

How Do I Get a DUNS Number?

October 2015

Chemonics International

What is a DUNS number?

- A D-U-N-S (DUNS) Number is a unique nine-character number that identifies an organization and is required by the federal government to track how federal grant money is distributed. It is provided **free of charge** by the commercial company Dun & Bradstreet.
- **You must have a different nine-digit DUNS Number for each physical location** or different address in your business or organization **as well as each legal division that may be co-located.**

Who needs a DUNS number?

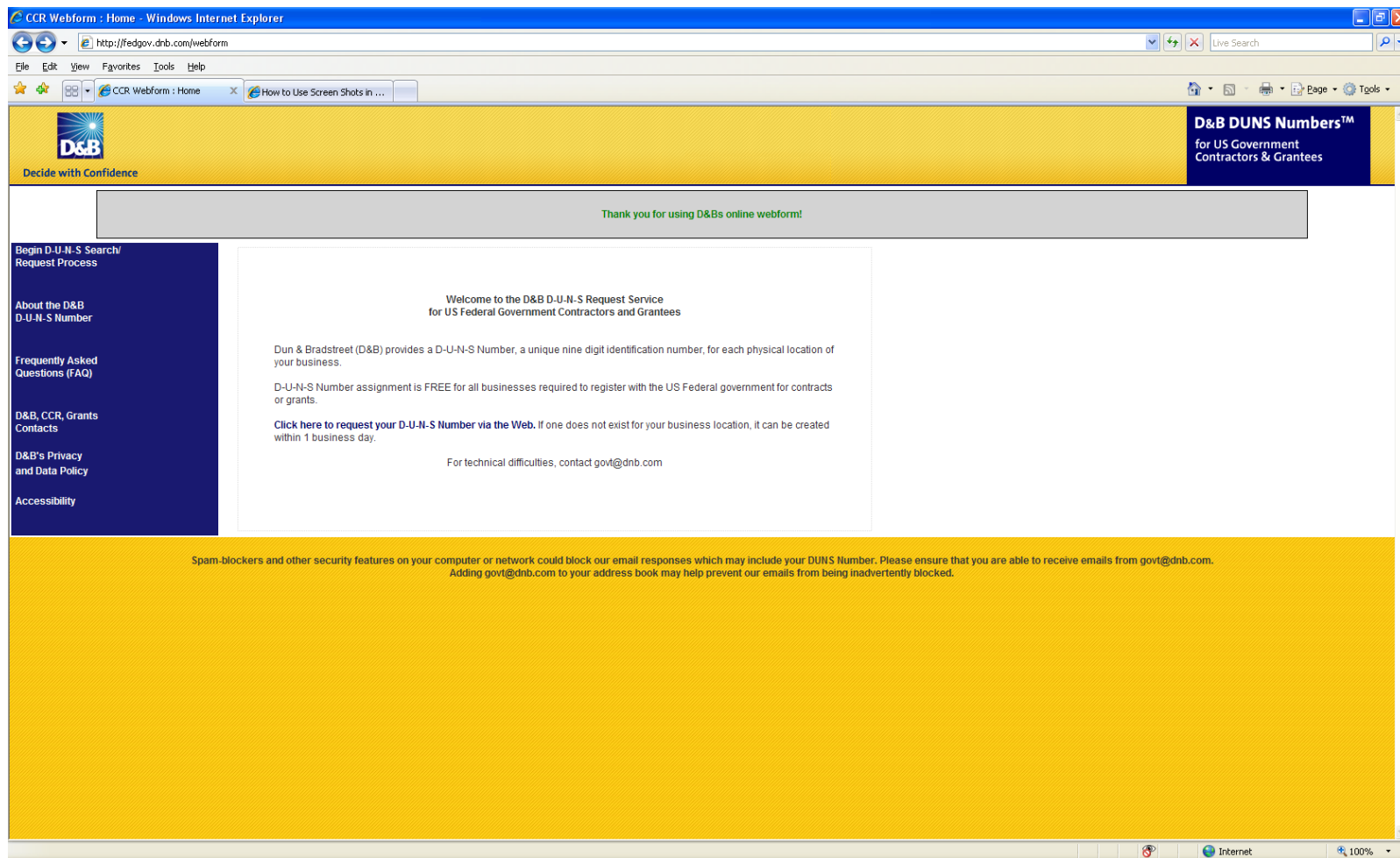
- Per the update to the Required as Applicable Standard Provision entitled, “Universal Identifier and System of Award Management” dated July 2015 and FAR 52.204-10, it is a requirement that **all grantees, cooperative agreement holders, subcontractors and vendor with a grant, cooperative agreement, or subcontract value of \$25,000 or more have a DUNS number.**
- The threshold value for contracts (subcontracts and vendors) was raised to **\$30,000 effective October 1, 2015. Grants remain at \$25,000.**
- This regulation applies to private organizations, commercial and government entities, local and international NGOs.
- A grantee with a **100% in-kind grant is not required to have a DUNS number.**

