



Obtaining a DUNS Number¹

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Introduction

Applicants seeking federal grant dollars are required to submit a DUNS number with their application. A DUNS (Data Universal Numbering System) number is a specific, nine-digit identification number provided by Dun & Bradstreet (D&B). The federal government uses DUNS numbers for record keeping and identification of federal grant recipients. *DUNS numbers are provided free of charge.* Below is pertinent information on obtaining a DUNS number.

Obtaining a DUNS Number

- An applicant should verify the need for a DUNS number
- Proceed early with obtaining a DUNS number; an entity can apply for a DUNS number long before submitting a grant application
- *If an entity does not have a DUNS number:*
 - Call D&B at **1.866.705.5711** and indicate that the entity is a federal grant applicant or prospective applicant. D&B will request the information listed below and immediately assign a DUNS number
- *If an entity already has a DUNS number:*
 - Entities should not establish new numbers, but use existing numbers and update/validate the information associated with the pre-existing number. This can be accomplished by calling **1.866.705.5711**.
- *If an entity is unsure of whether it has a DUNS number:*
 - D&B can verify if an entity has already obtained a DUNS number. If so, the number will be provided. If not, a new number can be supplied.

Managing DUNS Numbers

- D&B recommend that entities have a single point of contact for controlling DUNS numbers.
- Entities with a DUNS number have the option of being included on D&B's marketing list that is sold to other companies. An entity can request to be de-listed by calling **1.866.705.5711**.
- It is helpful to occasionally contact D&B to verify and update information.

Information Needed to Obtain a DUNS Number

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|--------------------|----------------------------------|
| - Legal name | - Telephone number |
| - Headquarters | - Contact name and title |
| - Physical address | - Employees at physical location |
| - Mailing Address | |

¹ Adapted from *Obtaining a DUNS Number- A Guide for Federal Grant and Cooperative Agreement Applicants*, Whitehouse Office of Management and Budget. www.whitehouse.gov/omb