

Instructions to Obtain A DUNS Number

There are several administrative actions that must be completed to get a DUNS number and register in the Central Contractor Registry. These are outlined below:

1. Each organization applying for a Federal grant must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number. To request a DUNS number go to the following web site and complete the application process.

<http://fedgov.dnb.com/webform>

2. To log in and view your DUNS information go to the following:

<https://eupdate.dnb.com/default.asp>.

3. Once the organization has received a DUNS number (it can take two days to complete the processing), the next step is to create a user account in the Federal government's System for Award Management (SAM) database. You can complete this task by going to the following website

<https://www.sam.gov/portal/public/SAM/#1>

Completing each of the above actions can take one to two days.