How long does it take?

- Under normal circumstances the DUNS is issued within **1-2 business day** when using the D&B web form process.
- Once a DUNS Number has been issued, it will be available for use within 24 hours.
- **Non-US organizations must apply online through <http://fedgov.dnb.com/webform> .**
- **Field Offices may assist local partners throughout the DUNS process.**

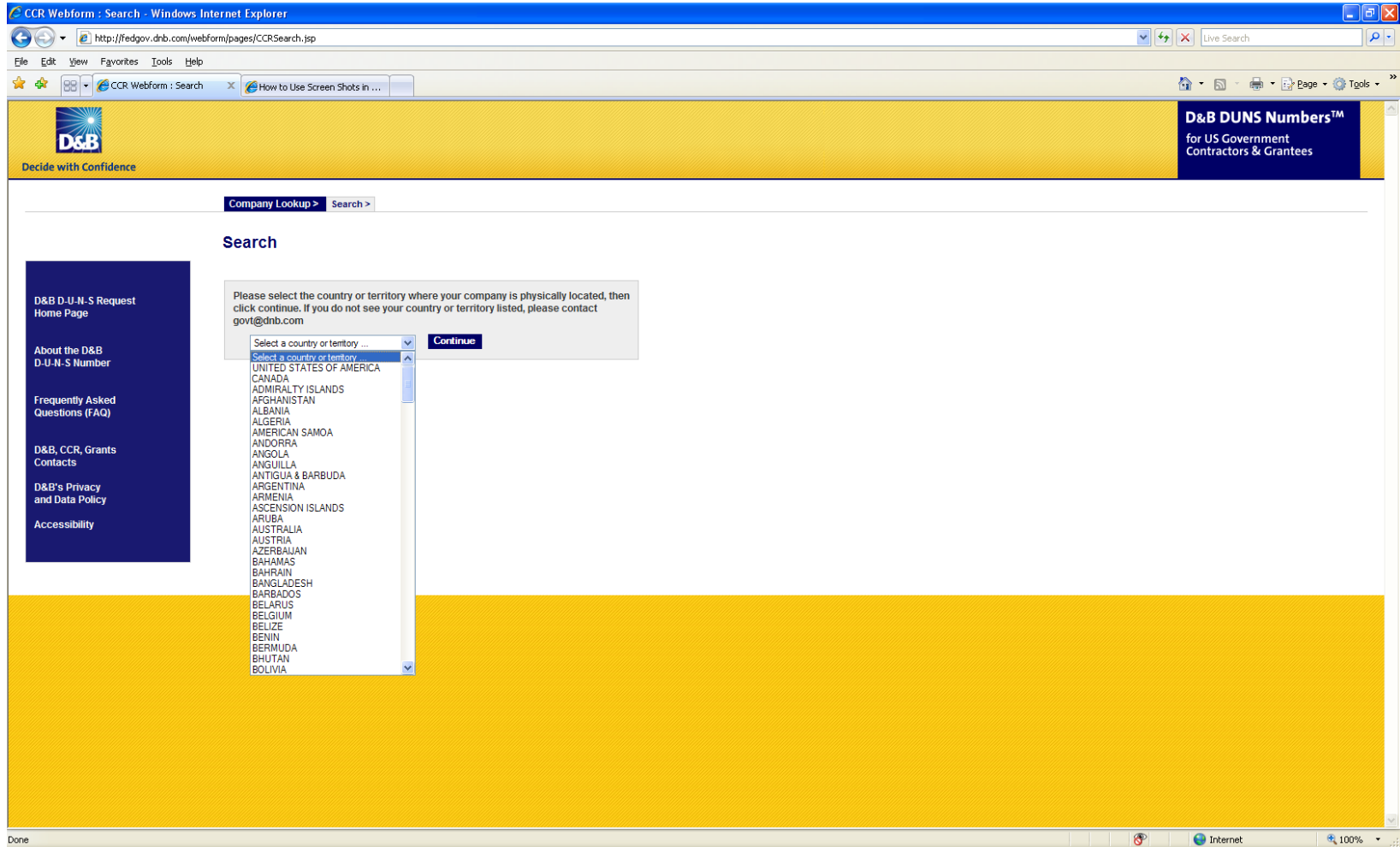
How Do I Get a DUNS Number? Step by Step Instructions

