

# How to request a DUNS number

There is **NO FEE** for getting a DUNS number in order to do business with the government.

If your organization does not yet have a DUNS number, or no one knows it,

<https://fedgov.dnb.com/webform/> or call 1-866-705-5711 to register or search for a DUNS number.

If you don't have a DUNS number or you need to modify an existing one, before you begin:

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## Gather Documentation

You will need the following to create your DUNS number

- Name of organization
  - Organization address
  - Name of the chief executive officer (CEO) or organization owner
  - Legal structure of the organization (e.g., corporation, partnership, proprietorship)
  - Year the organization started
  - Primary type of business
  - Total number of employees (full and part-time)
- To request a new DUNS Number or modify an existing DUNS Number you will need **two forms of acceptable documentation** to complete this process. (See examples of acceptable documentation below).
  - Both documents must clearly show **correct legal business name** at the **current physical address**.
  - These documents will be uploaded electronically, in STEP 2, prior to submission.
  - For **Sole Proprietorship** make sure documentation contains Your Personal Legal Name and current Physical Address. (Personal Mailboxes-PMB, 3rd party mail sites, Virtual Offices, APO & FPO addresses will not be accepted).

## Examples of Accepted Documentation

### Create a New D-U-N-S

- Secretary of State Articles of Incorporation
- Secretary of State receipt of Filing
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Lease Agreement
- Mortgage
- Phone or Internet Bill
- Utility Bill
- Homeowners or Renters Insurance
- City or State Tax Permit
- DBA/Assumed Name filing
- Invoice from a third party
- Proof of Insurance

### Modify an Existing D-U-N-S

Example of Accepted Documents for **Business Name**

#### Change:

- Secretary of State Articles of Incorporation
- Registration Amendment Document
- Taxpayer Identification Number(TIN) Confirmation Letter
- Employer Identification Number(EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Merger / Acquisition Agreement
- Purchase Order Representing Asset / Liability Exchange

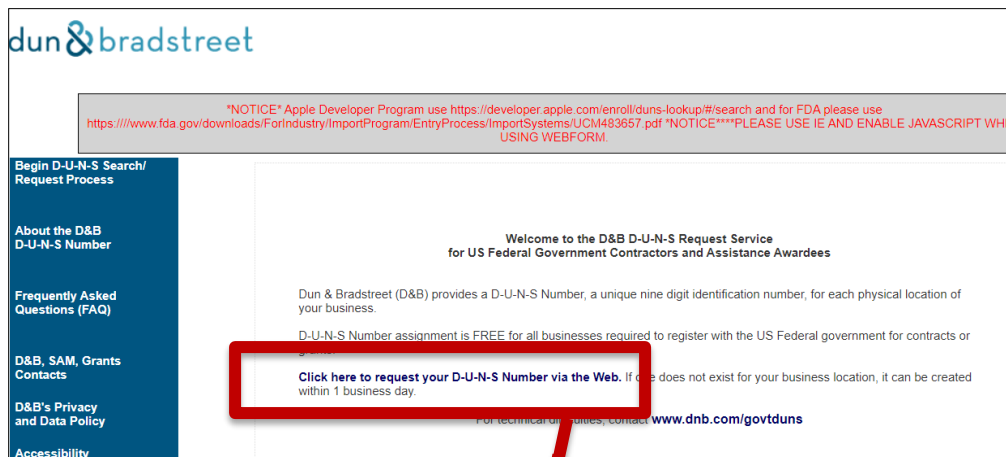
Example of Accepted Documents for **Address Change:**

- Utility Bill
- Lease Agreement
- Bank Statement
- Taxpayer Identification Number(TIN) Confirmation Letter
- Employer Identification Number(EIN) Confirmation Letter
- Invoice from a third party showing current Business Name and Address

Example of Accepted Documents for **Ownership Change:**

- Probate documents authorizing ownership of business
- Operating Agreement
- Merger / Acquisition Agreement
- Partnership Agreement
- Purchase Agreement

2 Once you have all the required documentation, go to <https://fedgov.dnb.com/webform/> and follow the online prompts.



Select the link to request your DUNS Number via the Web. The following screen walks you searching for an existing DUNS Number and if you do not have one creating a new one. Chose the Federal Government Contractors or Grantee DUNS number Support

**Be sure to carefully enter all of your company information, what you enter here for your DUNS number must match what is entered in SAMS.gov.**

**Take a screen shot and print out your confirmation email. You will need the information you entered into DUNS to match your SAM.gov information exactly.**



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