs, you can log in using your Portal user ID and password at <https://dataqs.fmcsa.dot.gov>. Click **Log In** and select **Log in with Portal Credentials**. Enter your **Portal username and password**, and click **Log In**. Then go to the "How to Create a Petition" section on page 4 of this document.

1

ACCESS DATAQs WEBSITE

If you are a CDL driver or an authorized driver representative and are new to DataQs, you will need to create a DataQs account.

Go to <https://dataqs.fmcsa.dot.gov>. Select **Create an Account** and click the driver image to register for a DataQs account.

If you already have a DataQs account, select **Log In**, enter your credentials, and go to the "How to Create a Petition" section on page 4 of this document.

Create an Account

Log In

Create an Account to Get Started

What type of user are you?



Motor Carrier

You must initially access DataQs through your FMCSA Portal account if you have not before.



Driver

Create a DataQs account to log in.



FMCSA/State Partner

You must initially access DataQs through your FMCSA Portal account if you have not before.



Public/Industry

Create a DataQs account to log in.

2

ENTER PERSONAL INFORMATION

Enter your information. All fields marked with an asterisk (*) are required. When you have finished entering your information, click **Next**.

Create your DataQs Account Profile

If you have previously signed up for a DataQs account or a Portal account, go back and [log in](#) with your username and password. To sign up for a DataQs account, you must create a user profile by providing the information requested below. However, if you are a motor carrier user, including IEPs registered as a motor carrier and owner/operators, then you must sign up for an FMCSA Portal account and request the DataQs role. Providing false or wrongful information may result in termination of your account. You can view the Federal Motor Carrier Safety Administration's (FMCSA) full privacy at <http://www.dot.gov/privacy.html>.

Fields marked with an asterisk (*) are required.

Account Information

What type of user are you?*

If you are a motor carrier, IEPs registered as a motor carrier, or an owner/operators, then you must sign up for an FMCSA Portal account and request the DataQs role.

Contact Information

First Name* Middle Name Last Name*

Work Home Mobile

Telephone* Ext Fax

Address

Company Name

Business Home

Address Line 1*

Address Line 2, if any Country*

City* State* Zip Code*

Next

Cancel

Submitting a Petition for Data Review

3 ENTER ACCOUNT DETAILS

Enter the username, password, and email address you wish to use for your DataQs account. Select the security identification questions you wish to use and enter the answers. When you are finished, click **Submit**.

Create your DataQs Account Profile

If you have previously signed up for a DataQs account or a Portal account, go back and log in with your username and password. To sign up for a DataQs account, you must create a user profile by providing the information requested below. However, if you are a motor carrier user, including IEPs registered as a motor carrier and owner/operators, then you must sign up for an FMCSA Portal account and request the DataQs role. Providing false or wrongful information may result in termination of your account. You can view the Federal Motor Carrier Safety Administration's (FMCSA) full privacy at <http://www.dot.gov/privacy.html>.

Fields marked with an asterisk () are required.*

Security Information	Account Recovery Information
Username* <input type="text"/>	E-mail* <input type="text"/>
Password* <input type="password"/>	Confirm E-mail* <input type="text"/>
Confirm Password* <input type="password"/>	Security Question* <input type="text"/> Suggestions ▾
<small>Passwords are cAsE sEnSiTiVe and must contain:</small> <ul style="list-style-type: none">• at least 12 and less than 50 characters• at least 1 number• at least 1 UPPER case letter• at least 1 lower case letter• at least 1 special character from this list: !@#%&*()_+{};?/	Security Answer* <input type="text"/>
	Security Question 2* <input type="text"/> Suggestions ▾
	Security Answer 2* <input type="text"/>

[Back](#) [Submit](#) [Cancel](#)

4 ACCESS LOGIN PAGE

Click **Continue to Login Page** to access your DataQs profile.

User account created

Your account has been successfully created.

[Continue to Login Page](#)

5 ENTER DATAQs CREDENTIALS

Under **Log In with DataQs Credentials**, enter your username and password and click **Log In**.

[Create an Account](#) [Log In](#)

Log In to Get Started

[Log In with DataQs Credentials](#) [Log In with Portal Credentials](#)

Username

Password

Need help logging in? Not sure which account you have? Visit the [Help Center](#) for more information.

