

## Data Universal Numbering System (DUNS) Number

The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun & Bradstreet (D&B).

The DUNS Number is site-specific and division specific. Therefore, each physical location of an entity will have its own DUNS Number. Further, each separate division or branch of an entity will have its own, unique DUNS Number. Through DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch or division.

Business entities, self-employed individuals (doctors, lawyers, etc. who are engaged in a specific business activity), sole-proprietors, partnerships, non-profit and charitable organizations are eligible for a DUNS Number.



Assignment of a DUNS number is absolutely FREE for all entities required to register with the federal government by a regulatory agency. This includes federal contractors and prospective government vendors."

### To obtain your DUNS Number: (Inside the US)

Please call the government dedicated, DUNS Number self-request line at:

**1-866-705-5711**

The process to request a DUNS number takes about 5-10 minutes

You will need to provide the following data elements to obtain a DUNS Number

- Legal Name
- Tradestyle, doing business as (dba), or other name in which your entity is commonly recognized
- 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 (Reporting relationship within your entity)

Note: The information presented here is for informational usage only and is copied directly from the Central Contractor Registration (CCR) website at: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

### To obtain your DUNS Number: (Inside or Outside the US)

If you are not in the United States, you must submit your DUNS Number request via the following URL:

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

Then select on "[Click here](#) to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day" and complete the requested information

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