

**SUBPART 204.11—CENTRAL CONTRACTOR REGISTRATION**  
(Revised December 31, 2012)

**204.1103 Procedures.**

(1) On contract award documents, use the contractor's legal or "doing business as" name and physical address information as recorded in the Central Contractor Registration (CCR) database at the time of award.

(2) When making a determination to exercise an option, or at any other time before issuing a modification other than a unilateral modification making an administrative change, ensure that—

(i) The contractor's record is active in the CCR database; and

(ii) The contractor's Data Universal Numbering System (DUNS) number, Commercial and Government Entity (CAGE) code, name, and physical address are accurately reflected in the contract document.

(3) At any time, if the DUNS number, CAGE code, contractor name, or physical address on a contract no longer matches the information on the contractor's record in the CCR database, the contracting officer shall process a novation or change-of-name agreement, or an address change, as appropriate.

(4) See [PGI 204.1103](#) for additional requirements relating to use of information in the CCR database.

(5) On contractual documents transmitted to the payment office, provide the CAGE code, instead of the DUNS number or DUNS+4 number, in accordance with agency procedures.

**204.1105 Solicitation provision and contract clauses.**

When using the clause at FAR 52.204-7, Central Contractor Registration, use the clause with [252.204-7004](#), Alternate A.