[Log In](#)

Submitting a Petition for Data Review

6

LOG IN TO DATAQS

Review the pop-up message and click **Continue With Login**.

DataQs

Warning:

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.

CONTINUE WITH LOGIN Cancel

HOW TO CREATE A PETITION

1

START NEW REQUEST

Log in to DataQs. On the homepage, click **Start a New Request**.

FMCSA Federal Motor Carrier Safety Administration

LOGOUT Driver, Sample View profile

Search FMCSA Website


DataQs

Home My DataQs Help Center

Welcome to DataQs DEV

Ready to get started?
Monitor existing requests or submit additional documentation by visiting [My DataQs](#).

Start A New Request



About DataQs


2


REQUEST DATA REVIEW


Select **Drug & Alcohol Clearinghouse Violation Petition** and click **Next**.


Request a Data Review (RDR) or a Copy of a Report

What is your request about? Choose one.


Crash, Inspection, Investigation, or Audit


Registration (MCS-150), L&I, Operating Authority (OP-1, OP-2)


Household Goods (HHG) Complaint


Drug & Alcohol Clearinghouse Violation Petition

These types include:

- Submit a petition to contest the accuracy of data in the Clearinghouse

You will be able to identify the reasons for your request in a future step. You may not use this petition to challenge the accuracy of test results or refusals. See §382.717 for details on acceptable reasons for a petition.

Previous **Next** Cancel

Submitting a Petition for Data Review

3 CHOOSE REASON FOR REQUEST

Select the **reason** you would like FMCSA to review your Clearinghouse information and click **Next**. See § 382.717 for details on acceptable reasons for a petition.

You may not use this petition process to challenge the accuracy of test results or refusals.

4 COMPLETE REQUEST DETAILS

Fields marked with an asterisk (*) are required.

A

Enter your information. If you are an authorized driver representative, enter the information about the CDL driver on whose behalf you are submitting this petition.

B

Indicate if this is a 382.717(e) request. You will be asked if you have any evidence (e.g., notice of suspension) that the violation in your Clearinghouse record is preventing you from performing safety-sensitive functions.

Select **“Yes”** or **“No”** from the dropdown menu.

If you select “Yes,” you must upload supporting documentation before submitting your petition to FMCSA.

Submitting a Petition for Data Review

C

Locate your Clearinghouse record ID number. This will be listed in your Violation Record in the Clearinghouse.

Enter the Clearinghouse record ID number and the reason for the petition and click **Add record to petition**. If you want to enter more than one record ID number, enter each separately. Make sure to provide adequate details of the reason for your request.

Your entered record(s) will display below. If you need to remove a record, click the **X** icon.

Enter the Clearinghouse record ID number and the reason for the petition and click "Add record to petition." If you want to enter more than one record ID number, enter each separately. You must add at least one record ID number before you can to continue. The Clearinghouse record ID number is located in the Drug and Alcohol Clearinghouse. Log into the Clearinghouse, navigate to My Dashboard > Violation Record and select the relevant violation. Fields marked with an asterisk (*) are required.

Clearinghouse Record ID #* Why do you want FMCSA to review this information?*

Enter details about the information reported and why you believe it to be inaccurate.

Add record to petition

Clearinghouse Record ID #	Why do you want FMCSA to review this information?
987654321	Sample details about the information reported and why it is inaccurate.

You must add at least one Clearinghouse record ID number in order to complete your petition. Otherwise, no information will be saved.

D

SUBMIT DOCUMENTATION

Attach supporting documents.

Enter a file title or select an option from the dropdown menu. Locate the file to upload and click **Add File**. Repeat this process for each supporting document. All uploaded documents will appear to the right.

You must include documentation to support your petition. You can upload documentation on this screen, or you can save a draft of your request and upload your documents later, go to the "Edit a Saved Draft" section on page 9 of this document to learn more. You also have the option to fax in documentation using a fax cover sheet (see page 9 of this document).

If applicable, include evidence that the violation in your Clearinghouse record is preventing you from performing safety-sensitive functions.

When you are finished, click **Next**.