1. Follow link to: <http://fedgov.dnb.com/webform>



2. Click on “Click here to request your D-U-N-S number via the web”

3. Select country and click continue.



4. Fill in the organization's name, street address, city, and phone number. Also enter verification code (please note this code will change in each instance, and is case sensitive). Note the system does not accept non-alphanumeric characters, so do not use +, - or () for the telephone number. Press submit.

CCR Webform : Search - Windows Internet Explorer
http://fedgov.dnb.com/webform/searchAction.do

File Edit View Favorites Tools Help

CCR Webform : Search How to Use Screen Shots in ...

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D&B DUNS Numbers™
for US Government
Contractors & Grantees

Company Lookup > Search >

Search

Fill out the following information to search for your company.


D&B D-U-N-S Request Home Page
About the D&B D-U-N-S Number
Frequently Asked Questions (FAQ)
D&B, CCR, Grants Contacts
D&B's Privacy and Data Policy
Accessibility

Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact govt@dnb.com

MONGOLIA

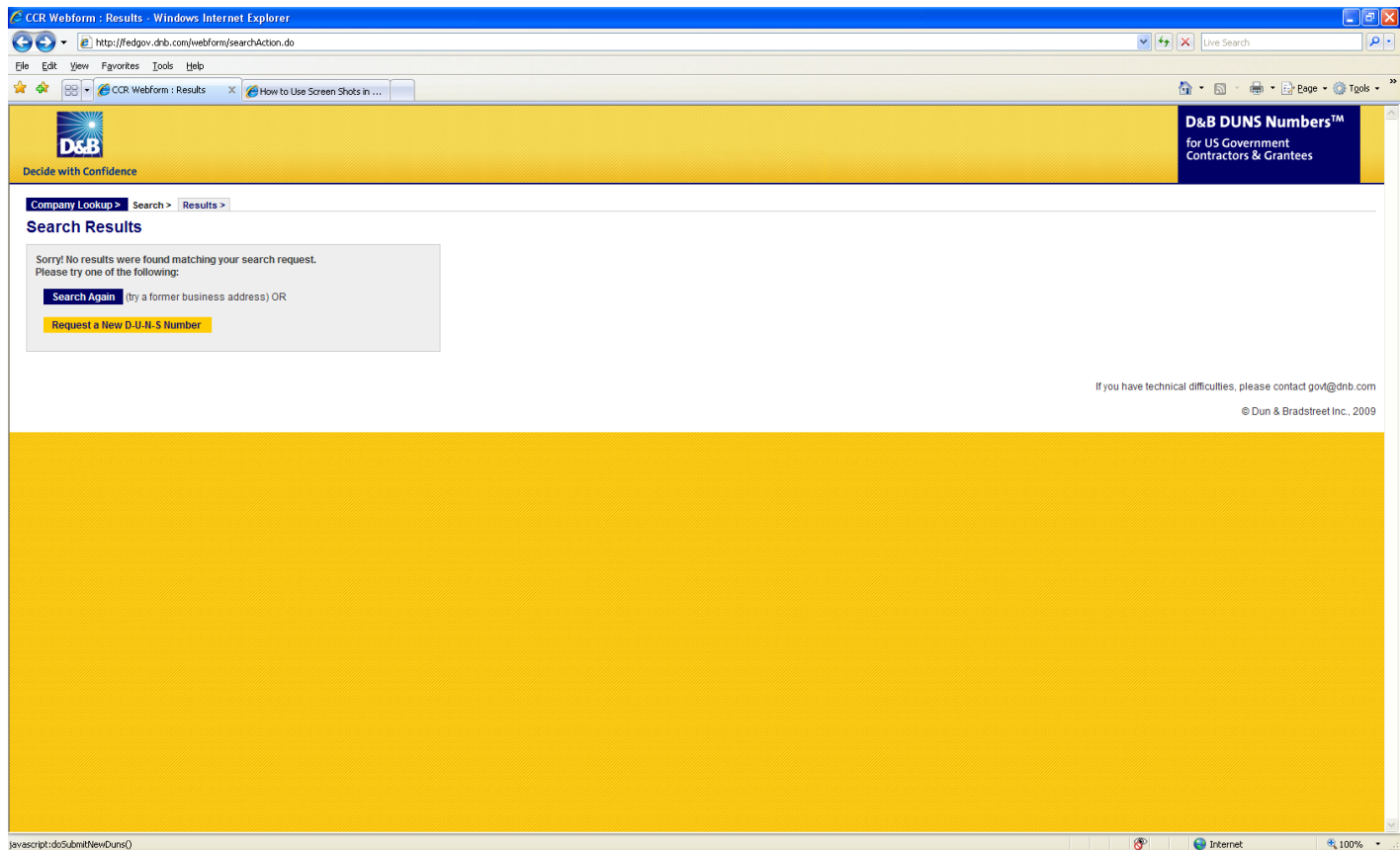
Enter the following information for companies located in MONGOLIA and click the submit button to execute your search.

Business Name:
Street:
City:
Phone:

 [Click here for a new image](#)
[Click here to listen to audio](#)
[Click here to download wav file](#)

Enter the verification code shown:
This is to prevent automated registrations

5. Review the results. There may or may not be organizations listed in the results. **If your organization is there, then you may “request your existing DUNS number” as well as View/Modify your information. If your organization is not listed, then select “Request a New D-U-N-S number” (highlighted below).**



