

## How to Request a Dun and Bradstreet (D&B) Data Universal Number System (DUNS Number)

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### ➤ What is a DUNS Number?

- A DUNS (Data Universal Number System) Number is a unique 9-digit identification number for each physical location of a business organization that is used to track how federal grant money is allocated.
- If your agency does not already have a DUNS number, below are instructions on how to obtain one. Please check with your agency's leadership and/or parent organization to see if your agency already has a DUNS number.
- Registering for a DUNS number is free of charge. As such, if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

### ➤ Who needs a DUNS Number?

- All businesses or other organizations receiving money from the U.S. Federal government through contracts or grants are required to have a DUNS Number.

### ➤ How can I receive a DUNS Number?

- You may receive your free DUNS Number by Internet or by phone.
  - a. **By Internet (Option #1):** *This option is recommended.* Register at [grants.gov](http://grants.gov) which includes a step-by-step process for obtaining the DUNS Number. If one does not already exist, it will be created within 1-2 business days.
  - b. **By Internet (Option #2):** Go to <http://fedgov.dnb.com/webform> and request a DUNS Number. If one does not already exist, it will be created within 1-2 business days.
  - c. **By Phone:** Call 1-866-705-5711
    - Call centers are open between the hours of 7:00 a.m. and 8:00 p.m. CST. Phone requests generally take five to ten minutes to complete.
  - d. **Please have the following information available when you call:**
    - Legal Name of Organization
    - Doing Business As (DBA) or other name by which your organization is commonly recognized
    - Physical Address, City, State and Zip Code
    - Mailing Address (if different than physical address)
    - Telephone Number
    - Name of CEO/Organization Owner
    - Primary Type of Business\*\*\*/SIC Code (Line of Business)
    - Legal structure of the Organization (corporation, partnership, proprietorship)
    - Year the Organization Started
    - Number of Employees (full and part-time) at your location
    - Headquarters Name and Address (if there is a reporting relationship to a parent corporate entity)
    - Whether a home-based business

### ➤ Who should I contact with any questions?

- General inquiries: Please to go to the [“D&B Support for DUNS Number” site.](#)

\*\*\***Note:** The SIC code may be obtained from [http://www.osha.gov/pls/imis/sic\\_manual.html](http://www.osha.gov/pls/imis/sic_manual.html). This is a manual that can be referenced for the SIC code which is a coding system that identifies the type of business.