Attach Supporting Document(s)

1. Enter a brief title, or select a suggested title from the dropdown menu below:

2. Attach document below:

Drag and drop or [browse to upload](#)

- Allowable file size: 5MB
- Allowable file types: DOC, DOCX, PDF, TIF, TIFF, TXT, XLS, XLSX, WPD, ZIP
- Allowable image formats: GIF, JPEG, JPG
- Allowable video formats: AVI, MKV, MP4, MPEG, MPG, WMV

3. Click the Add File button to add document to your request

Add File Cancel

File Title	Filename	Delete
No Document Attached		

You must provide evidence to support your claim that information recorded in your Clearinghouse record is inaccurate. **If you fail to provide sufficient evidence, your petition will be closed with no further action taken.**



Submitting a Petition for Data Review

5

REVIEW DRAFT PETITION

A

SAVE A DRAFT

If your information is not yet complete, DataQs prompts you to save your draft petition and complete it at a later date. Review the information you entered; **check the box** to certify your information is true, accurate, and complete; and click **Save Draft**.

If you are unable to submit your petition due to missing supporting documentation, you can save the current draft of your petition and upload or fax documentation at a later time. If you need instructions on submitting your documentation via fax, see page 9 of this document.

Request a Data Review Choose reason for your request Complete request details Review your request before submitting to FMCSA

Review your request

Please review all your information to make sure it is accurate. If you have edits, use the "Previous" button.

You have selected: Challenging the accuracy of information reported to the Drug and Alcohol Clearinghouse

Type of submitter: Driver Driver Information First Name: Sample Middle Name: Last Name: Driver Mailing Address: 123 Main Street Mailing Address 2: Country: US Mailing City: Cambridge Mailing State: MA Mailing Zip: 12345 Phone: 123-456-7890 Email:	CDL Driver License Information as Appears in the Clearinghouse License Number: 12345678 Country: US State: MA
---	---

382.717(e) Request
Can you provide evidence or other documentation that this violation is preventing you from performing safety-sensitive functions in accordance with 5 382.717(e)? : Yes

Clearinghouse Record ID # 987654321	Why do you want FMCSA to review this information? Sample description
---	--

File Title	Filename
No Document Attached	

By clicking this box, I certify/understand that the statements and information I am submitting in support of this request are, to the best of my knowledge, true, accurate, and complete.

Caution: Company officials will be notified of any requests related to their USDOT Number if they have a validated DataQs account.

Warning: Any intentionally false or misleading statement, representation, or document that you provide in support of this DataQs request may subject you to prosecution for violation of Federal law by a fine of not more than \$10,000.00 or imprisonment of not more than 5 years, or both (18 United States Code 1001).

Previous Save Draft

Note: You are currently unable to submit your petition as it is missing supporting documentation. As a result, you may save a draft of your petition and upload or fax in your documentation at a later time. Your petition will NOT be reviewed until it is successfully updated with supporting documentation.



Submitting a Petition for Data Review

B

SUBMIT A PETITION

A complete petition will display a “Submit” button instead of a “Save Draft” button. If you are ready to submit your petition to FMCSA, review the information you entered and **check the box** to certify your information is true, accurate, and complete. Click **Submit** and skip to page 13 of this document.

Request a Data Review Choose reason for your request Complete request details Review your request before submitting to FMCSA

Review your request

Please review all your information to make sure it is accurate. If you have edits, use the "Previous" button.

You have selected: Challenging the accuracy of information reported to the Drug and Alcohol Clearinghouse

Type of submitter: Driver Driver Information First Name: Sample Middle Name: Last Name: Driver Mailing Address: 123 Main Street Mailing Address 2: Country: US Mailing City: Cambridge Mailing State: MA Mailing Zip: 12345 Phone: 123-456-7890 Email:	CDL Driver License Information as Appears in the Clearinghouse License Number: 12345678 Country: US State: MA
---	---

382.717(e) Request
Can you provide evidence or other documentation that this violation is preventing you from performing safety-sensitive functions in accordance with § 382.717(e)? : Yes

1 Clearinghouse Record ID # 987654321	Why do you want FMCSA to review this information? Sample description
---	---

Supporting Document(s)

File Title	Filename	Delete
Other evidence to support RDR	Sample Evidence.docx	

By clicking this box, I certify/understand that the statements and information I am submitting in support of this request are, to the best of my knowledge, true, accurate, and complete.

Caution: Company officials will be notified of any requests related to their USDOT Number if they have a validated DataQs account.

