

## Information for NRCS Program Applicants The Data Universal Numbering System (DUNS)

***If your business or organization is interested in applying for conservation programs, it is a good idea to request a DUNS number ahead of time.***

***The DUNS number is required in order to receive a contract.***

### Get Ready to Apply for NRCS Programs

If your business or organization plans to apply for conservation program funding through the USDA Natural Resources Service (NRCS) you may need to request an identification number through the Data Universal Numbering system (DUNS).

For those who have a DUNS number, it is a good idea to update the information listed in the DUNS number before applying.

### Who Needs a DUNS Number?

*You will need a DUNS number to participate in NRCS programs if you apply for NRCS programs as a business or organization.*

The federal government requires a DUNS number for all applicants using a federal Taxpayer Identification Number (TIN) other than a Social Security number. (Note: If you apply as an individual and use your Social Security number as your TIN, you do NOT need a DUNS number.)

### About the Data Universal Numbering System

A DUNS number is a unique nine-digit identification number provided by Dun and Bradstreet (D&B), a provider of business information reports. The information associated with a DUNS number is minimal. This includes the business/organization name, type, location, number of employees and contact information.

The federal government uses DUNS numbers to identify businesses and organizations that receive federal contracts. This helps administrators keep applications and contracts organized across all federal agencies.

### About your DUNS Number

The DUNS number is site specific. Therefore, each distinct physical location of a business or organization (such as branches, divisions, and headquarters) may be assigned a different DUNS number. Organizations should keep DUNS numbers to a minimum.

Those of you who have previously been assigned a DUNS number should continue to use the same number on all future applications. If you are not sure if you have a DUNS number, you can find out by visiting <http://fedgov.dnb.com/webform> or by calling D&B toll free at 1-866-705-5711.

### Obtaining a DUNS Number

Obtaining a DUNS number is free for all businesses and organizations doing business with the federal government.

*NOTE: D&B no longer takes requests for a new DUNS number by phone. They encourage you to apply via the website. If you do not have access to the internet you may request a DUNS number by mail.*

#### By mail:

To request a DUNS number by mail, you must use the D&B Identification Certification Form. To obtain a copy of this form, ask your local NRCS office or contact D&B at 1-866-705-5711.

*NOTE: requests by mail require that you include copies of three documents that identify your business, and a notarized signature.*

## By Internet

Be sure to look up the SIC code for your type of business or operation before you begin. See attached SIC Codes for Agriculture Facilities, or go to: [www.osha.gov/pls/imis/sic\\_manual.html](http://www.osha.gov/pls/imis/sic_manual.html)

For additional details, see attached Step-by-Step Process to Register with iUpdate.

To request a DUNS number, go to:  
<http://fedgov.dnb.com/webform>

1. Click on “Begin D-U-N-S Search / Request Process” at the top of the left hand tool bar
2. In the “Search” screen select “United States of America” (It will be at the top of the list) from the drop down list and click “Continue”
3. In the “iUpdate – Webform Page” click on “Continue to iUpdate” arrow at the bottom of the screen
4. In iUpdate, locate the center box titled “Find DUNS or Request new DUNS” and click on the “Start Now” button
5. You must first make sure we do not already have your company on file. In the “Company Look-up” screen, please enter your Business Name, City and State and click the “Search” button.
6. If you do not locate your company, click on the “Request a D-U-N-S Number” arrow at the bottom of the screen
7. Continue through the remaining steps.
8. Once you have completed the entire process, you will receive a confirmation email. It will take 24 to 48 hours to receive your D-U-N-S Number, which you will receive via email for your records.

## Managing your DUNS number

D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Work with D&B to ensure the right information is on your report. Rather than establish new DUNS numbers in the future, be sure you update/validate the information on your current listing.

D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests.

Organizations with multiple DUNS numbers may request a free family tree listing from D&B to determine which offices have numbers and whether the information is current. Call the DUNS number request line to request your family tree.

### Please Note:

When you obtain a DUNS number, you have the option to be included on D&B’s marketing list, which is sold to other companies. If you do not want your name or organization on the list, simply ask to be de-listed from D&B’s marketing file when you request your DUNS number.

