What is a DUNS and How Do I Obtain One?

HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?
Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website:

Register or Search for a DUNS Number:
http://fedgov.dnb.com/webform/displayHomePage.do   [EXIT Disclaimer]

PURPOSE OF THIS STEP:
The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

HOW LONG SHOULD IT TAKE?
If requested over the phone, DUNS is provided immediately. Webform requests take 1 to 2 business days.

WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?
The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. **Most large organizations, libraries, colleges and research universities already have DUNS numbers.** Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge.

If your organization is located outside the United States, you can request and register for a DUNS number also online via web registration.

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