Data Universal Numbering System Number and Central Contractor Registration

Grantees and first tier subgrantees receiving federal funding under the American Recovery and Reinvestment Act of 2009 will be required to obtain a Data Universal Numbering System (DUNS) Number and register with Central Contractor Registration (CCR). The federal government will use the information contained there when reporting on activities under the Recovery Act. If you are considering applying for Recovery Act funding and do not already have DUNS number and are not registered in the CCR, you should begin these processes immediately.

Obtaining a Data Universal Numbering System (DUNS) Number:

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). The DUNS number is a requirement for all federal grant applications. If your organization already has a DUNS number, you do not need to obtain a new one. However, if your organization has not previously registered for a DUNS number, you must do so before you can submit your application in eGrants. You may obtain a DUNS number or verify an existing DUNS number on-line through the website: http://fedgov.dnb.com/webform or via telephone by calling 1-866-705-5711. The process to request a DUNS number takes about 10 minutes and is free of charge for federal grantees.

You will need to supply the following information about your organization in order to obtain a DUNS number:
- Legal name of your organization
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code of your organization
- Mailing Address (if separate)
- Telephone Number
- Contact Name (Name of CEO or business owner)
- SIC Code (Line of Business)
- Number of Employees at your location (full and part-time)
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

Normally Dun & Bradstreet will provide you with a DUNS number within one (1) business day. Currently, they are experiencing a high volume of requests so the turn-around time may be longer.

NOTE: If you register by phone, a service representative may suggest that you buy the Credit Builder Service. This is not necessary to do business with the Government. If you want to do business with other vendors outside the government, this is an optional service that allows you to do business using a line of credit.

Updating an existing Data Universal Numbering System (DUNS) Number:

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If you have previously registered for a DUNS number, you should review your organization's information on file at Dun & Bradstreet to ensure that it remains up to date. You can review your existing registration on-line at http://fedgov.dnb.com/webform or contact the D&B Government Customer Response Center at 1-866-705-5711.

Registering in the Central Contractor Registration (CCR):

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. You can register online at http://www.ccr.gov. Registration takes approximately one hour to complete, depending on the size of your organization. To complete CCR, you will be required to submit detailed information on your organization in various categories which are relevant to federal procurement and financial transactions:

- General Information – Includes DUNS number, organization name, EIN, location, receipts, number of employees, and web site address.
- Corporate Information – Includes organization type (i.e., state government, non-profit, etc) and socioeconomic characteristics.
- Goods and Services Information – Includes NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
- Financial Information – Includes financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.
- Point of Contact (POC) Information – Includes the primary and alternate points of contact and the electronic business, past performance, and government points of contact.

You can find details on the specific requirements and instructions on how to register in the CCR Handbook which is available at http://www.ccr.gov/Handbook.aspx. We recommend that you review the handbook before you begin the registration process as the handbook highlights the required fields and will aid you in gathering the necessary information.

CCR validates the registrant information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with federal government procurement and electronic business systems. This is a one-time registration; however, you must update or renew your registration at least once per year to maintain an active status.

NOTE: You must have a Data Universal Numbering System (DUNS) number in order to being the registration process (see above for more information on how to obtain a DUNS number or update information on your existing DUNS number).