Warning: Any intentionally false or misleading statement, representation, or document that you provide in support of this DataQs request may subject you to prosecution for violation of Federal law by a fine of not more than \$10,000.00 or imprisonment of not more than 5 years, or both (18 United States Code 1001).

[Previous](#) [Submit](#) ←

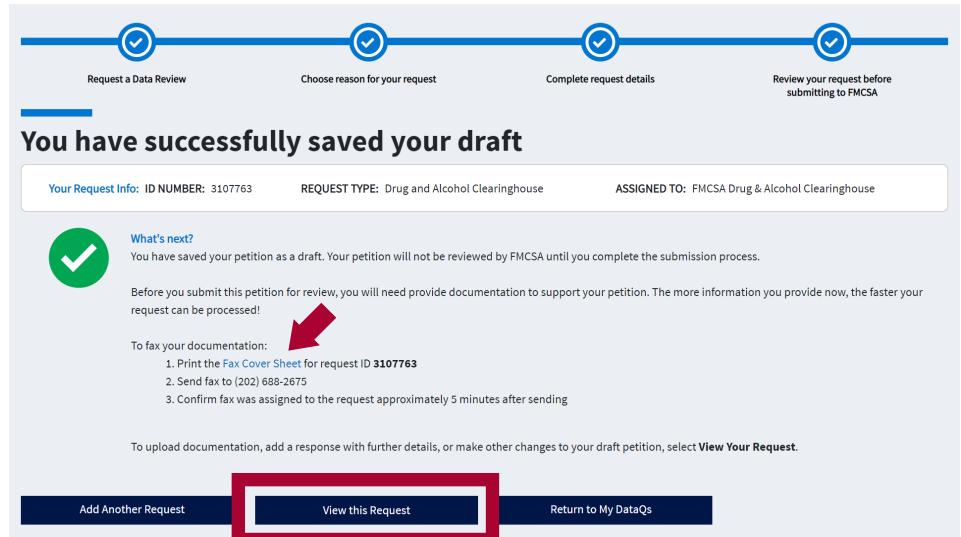
Note: Thank you for providing supporting documentation. You may submit your petition at this time.

Submitting a Petition for Data Review

6 FAXING DOCUMENTATION (OPTIONAL)

Once you save a draft petition, **DataQs** will provide a link to a cover sheet you can use to fax any supporting documentation to FMCSA.

Follow the instructions provided to fax your documentation using the auto-generated cover sheet that contains a unique barcode. **This fax cover sheet ensures that your petition documentation is automatically added to your request.**



If you do not use the provided cover sheet with the unique barcode your documentation will not be added automatically, and you will have to wait for it to be processed manually before you can submit your petition.

Once you are ready to submit your petition, click **View this Request** and view the “Edit a Saved Draft” section below.

7 EDIT A SAVED DRAFT (OPTIONAL)

To complete a saved draft of your petition and/or submit additional documentation, log into your DataQs account and click **My DataQs** in the toolbar.





Submitting a Petition for Data Review

B

In the “List of Reviews Requested” section, click **Details** next to the ID number for a petition to review or revise content. This allows you to finalize your draft and submit your petition to FMCSA for review. You may also add documentation and driver responses to a previously submitted petition until that petition is closed.

What would you like to do?

TAKE A TOUR

1 Request a Review

Add a Request

Click "Add a Request" above to request a review of data issued by FMCSA or recorded in an FMCSA system. An "Advanced Form" link is available to users who have submitted at least five requests and provides a streamlined submission process.

Motor carriers may access their safety data in the following FMCSA systems:

- [Safety Measurement System \(SMS\)](#)
- [Safety and Fitness Electronic Records \(SAFER\) System](#)
- [Portal website](#)

Drivers may obtain their data through the following FMCSA systems:

- Purchase commercial driving history from the [Pre-Employment Screening Program \(PSP\)](#) website, or request it through a [Freedom of Information Act \(FOIA\)](#) request (learn more in the [Help Center](#)).
- Review drug and alcohol program violation information in the [Drug and Alcohol Clearinghouse](#).

2 Monitor Requests

To monitor the status of your request (or add/delete information), select "Details" in the List of Reviews Requested below. Note: Only the requests matching the search criteria above the List of Reviews Requested will be displayed. To Change or modify the search criteria, click on Advanced Search.