To Request a DUNS number  
<http://fedgov.dnb.com/webform>

## STANDARD INDUSTRIAL CLASSIFICATION CODES (SIC CODES) FOR AGRICULTURAL FACILITIES

### Agricultural Prod Livestock / Animal Specialty

0273 Animal Aquaculture  
 0279 Animal Specialties NEC  
 0212 Beef Cattle Exc Feedlots  
 0211 Beef Cattle Feedlots  
 0251 Broiler, Fryer & Roaster Chickens  
 0252 Chicken Eggs  
 0241 Dairy Farms  
 0271 Fur-Bearing Animals & Rabbits  
 0291 General Farm -- Primarily Animals  
 0219 General Livestock  
 0213 Hogs  
 0272 Horses & other Equines  
 0259 Poultry & Egg NEC  
 0254 Poultry Hatcheries  
 0214 Sheep & Goats  
 0253 Turkeys & Turkey Eggs

### Agricultural Production / Crops

0171 Berry Crops  
 0119 Cash Grains NEC  
 0174 Citrus Fruits  
 0115 Corn  
 0131 Cotton  
 0175 Deciduous Tree Fruits  
 0139 Field Crops, Exc Cash Grains, NEC  
 0182 Food Crops Grown Under Cover  
 0179 Fruits & Tree Nuts NEC  
 0191 General Farms Primarily Crops  
 0172 Grapes  
 0134 Irish Potatoes  
 0181 Ornamental Nursery Products  
 0112 Rice  
 0116 Soybeans  
 0133 Sugarcane & Sugar Beets  
 0132 Tobacco  
 0173 Tree Nuts  
 0161 Vegetables & Melons  
 0111 Walnuts

### Agricultural Services

0752 Animal Specialty Services Exc Vet  
 0724 Cotton Ginning  
 0722 Crop Harvesting  
 0721 Crop Planting Protecting  
 0723 Crop Prep Services for Market  
 0761 Farm Labor Contractors  
 0762 Farm Management Services  
 0781 Landscape Counseling & Tree Services  
 0782 Lawn & Garden Services  
 0751 Livestock Services Exc Veterinary  
 0783 Ornamental Shrub & Tree Services  
 0711 Soil Preparation Services  
 0741 Veterinary Services For Livestock  
 0742 Veterinary Services, Specialties

### Fishing, Hunting & Trapping

0912 Fin Fish  
 0921 Fish Hatcheries & Preserves  
 0971 Hunting & Trapping / Game Propagation  
 0919 Miscellaneous Marine Products  
 0913 Shellfish

### Forestry

0831 Forest Products  
 0851 Forestry Services  
 0811 Timber Tracts

# Step-by-Step Process to register with iUpdate

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

You must successfully complete 4 easy steps to access iUpdate. You can follow the status bar at the top of the page to manage your progress.

## Company Look-up

Having trouble finding your company? Follow the below tips:

1. Remove symbols from your search criteria. Example – if your company name is D & K GLOBAL ENTERPRISES remove the “&” sign from your search
2. Avoid any type of punctuation marks
3. Only enter the first word or two of the business name. Sometime less search criteria is better
4. Avoid abbreviations if not specifically part of the legal company name
5. If the company name carries the proper name of an individual, only enter Last Name of the individual in the “Business Name” section
6. Exclude corporate status designations in the “Business Name” section. (i.e. - Inc, Corp, LLC, Co. etc)
7. If you locate your Business but the address is from a previous location, select that record as you can alter the address and other information once you are registered.

## Step 1 - Personal Information

This information is required at this step to validate your **PERSONAL** identity. **Do not enter** your **company address** as your registration will fail.

1. Legal First Name and Legal Last Name:
  - Ensure you enter **your** Legal First Name and Legal Last Name. Examples – What is your name on your Driver’s License, Mortgage, Mailing Address, etc..
  - Avoid the use of nicknames, initials, and suffixes such as JR, SR, II, etc.
2. Enter **your** current physical **home** address.
3. Home Telephone:
  - What telephone number do you most commonly use as your **Home Telephone Number?** (i.e. your cell phone is used as your Home telephone number)

## Step 2 – Company Info.

1. Complete the company information sections. This will provide us the data necessary to build your D-U-N-S Number.

## Step 3 – Review Details

1. Review your company details. If correct proceed to Step 4.

## Step 4 – Request Confirmation

1. Click the “Submit” button to complete your request.

**Thank you for using iUpdate**

**The easy way to manage D&B’s information on your Company**