6. Fill in the requested information.

CCR Webform : New Duns Number Request. - Windows Internet Explorer

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=-1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newCompanyName=&newStreet=null&newCity=null&newS...

File Edit View Favorites Tools Help

CCR Webform : New Du... How to Use Screen Shots in ...

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D-U-N-S Number Request Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

| | |
|--------------------------------|----------------------------------|
| ? Legal Name | National Center Against Violence |
| ? Legal Structure | Select one |
| ? Tradestyle Name 1 (optional) | |
| Tradestyle Name 2 | |
| Tradestyle Name 3 | |
| ? Phone Number of Business | 97699329904 |

Physical Address

| | |
|----------------------------|------------|
| ? Street | 1st Street |
| ? City | Arvaalheer |
| ? State | |
| ? Zip Code + 4/Postal Code | |
| Country | MONGOLIA |

Mailing Address (optional) Same as Physical Address

| | |
|--------------------------|------------|
| ? Street/ P.O. Box | |
| City | |
| State | |
| Zip Code + 4/Postal Code | |
| Country | Select one |

Organization Information

Done Internet 100%

CCR Webform : New Duns Number Request. - Windows Internet Explorer

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=18&browser=8&hdrCompanyName=8&hdrAddress=8&hdrCity=8&hdrState=8&hdrZip=8&hdrCountry=8&hdrDuns=8&hdrTradeStyleName=8&newCompanyName=8&newStreet=null&newCity=null&new...

