

## DUNS Number Guidance for Federal Government Vendors



### Data Universal Numbering System (DUNS) Number:

- The DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned its own DUNS number.
- In order to provide rapid DUNS Number assignment, D&B rarely limits who may request or receive a DUNS number. It is the organization's responsibility to manage their DUNS number records (see below).

### Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible
- **If you already have a DUNS number:** If you previously obtained a DUNS number for your location in connection with another Federal acquisition process or had one assigned to you for another purpose, you should use that number with the US Government. It is not necessary to request another DUNS number from D&B.
- **To verify an existing DUNS Number or Obtain a New One:** Call D&B using the toll-free number below or use the web-based process, and indicate that you are a Federal vendor. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will assign you a number, free of charge.

### Managing your DUNS Numbers

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated D&B Government Customer Response Center at 1-866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. **If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.**



### **Your D&B Information in the Central Contractor Registration system**

- D&B provides Legal Business Name, DBA (Tradestyle), Physical Address, Zip Code, and Corporate Family Tree information to CCR at the time an organization first registers and as updates are made through D&B's data collection processes.
- Once entities receive the first notification from CCR on their upcoming renewal, entities should access their CCR record as soon as possible and check the D&B information in their record in CCR. If there are discrepancies, the registrant should submit changes to D&B via phone (see number below) or via the web-based process. *Please note: Requests for updates to linkage data should be submitted by calling the toll-free number.*
- Changes to DUNS records at D&B will flow to CCR within 24-48 hours of the change being verified and made by D&B. The process may take longer in some foreign countries.
- It is then up to the Federal vendor to access their CCR record and 'accept' the new D&B information in order for it to become a part of the permanent CCR record.

### **To Obtain Your DUNS Number Or Request Changes To Your Information On File At D&B:**

- Please call D&B's toll-free, dedicated Government Customer Response Center at:

**1-866-705-5711**

- Or, use the web-based process at:

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

- Requests for New DUNS via phone take about 5-10 minutes, and less than 24 hours via the Web-based process.
- For new DUNS requests, you will need to provide the following information:
  - Legal Name
  - Headquarters name and address for your organization
  - Doing business as (dba), or other name by which your organization is commonly recognized
  - Physical Address, City, State and Zip Code
  - Mailing Address (if separate from Headquarters and/or physical address)
  - Telephone Number
  - Contact Name and Title
  - Number of Employees at your physical location

**In order to ensure that D&B information in CCR is as accurate as possible, the toll-free number above or the web-based process should be used. Please do not call other toll-free D&B numbers or use other D&B web-sites.**