



Decide with Confidence

Dun & Bradstreet D-U-N-S® Number Guide

The U.S. Federal Government requires all existing and potential **Contract Vendors** and **Federal Grantees or Cooperative Agreement Applicants** to have a D-U-N-S Number. The D-U-N-S Number is used to accurately identify an organization’s legal name and address information for companies receiving Contract Awards or Funding for Grants and Cooperative Agreements. This ensures consistent data in electronic Contract and Grant Award systems.

Data Universal Numbering System (D-U-N-S) Number: The D-U-N-S Number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The D-U-N-S Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a D-U-N-S Number. In order to provide on-the-spot D-U-N-S Number assignment, D&B does not control or limit who may request or receive a D-U-N-S Number. It is the organization’s responsibility to manage their D-U-N-S Numbers (see below).

Obtaining a D-U-N-S Number: You should verify your D-U-N-S Number or take the steps needed to obtain a new D-U-N-S Number as soon as possible if there is a possibility you will be applying for future Contracts or Federal grants. There is no need to wait until you are submitting a particular application. If you are not sure if you have a D-U-N-S Number: Call D&B using the toll-free number below or use the internet link, and indicate that you are a Government Vendor or Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. Obtaining a D-U-N-S Number is absolutely **FREE** for all entities doing business with the Federal Government. The process to request a D-U-N-S Number takes about 15 minutes. A D-U-N-S Number will be assigned at the conclusion of the call. You will need to provide the following information to obtain a D-U-N-S Number:

<ul style="list-style-type: none"> • Legal Company Name • Headquarters Company Name and Address • Tradestyle or DBA Company Name • Physical Address, City, State and Zip Code 	<ul style="list-style-type: none"> • Mailing Address • Telephone Number • Contact Name and Title • Number of Employees at your physical location
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Within 24 hours of issuance, the D-U-N-S Number will be available for CCR registration.

Call Toll Free: 1-866-705-5711 for instructions on obtaining the duns number form.

Managing your D-U-N-S Number: D&B periodically contacts organizations with D-U-N-S Numbers to verify a company’s information is accurate. Organizations with multiple D-U-N-S Numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free D-U-N-S Number request line at 1-866-705-5711 to request your family tree. D&B recommends that organizations with multiple D-U-N-S Numbers have a single point of contact for controlling D-U-N-S Number requests to ensure that the appropriate branches/divisions have D-U-N-S Numbers for Federal purposes. If you already have a D-U-N-S Number: You should use that number on all of your applications. It is not necessary to request another D-U-N-S Number from D&B for every new application or contract award.