File Edit View Favorites Tools Help

CCR Webform : New Du... x Standard Industrial Classifica...

State

Zip Code + 4/Postal Code

Country MONGOLIA

Mailing Address (optional) Same as Physical Address

Street/ P.O. Box

City

State

Zip Code + 4/Postal Code

Country Select one

Organization Information

Executive Name

Title Select one

Primary SIC code

Description of Operations

Socioeconomic Data Select one

Number of Employees(includes owners, partners, and/or officers)

Annual Sales or Revenue

Parent Organization (optional)

Name

Street

City

State

Zip Code + 4/Postal Code

Country Select one

Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

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Internet 100%

Note: the line “Primary SIC code” requires the applicant to enter information about the main activity of the organization. Each DUNS applicant must have a SIC code in order to apply. **In order to find the SIC code for your organization’s activities, see the following slides.**

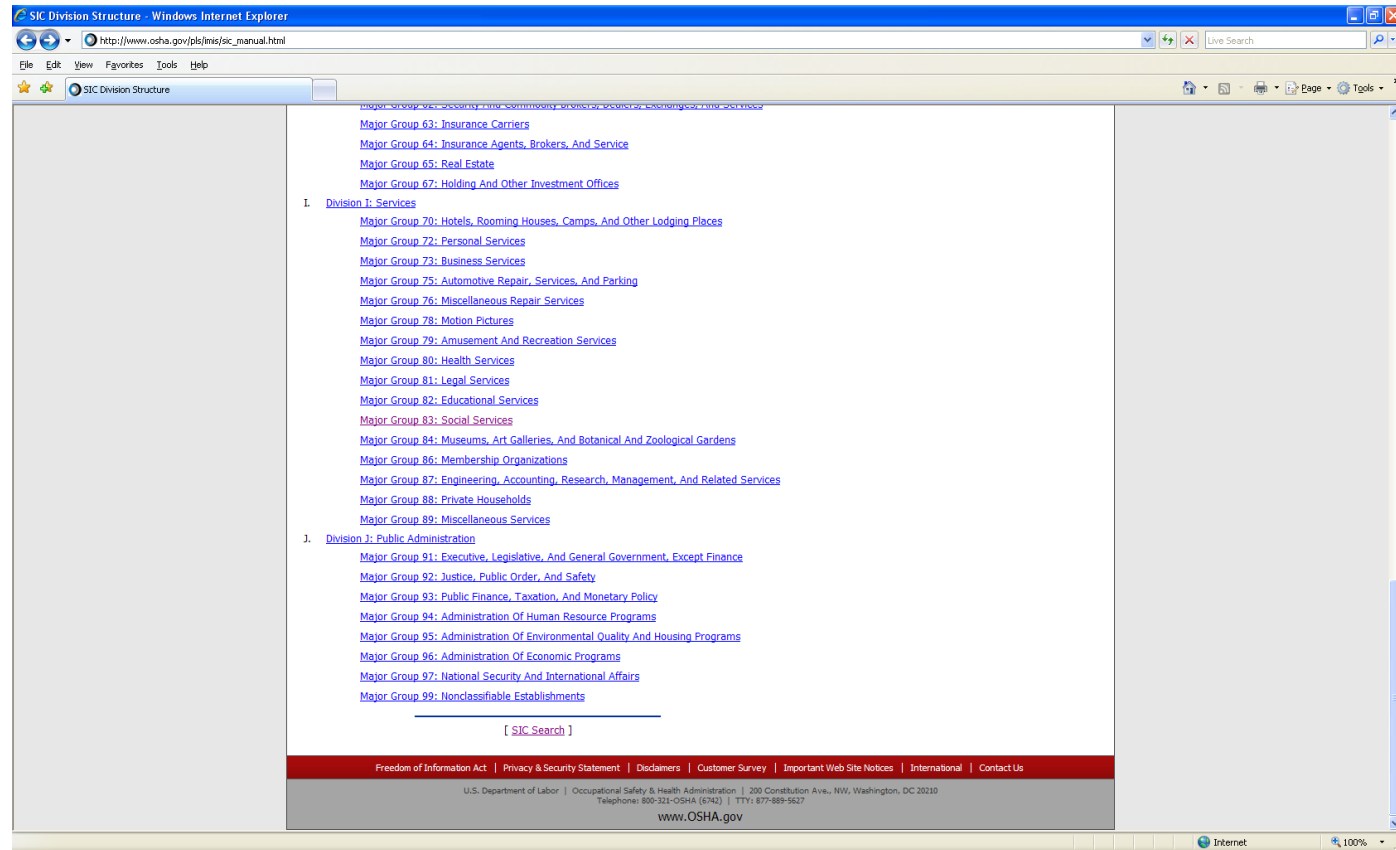
7. Find Your SIC Code:

a) Open the link

<http://www.osha.gov/pls/imis/sicsearch.html> and click on **“SIC Manual”** or **“examine the manual structure.”**

The screenshot shows a web browser window titled "Standard Industrial Classification (SIC) System Search - Windows Internet Explorer". The address bar contains the URL "http://www.osha.gov/pls/imis/sicsearch.html". The page header features the United States Department of Labor logo and the text "UNITED STATES DEPARTMENT OF LABOR". Below this, there is a navigation menu with links for "A to Z Index", "En Español", "Contact Us", "FAQs", and "About OSHA". The main content area is titled "OSHA" and "Occupational Safety & Health Administration We Can Help". It includes a search bar with a "SEARCH" button and a "Live Search" option. Below the search bar, there are links for "STATISTICS & DATA" and "SIC MANUAL". The text explains that the page allows users to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure. There are two input fields: "Enter a SIC CODE:" and "Enter the search keyword(s):", both with "Submit" and "Clear" buttons. At the bottom, there is a footer with links for "Freedom of Information Act", "Privacy & Security Statement", "Disclaimers", "Customer Survey", "Important Web Site Notices", "International", and "Contact Us". The footer also includes the U.S. Department of Labor address and phone numbers, and the website URL "www.OSHA.gov".

b) Scroll through the categories to find the “Major Group” that most accurately describes the main work of your organization.



Note: “Division J: Public Administration” pertains to government organizations, while many non-profits would likely fall under “Division I: Services.” However, you should **become familiar with all of the categories available and choose the most relevant.**

c) Click the link, then determine the “Industry Group”:

The screenshot shows a web browser window displaying the OSHA website. The address bar shows the URL: http://www.osha.gov/pls/jmis/sic_manual.display?i=70&tab=group. The page title is "Major Group 83: Social Services".

The website header includes the United States Department of Labor logo and the text "UNITED STATES DEPARTMENT OF LABOR". Below this, the OSHA logo and "Occupational Safety & Health Administration We Can Help" are visible. A navigation menu includes links for Home, Workers, Regulations, Enforcement, Data & Statistics, Training, Publications, Newsroom, and Small Business. There is also a search bar and a "SEARCH" button.

The main content area contains the following text:

This major group includes establishments providing social services and rehabilitation services to those persons with social or personal problems requiring special services and to the handicapped and the disadvantaged. Also included are organizations soliciting funds to be used directly for these and related services. Establishments primarily engaged in providing health services are classified in Major Group 80; those providing legal services are classified in Industry 8111; and those providing educational services are classified in Major Group 82.