List of Reviews Requested

0 [Open](#) 0 [Pending](#) 0 [Closed](#) 0 [Notifications](#)

ID # SEARCH [Advanced Search](#)

SAVE LAYOUT EXPORT

SEARCH CRITERIA:

1

Page 1 of 1, items 1 to 1 of 1.

ID #	DETAILS	EVENT STATE	STATUS	LAST UPDATED	TYPE
> 3107762	Details		Save Draft	03/28/2022	Drug and Alcohol Clear



Submitting a Petition for Data Review

C

You will be redirected to a summary of the information you have entered so far. Click **Add Response/Documentation** to expand the page.

Petition Submitter Edit			
Type of submitter:	Driver		
CDL Driver Information as Appears in the Clearinghouse View More Edit			
First Name:	Sample	Middle Name:	
Last Name:	Driver		
CDL Driver License Information as Appears in the Clearinghouse Edit			
License Number:	12345678		
Country:	United States	State:	Louisiana
Explanation of Request for Review of Clearinghouse Information Edit			
Petition Type:	Accuracy of data in driver record		
Clearinghouse Record ID			
987654321			
Reason for petition: Test			
382.717(e) Request Edit			
Can you provide evidence or other documentation that this violation is preventing you from performing safety-sensitive functions in accordance with § 382.717(e)? *			Yes
Supporting Documents			
No documents have been uploaded			
Response List			Add Response/Documentation ➔

Submitting a Petition for Data Review

D

This expanded view provides a comment box for you to insert a required response description to accompany your petition and upload documentation.

You must include supporting documentation to submit your petition.

Add Response/Documentation

Fields marked with an asterisk (*) are required.

Response Description* (4000 characters)

Upload Document (optional):

1. Select file to upload: No file chosen
Allowable file size: 5MB
Allowable file types: DOC, DOCX, PDF, TIF, TIFF, TXT, XLS, XLSX, WPD, ZIP
Allowable image formats: GIF, JPEG, JPG
Allowable video formats: AVI, MKV, MP4, MPEG, MPG, WMV
2. Enter a brief title, or select a suggested title from the dropdown menu on the right:
 --Title Suggestion--
3. Click upload
4. Confirm document is listed in table below
5. Repeat steps 1-4 for each document or continue with submission of your response

To fax your documentation (optional):

1. Print the [Fax Cover Sheet](#) for request ID 3107762
2. Send fax to (202) 688-2675
3. Confirm fax was assigned to the request approximately 5 minutes after sending

8

SUBMIT YOUR PETITION

When you are finished, click **Submit**.

WARNING:

Any intentionally false or misleading statement, representation or document that you provide in support of this DataQs Request may subject you to prosecution for violation of Federal law punishable by a fine of not more than \$10,000.00 or imprisonment of not more than 5 years, or both. (18U.S.C. 1001)

By clicking "Submit", you certify that the statements and information you are submitting in support of this Request are, to the best of your knowledge, true, accurate, and complete.

Submitting a Petition for Data Review

YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED

Your petition is assigned an ID number for reference. You will receive an email or letter from DataQs after initially submitting your request and another once FMCSA has made its determination. If FMCSA determines that the record needs to be corrected in the Clearinghouse, you will receive a notification from the Clearinghouse once that correction has been made.

1

ACCESS YOUR PETITION

You can review or revise your petition or monitor responses from FMCSA by clicking **Return to My DataQs**.

Request a Data Review Choose reason for your request Complete request details Review your request before submitting to FMCSA

You have successfully completed your request

Your Request Info: ID NUMBER: 3107766 REQUEST TYPE: Drug and Alcohol Clearinghouse ASSIGNED TO: FMCSA Drug & Alcohol Clearinghouse

What's next?
You have submitted your request. To help expedite the review process, submit all of the documentation you may have to support your request. You may return to DataQs and upload or fax in documentation, or add a response with further details. The more information you provide now, the faster your request can be processed!

At this time, the request was assigned to the agency listed above. If the agency has further questions or requires any documentation, it will respond within DataQs and an email will be sent to you. If a response or documentation is requested, you can add that in DataQs by going to the request's details page.

If you do not hear from the agency within two weeks, you may want to contact the agency directly. The agency's contact information is located within the request's details page.

