

DUNS (Data Universal Numbering System)

I. PURPOSE

A DUNS number is a unique number that identifies your organization to the US government. It is a tool of the US government to track how federal money is distributed. In order to receive funds from the US government an organization is required to have a DUNS number.

II. PREPARATION

A. Checking for an existing DUNS number

If you are not sure if your organization has a DUNS number, you can search by organization here: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

B. Timeframe

Webform requests for DUNS numbers take 1 to 2 business days.

C. Cost

Requesting a DUNS number is free of charge.

NOTE: Obtaining a DUNS number places your organization on a marketing list that is sold to other companies. You can request not to be added to this list during your application.

D. Getting information ready

Before beginning this process, please be sure you have the following information ready:

1. Recipient's name.
2. Recipient's address.
3. Recipient's telephone number.
4. Line of business.
5. Chief executive officer/key manager.
6. Date the organization was started.
7. Number of people employed by the recipient.
8. Company affiliation.
9. Email address to receive communications from USG.
10. Standard Industry Code (SIC)

III. REQUESTING DUNS NUMBER

You can request a DUNS number at the following website:

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

IV. HELPFUL TIPS

A. Email address to receive communications from USG

The DUNS number will be sent to the email address submitted so it is important that this email address be accessible and the person monitoring the incoming emails be informed of this incoming information.

B. Standard Industry Code (SIC)

A Standard Industry Code (SIC) is used by the US government to identify the primary business of your organization. You will need to choose a code that applies to your organization's primary business. Below is a link to the OSHA site where you can look for SIC codes either by searching for some key words like "education" or "research" or "hospital" or by clicking "examine the manual structure."

<http://www.osha.gov/pls/imis/sicsearch.html>