Industry Group 832: Individual And Family Social Services

- 8322 [Individual and Family Social Services](#)

Industry Group 833: Job Training And Vocational Rehabilitation

- 8331 [Job Training and Vocational Rehabilitation Services](#)

Industry Group 835: Child Day Care Services

- 8351 [Child Day Care Services](#)

Industry Group 836: Residential Care

- 8361 [Residential Care](#)

Industry Group 839: Social Services, Not Elsewhere Classified

- 8399 [Social Services, Not Elsewhere Classified](#)

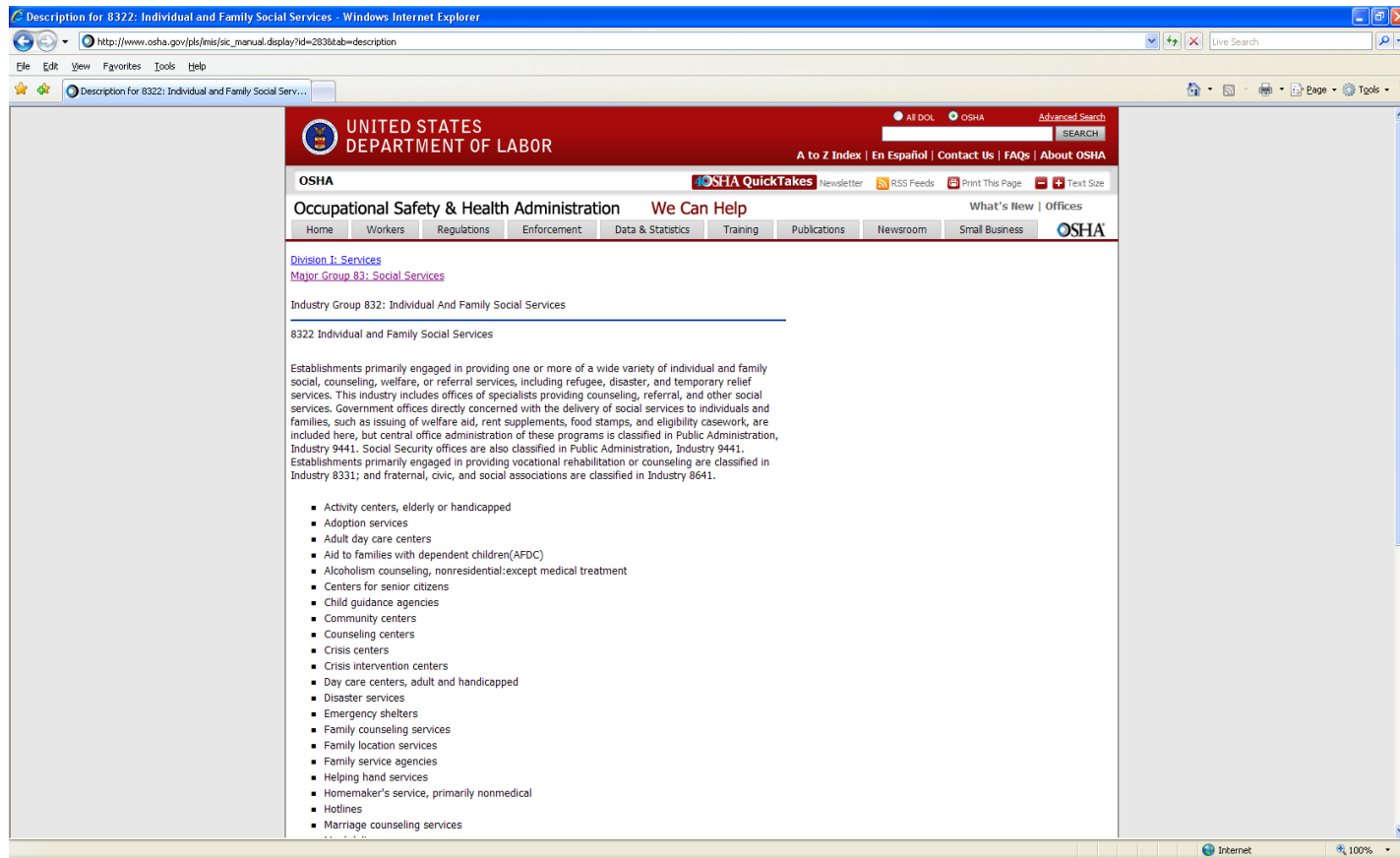
At the bottom of the page, there are links for "[SJC Search | Division Structure]".