If a correction is made to the record, you will see on the next update of the respective system. For example, the Safety Measurement System (SMS) Website is updated monthly based on a snapshot of the data. To review crash and inspection records prior to the snapshot, visit the FMCSA Portal. The Pre-Employment Screening Program (PSP) report is updated monthly based on the same snapshot used on the SMS Website.

To fax your documentation:

1. Print the [Fax Cover Sheet](#) for request ID **3107766**
2. Send fax to (202) 688-2675
3. Confirm fax was assigned to the request approximately 5 minutes after sending

Add Another Request View this Request **Return to My DataQs**

2

ACCESS MYDATAQs PAGE

You can also access this page at any time by clicking the **My DataQs** link in the toolbar.

United States Department of Transportation About DOT Our Activities Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

LOGOUT
Driver, Sample
View profile

Search FMCSA Website

DataQs Home **My DataQs** Help Center

Submitting a Petition for Data Review

HOW TO REQUEST AN ADMINISTRATIVE REVIEW

If you believe the FMCSA decision in response to your petition was made in error, you can request to have your petition reviewed again. This second review is referred to as the Administrative Review. Note that the decision of the Administrative Review will be considered the final Agency action under 49 CFR § [382.717](#).

As with your initial request, you will receive an email or letter from DataQs after submitting your request for an Administrative Review, as well as another notification once FMCSA has made its determination. If FMCSA determines that the record needs to be corrected, you will receive a notification from the Clearinghouse once that correction has been made.

1 While logged in to DataQs, click **My DataQs** in the toolbar. Click the **Details** link next to the ID number of the petition you want to submit for administrative review.

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

LOGOUT
Driver, Sample
View profile

Search FMCSA Website

DataQs

Home My DataQs Help Center

List of Reviews Requested

1 Open 0 Pending 1 Closed 0 Notifications

ID # SEARCH Go [Advanced Search](#) [SAVE LAYOUT](#) [EXPORT](#)

SEARCH CRITERIA:

1 Page 1 of 1, items 1 to 4 of 4.

	ID #	DETAILS	EVENT STATE	STATUS	LAST UPDATED	TYPE
>	3108085	Details		Save Draft	12/06/2022	Drug and Alcohol Clearinghouse
>	3107766	Details		Clearinghouse - Closed Dismissed	11/28/2022	Drug and Alcohol Clearinghouse
>	3107763	Details	AK	Clearinghouse - Petition Received	08/05/2022	Drug and Alcohol Clearinghouse

2 On the Details page, scroll down and click **Add Response/Documentation**.

Response List

Add Response/Documentation

Response Date 11/28/2022 1:19 PM ET

Status Changed to Clearinghouse - Closed Dismissed
Status Prior to Response Clearinghouse - Petition Received

Due to insufficient evidence, FMCSA has determined that information will not be revised or removed from your Clearinghouse record. This petition has been closed. If you have additional documentation to provide, you may submit a new petition.

Submitting a Petition for Data Review

3

Check the box next to “I would like to have this request reviewed again.” Provide a response to explain your request and upload any supporting documentation.

When you are finished, click **Submit**.

Add Response/Documentation

Fields marked with an asterisk (*) are required.

I would like to have this request reviewed again. The response description and any uploaded documents will provide further information to support my request.

Note: you can only do this once per request.

Response Description* (4000 characters)

Upload Document (optional):

1. Select file to upload: No file chosen

Allowable file size: 5MB

Allowable file types: DOC, DOCX, PDF, TIF, TIFF, TXT, XLS, XLSX, WPD, ZIP

Allowable image formats: GIF, JPEG, JPG

Allowable video formats: AVI, MKV, MP4, MPEG, MPG, WMV

2. Enter a brief title, or select a suggested title from the dropdown menu on the right:

 --Title Suggestion-- v

3. Click upload

4. Confirm document is listed in table below

5. Repeat steps 1-4 for each document or continue with submission of your response

To fax your documentation (optional):

1. Print the [Fax Cover Sheet](#) for request ID 3107766

2. Send fax to (202) 688-2675

3. Confirm fax was assigned to the request approximately 5 minutes after sending

WARNING:

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By clicking "Submit", you certify that the statements and information you are submitting in support of this Request are, to the best of your knowledge, true, accurate, and complete.