



September 7, 2007

To: Designated Sponsors of Trainee and Intern Programs

Subject: Instructions for Obtaining D-U-N-S

Thank you for making the Exchange Visitor Program a success through your active participation as a designated sponsor. The Department continues to strengthen program oversight to ensure that the exchange programs are living up to the mission of improving the participant's knowledge of American techniques, methodologies, and expertise while ensuring the welfare of program participants. The most recent improvement has occurred within training and internship programs. The Interim Final Rule regarding these categories was published in the Federal Register on June 19, 2007. The Rule will go into effect on July 19, 2007.

A new requirement of the trainee and intern categories is that all designated sponsors are required to obtain a Dun & Bradstreet D-U-N-S[®] Number for all Third Parties. Third Parties include, but are not limited to host organizations, partners, local businesses, governmental entities, academic institutions, and other foreign or domestic agents that assist sponsors in conducting their designated training and internship programs.

For Third Parties that operate as businesses, sponsors must obtain relevant home country documentation, such as business registration or certification, and Dun & Bradstreet identification number (unless the host organization is an academic institution, government entity or family farm).

To enhance Trainee and Intern category oversight, the Department of State has partnered with Dun & Bradstreet (D&B). D&B collects and verifies information into some 113 million public and privately held companies in over 200 countries around the world. The information provided by D&B is the result of the company's unique DUNSRight(tm) process for collecting and maintaining its world-class commercial database. Thousands of information sources are reviewed by D&B to construct and maintain timely and complete information about companies. This vast network of sources enables D&B to corroborate specific information about each business through multiple verification steps.

The Department has already purchased and received a report on each designated sponsor. We will receive alerts as information on a sponsor changes. Sponsors must, per this recent regulation, obtain a D&B D-U-N-S Number on each third party organization involved in the administration of their exchange program. The presence of a D-U-N-S number and updated

information on an organization will assist the Department and a sponsor that a third party is an established organization and financially viable.

D&B has established the Exchange Visitor Program Compliance site to assist you in complying with this regulation. **In order to obtain a D-U-N-S® Number and verification report on each third party, a sponsor shall follow these four easy steps:**

STEP1: Search For an Organization's D-U-N-S® Number

Go to <http://sor.dnb.com/sor/logon.do?SORTAG1=DS37hS64&SORTAG2=DO74sS16>. For a domestic third party, fill in at minimum the Organization's Name and the State in which their headquarters are located. Click on the search button.

Step 1: Search For an Organization's D-U-N-S® Number

Thank you for making the Exchange Visitor Program a success through your active participation. The U.S. Department of State, Office of Exchange Coordination and Designation, Exchange Visitor Program (EVP) recently published in the Federal Register an amendment to [22 CFR Part 62](#) that states that U.S. Sponsors are required to obtain a D-U-N-S® Number for all Third Parties. Through this site, Sponsors can search for a Third Party's D-U-N-S® Number and obtain an organization's background information .

Choose one of the options below to search for an organization. You may search by company name or D-U-N-S® Number. Fill in all required fields and click "Search" to continue to step 2.

**Indicates mandatory field.*

1 Search Organization		2 Select Organization		3 Confirm	
Company Name (Domestic)	D-U-N-S® Number (Domestic)	Company Name (International)	D-U-N-S® Number (International)		
Company Name:*	<input type="text" value="Gorman Manufacturing"/>				
Address :	<input type="text"/>				
City :	<input type="text"/>				
State :*	<input type="text" value="Virginia"/>				
Zip code :	<input type="text"/>				
<input type="button" value="Search"/>					

For an International third party, please hit the Company Name (International) link and proceed to fill in at minimum the Organization's Name and Country they are located in. Click on the search button.

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**Indicates mandatory field.*

1 Search Organization		2 Select Organization		3 Confirm	
Company Name (Domestic)	D-U-N-S® Number (Domestic)	Company Name (International)	D-U-N-S® Number (International)		
Company Name:*	<input type="text" value="Gorman Manufacturing"/>				
Address :	<input type="text"/>				
City :	<input type="text" value="London"/>				
Country:*	<input type="text" value="UNITED KINGDOM"/>				
					<input type="button" value="Search"/>

Step 2: Select Organization

After you enter your search criteria and hit the select button for either a Domestic or International Third Party, you shall view a list of companies that match your criteria. Select the button to the left of the company that matches your organization.

Step 2: Select Organization



Please select your organization from the list below by clicking on the "Select" button. If your organization is not listed, you may [revise your search](#) or [start a new search](#).

If you have problems finding your organization you may:

1. Contact our Customer Resource Group at 1-866-815-2749
2. If you need to get a D-U-N-S® Number, [register your organization](#) within D&B's database.


