

Dun & Bradstreet Data Universal Numbering System (DUNS) & Central Contractor Registration (CCR)

New York Fact Sheet

January 2012

Step 1: Obtaining a DUNS Number & What is the DUNS Number?

DUNS number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.

Who needs to obtain a DUNS number?

Legal entities that file taxes using an Employer Identification Number (EIN) are required to have a DUNS number in order to receive federal financial assistance.

How do I obtain a DUNS number?

For E-mail requests:

You may complete the application process online. If you do not have a number yet, information on obtaining a number is available on-line at:

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

For Phone requests:

The process to request a DUNS Number by telephone takes between 5 and 10 minutes. Contact the D&B Government Customer Response Center at 1-866-705-5711. Hearing impaired customers can call 877-807-1679 (TTY Line).

For all requests, you will need to provide the following information:

- Legal Name
- 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 (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business

Is there a fee to obtain a DUNS number?

Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective Contractors, Grantees, and Loan recipients. Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process.

Step 2: Register with CCR & What is the CCR?

The Central Contractor Registration (CCR) is a Government wide registry for vendors doing business with the Federal Government. The CCR centralizes information about Federal financial assistance recipients and also provides a central location for you to change your organizational information.

How do I register with CCR?

Once you have a DUNS number, you must register with CCR. Information for registering with the CCR and on-line documents can be found at <http://www.ccr.gov/>. Before registering, applicants and recipients may wish to review the Central Contractor Registration user guide at <https://www.bpn.gov/ccr/doc/UserAccount.pdf>. Note: All CCR registrations must be done online- there is no phone-in registration system for CCR.

To begin a new registration: From <http://www.ccr.gov/>, select "Start New Registration."

To renew a registration: From <http://www.ccr.gov/>, log into the CCR site using your user ID and password and follow the renewal process as indicated.

How long will it take?

If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. It will take 3 to 5 business days or up to 2 weeks before your CCR registration becomes active. If you are updating or renewing your registration information it will take approximately 24 hours to become active. Please note, that annual renewal is required and your organization will need to renew their CCR registration every year.