

## Library of Congress Vendor Information Request

CEC / DUNS Number + Four				<b>Licensing Division · United States Copyright Office</b>																					
				TEL (202) 707-8150 · FAX (202) 707-0905 · www.copyright.gov																					
SSN / TIN				<input type="checkbox"/> Corporations of partnerships use Federal Taxpayer Identification Number (TIN) <input type="checkbox"/> Independent contractors or sole proprietors use Social Security Number (SSN) <input type="checkbox"/> Foreign firms without TIN, do not enter number.																					
<b>VENDOR TYPE</b> <input type="checkbox"/> 1. Employee <input type="checkbox"/> 2. Federal <input type="checkbox"/> 3. Nonfederal																									
<b>TYPE OF BUSINESS</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> 1. Small Disadvantaged Business</td> <td style="width: 33%;"><input type="checkbox"/> 7. Other Nonprofit Organization</td> <td style="width: 33%;"><input type="checkbox"/> 13. Federal Government – Within Bureau</td> </tr> <tr> <td><input type="checkbox"/> 2. Other Small Business</td> <td><input type="checkbox"/> 8. State/Local Government Education</td> <td><input type="checkbox"/> 14. Foreign Contractor</td> </tr> <tr> <td><input type="checkbox"/> 3. Large Business</td> <td><input type="checkbox"/> 9. State/Local Government Hospital</td> <td><input type="checkbox"/> 15. Domestic Contractor</td> </tr> <tr> <td><input type="checkbox"/> 4. Sheltered Workshop</td> <td><input type="checkbox"/> 10. Other State/Local Government</td> <td><input type="checkbox"/> 16. Woman Owned Business</td> </tr> <tr> <td><input type="checkbox"/> 5. Nonprofit Educational Organization</td> <td><input type="checkbox"/> 11. Federal Government – Non Dept.</td> <td><input type="checkbox"/> 17. Minority Owned Business</td> </tr> <tr> <td><input type="checkbox"/> 6. Nonprofit Hospital</td> <td><input type="checkbox"/> 12. Federal Government – Within Dept.</td> <td><input type="checkbox"/> 18. Emerging Small Business</td> </tr> </table>								<input type="checkbox"/> 1. Small Disadvantaged Business	<input type="checkbox"/> 7. Other Nonprofit Organization	<input type="checkbox"/> 13. Federal Government – Within Bureau	<input type="checkbox"/> 2. Other Small Business	<input type="checkbox"/> 8. State/Local Government Education	<input type="checkbox"/> 14. Foreign Contractor	<input type="checkbox"/> 3. Large Business	<input type="checkbox"/> 9. State/Local Government Hospital	<input type="checkbox"/> 15. Domestic Contractor	<input type="checkbox"/> 4. Sheltered Workshop	<input type="checkbox"/> 10. Other State/Local Government	<input type="checkbox"/> 16. Woman Owned Business	<input type="checkbox"/> 5. Nonprofit Educational Organization	<input type="checkbox"/> 11. Federal Government – Non Dept.	<input type="checkbox"/> 17. Minority Owned Business	<input type="checkbox"/> 6. Nonprofit Hospital	<input type="checkbox"/> 12. Federal Government – Within Dept.	<input type="checkbox"/> 18. Emerging Small Business
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NAME OF BUSINESS OR INDIVIDUAL				ALTERNATE NAME / DOING BUSINESS AS																					
PRIMARY CONTACT NAME			TELEPHONE NUMBER			E-MAIL ADDRESS																			
FINANCIAL CONTACT NAME			TELEPHONE NUMBER			E-MAIL ADDRESS																			
<b>SIC CODE</b>		<b>PRIMARY BUSINESS PRODUCT</b>																							
<b>MAILING ADDRESS</b>																									
ADDRESS LINE 1 (P.O. Box, or Number and Street)																									
ADDRESS LINE 2 (Building, Suite, etc.)																									
CITY			STATE		ZIP CODE		COUNTRY																		
TELEPHONE NUMBER				FAX NUMBER																					
<b>REMITTANCE ADDRESS (Complete only if different than the address above)</b>																									
ADDRESS LINE 1 (P.O. Box, or Number and Street)																									
ADDRESS LINE 2 (Building, Suite, etc.)																									
CITY			STATE		ZIP CODE		COUNTRY																		
TELEPHONE NUMBER				FAX NUMBER																					
<b>ACH FINANCIAL INSTITUTION INFORMATION</b>																									
FINANCIAL INSTITUTION NAME						ROUTING / ABA NUMBER																			
ACCOUNT NUMBER					TYPE	<input type="checkbox"/> Corporate Checking	<input type="checkbox"/> Lockbox																		
						<input type="checkbox"/> Personal Checking	<input type="checkbox"/> Savings																		
CITY			STATE		ZIP CODE		COUNTRY																		
ACCOUNT TITLE (if different than name of business or individual)																									
<b>CERTIFICATION OF INFORMATION</b>																									
I understand that the Library of Congress will make payments by ACH and have provided ACH financial institution information.																									
NAME			TITLE/POSITION			TELEPHONE NUMBER																			
SIGNATURE					DATE																				
<b>FOR LICENSING DIVISION USE ONLY</b>																									
LEGAL NAME (AS ON STATEMENT OF ACCOUNT)					ID#	PERIOD	TYPE																		

The Library of Congress maintains a website which provides information regarding the status of vendor invoices, invoice payments, and other transactions at: <http://lcweb.loc.gov/fsd>

# DUNS Number Guide Government Vendors



## Data Universal Numbering System (DUNS) Number:

- The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific and division specific. Therefore, each physical location of an entity will have its own DUNS Number. Further, each separate division or branch of an entity will have its own, unique DUNS Number. Through DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch or division.
- Business entities, self-employed individuals (doctors, lawyers, etc. who are engaged in a specific business activity), sole-proprietors, partnerships, non-profit and charitable organizations are eligible for a DUNS Number.

Assignment of a DUNS number is absolutely **FREE** for all entities required to register with the federal government by a regulatory agency. This includes federal contractors and prospective government vendors.

## To obtain your DUNS Number:

- Please call the government dedicated, DUNS Number self-request line at:

**1-866-705-5711**

- The process to request a DUNS number takes about 5-10 minutes
- You will need to provide the following data elements to obtain a DUNS Number
  - Legal Name
  - Tradestyle, doing business as (dba), or other name in which your entity is commonly recognized
  - Physical Address, City, State and Zip Code
  - Mailing Address (if separate)
  - Telephone Number
  - Contact Name
  - SIC Code (Line of Business)
  - Number of Employees at your location
  - Headquarters name and address (Reporting relationship within your entity)

## Please Note:

- As a result of obtaining a DUNS number you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/company included on this marketing list, please request to be de-listed from D&B's marketing file.