1 Search Organization		2 Select Organization		3 Confirm	
		Organization Name		Address	
<input type="button" value="Select"/>	GORMAN MANUFACTURING COMPANY, INC	492 KOLLER STREET , SAN FRANCISCO , CA , 94110 , Ph-8505550000			
<input type="button" value="Select"/>	GORMAN MANUFACTURING COMPANY, INC	1073 S BOYLE AVE , LOS ANGELES , CA , 900231246 , Ph-8505550000			
<input type="button" value="Select"/>	GORMAN MFG CO INC	8129 JUNIPERO ST STE A , SACRAMENTO , CA , 958281603 , Ph-5306620211			

If you do not see the organization in the list you may revise your search, start a new search, or inform the organization to register their company by going to the following site: https://eupdate.dnb.com/requestOptions.html?cm_ven=SupplierOnRamp&cm_ite=SupplierOnRamp .

Your Credit File
Get a D&B D-U-N-S® Number
Business Credit Basics
Contact Us

Good **business credit** is
essential to **saving money** and
growing your business.



Getting a D&B D-U-N-S Number for your business is the first step in establishing your business credit file. Many companies rely on D&B for this information to assess creditworthiness before making critical decisions about your business.

Start the process of getting a D-U-N-S® Number by checking if your company is listed in D&B's database.

Enter your company name, city and state and click Next.

Company Name:	City:	State:	
<input type="text"/>	<input type="text"/>	Alabama ▼	Next ▶

Need Help? Call Now!
1-888-814-1435 (8am-8pm EST)

[▶ Or have D&B contact me](#)

For U.S. Government Contractors, Vendors and Grant Recipients who need a D&B D-U-N-S® Number.

[Next ▶](#)

Business Credit Basics

- [What is business credit?](#)
- [Why is business credit important to my business?](#)
- [What are the 4C's that companies look for?](#)
- [Can't I just use my personal credit?](#)
- [What's myth vs. reality?](#)

Step 3: Confirm

After you complete the search process and locate the Third Party, you are able to view the organization's D-U-N-S® Number and procure D&B Business Report. This report will be emailed to you as well as a copy to the Department of State. The cost for the report is displayed beside the third party organization name. You will be charged for two reports. Click on the confirm registration button to finalize your D&B confirmation.

1 Search Organization	2 Select Organization	3 Confirm
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If you have problems finding your organization or your organization information is not correct, you may:

- Contact our Customer Resource Group at 1-866-322-2761
- If you need to get a D-U-N-S® Number, [register your organization](#) within D&B's database.

The organization's D-U-N-S® Number is included on the Business Information Report. To get a copy of the report emailed to you and to the U.S. Department of State EVP mailbox, simply select the "Confirm Registration" button below to enter your payment information. The amount reflected below is for one report. You will be charged for two reports since a copy will be emailed to the Department of State for their records.

In addition to listing the D-U-N-S® Number, this report will provide a Sponsor with additional business insight into the Third Party such as financial information, payment history and trends, history of a business, ownership details, operational information, and details on related firms and special events.

GORMAN COMPANY 4819 S 35TH ST

Report	Cost
BIR	Business Information Report \$66.73


Step 4: Payment for D&B Report

Please fill in your payment information. Upon submission of your credit card information, you will be emailed the D&B report to the email address you provide. A copy of your report will be emailed to the Department of State.

Step 4: Payment for D&B Report

**Indicates mandatory field.*

1 Search Organization	2 Select Organization	3 Confirm
<p>Fill out the requested information below and click the "Complete Registration" button below to receive a confirmation with a copy of your purchased D&B report.</p> <p><i>Note: Once you click the "Complete Registration" button below, you will not be able to edit the information you provided.</i></p> <p>Credit Card Information</p> <p>* Payment Type : <input type="text" value="- Please Select a Payment Type-"/></p> <p>* Credit Card Number : <input type="text"/></p> <p>* Expiration Date : <input type="text"/> (mm/yyyy)</p> <p>* Security Code <input type="text"/></p> <p><i>Mandatory for US transactions (For security Code - MC, VISA, Discover: 3 digits on the back of the card after the card number. AMEX: 4 digits on the front of the card above the card number)</i></p>		

 Done

Optional Step: Electronic Batch Submission of Third Parties

Sponsors that have ten Third Parties or more can submit a batch submission. For further information contact D&B Support Representatives Sharon Kuck at 703-807-5096 or Leslie Ferragut at 703-807-5736.

The D&B Support Representatives are able to assist with questions and are developing a F.A.Q. sheet in which the Department will post on the Exchange Visitor Program website.