The footer contains the following information:

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627
www.OSHA.gov

Note: Clicking on an “Industry Group” will give you a description of the category with a list of examples.



d) Once you have found the most appropriate “Industry Group”, use the corresponding 4-digit code (SIC) in your DUNS application.

8. Once you have entered your SIC code and the other pertinent information, click “submit your request.”

CCR Webform : New Duns Number Request. - Windows Internet Explorer

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=-1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newCompanyName=&newStreet=null&newCity=null&newCity=null

File Edit View Favorites Tools Help

CCR Webform : New Du... Major Group 83: Social Services

State

Zip Code + 4/Postal Code

Country MONGOLIA

Mailing Address (optional) Same as Physical Address

Street/P.O. Box

City

State

Zip Code + 4/Postal Code

Country Select one

Organization Information

Executive Name

Title Select one

Primary SIC code

Description of Operations

Socioeconomic Data Select one

Number of Employees (includes owners, partners, and/or officers)

Annual Sales or Revenue

Parent Organization (optional)

Name

Street

City

State

Zip Code + 4/Postal Code

Country Select one

Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

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javascript:processForm(2)

9. You will be taken to the verification page. Review the information for accuracy. If inaccurate, select “No, change information” and make changes as necessary. If accurate, select “Yes, Continue.”

CCR Webform : verification page - Windows Internet Explorer

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform : verificati... Major Group 83: Social Services

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D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >

Verification Page

Company Name

Legal Name: National Center Against Violence

Phone Number of Business: 97699329904

Physical Address

Street: 1st Street

City: Arvaalheer

State: Uvuhangai

Zip Code + 4/Postal Code: NONE

Country: MONGOLIA

Organization Information

Executive Name: J Purevauren

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

This is the information that you will be submitting, is this correct?

If you have technical difficulties, please contact gov@dnb.com

10. Fill in your contact information:

- **When selecting the category of relationship, please note that a sub-contractor to Chemonics would be considered a contractor or vendor, while a grant recipient or cooperative agreement holder would be considered a federal government grantee or applicant. If your organization receives both contracts and grants from the US federal government, you would check “Both.”**

CCB Webform - User Information Page - Windows Internet Explorer
http://fdgov.dnb.com/webform/NewContractRequest.do

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D-U-I-M-S Number Registration Search Results > Enter Your Company Information > Your Information >

Contact Information

Please Complete the following information so we may process your request.
Note: All fields are required.

Your Information

First Name: Purvaan
Last Name: Jambadar
Title: Exec. Dir.
Phone: 5709322904
E-mail: example@gmail.com
Re-Enter E-mail: example@gmail.com

Please indicate only one category that describes the relationship you have or plan on seeking for providing goods and services under the legal business name you indicated:

Federal Government Contractor or Vendor
 Federal Government Grantee or Applicant
 Both, Federal Government Contractor and a Federal Government Grantee
 U.S. State Contractor or Grantee, please indicate which U.S. State: [Dropdown]

Do you understand that issuance of a D-U-I-M-S Number may lead to D&B contacting you periodically to maintain the accuracy of your entity's information on file?
 Yes

Click here for a new image
Click here to listen to audio
Click here to download way file

Enter the verification code shown:
This is to prevent automated registrations

Submit Your Request

- **Check “Yes” for understanding that D&B may contact the organization to verify and update records. Again, enter the verification code (the code will change each time, and is case sensitive).**
- **Press “Submit Your Request.”**

11. DONE!

- **Your DUNS should be issued within 1-2 business days**
Ex:“Thank you for using the D&B CCR Web Form process. D&B’s global policy is to provide DUNS numbers to any existing or prospective US Government contractor or grantee within one business day at no charge. If your request was submitted near a holiday or weekend, it will be addressed the next business day.”
- **NOTE: Many organizations have had to follow up several times with D&B in order to receive a DUNS. Please make a note of the request # given. Email govt@dnb.com with questions about your application. D&B may follow up with additional questions.**
- **NOTE: Local Partners may find getting their SIC to be the most difficult step. Field Offices should be available to assist local partners throughout the DUNS process.**