

Instructions for Local Recipient Organizations (LROs) How to Request a Dun and Bradstreet (D&B) Data Universal Number System (DUNS Number)

Please Note: It is strongly recommended that LROs use the Internet Option A for obtaining their DUNS number for reporting to the National Board. Check with your parent organization to see if you already have a DUNS number.

- **What is a DUNS Number?**
 - A DUNS (Data Universal Number System) Number is a unique identification number for each physical location of a business organization that is used to track how federal grant money is allocated.
 - LROs are required to provide the 9-digit DUNS Number.
- **Who needs a DUNS Number?**
 - All businesses or other organizations receiving money from the U.S. Federal government through contracts or grants are required to have a DUNS Number.
 - The National Board began requiring DUNS numbers in Phase 28 following collecting the DUNS number and associated information specifically for reporting on Phase AR. DUNS Numbers and all other data elements, as specified on the DUNS Reporting Form, must be submitted to the National Board.
- **How can I receive a DUNS Number?**
 - You may receive your free DUNS Number by Internet or by phone.
 - **By Internet (Option A):** *This option is highly recommended.* Register at grants.gov which includes a step-by-step process for obtaining the DUNS Number. If one does not already exist, it will be created within one business day.
 - **By Internet (Option B):** Go to <http://fedgov.dnb.com/webform> and request a DUNS Number. If one does not already exist, it will be created within one business day.
 - **By Phone:**
 - Businesses in the United States or U.S. Virgin Islands may call 1-866-705-5711.
 - Businesses in Alaska and Puerto Rico may call 1-800-234-3867 (Select Option 2, then Option 1).
 - Call centers are open between the hours of 7:00 a.m. and 8:00 p.m. CST. Phone requests generally take five to ten minutes to complete.
 - **Please have the following information available when you call:**
 - Legal Name of Organization
 - Tradestyle, 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)
 - Telephone Number
 - Facsimile (fax) Number
 - Name of CEO/Organization Owner
 - Contact Name
 - SIC Code (Line of Business)/Primary Type of Business***
 - Legal structure of the Organization (corporation, partnership, proprietorship)
 - Year the Organization Started
 - Number of Employees (full and part-time) at your location
 - Headquarters Name and Address (if there is a reporting relationship to a parent corporate entity)
 - Whether a home-based business
- **Who should I contact with any questions?**
 - General inquires on the overall requirement can be addressed to govt@dnb.com.
 - EFSP specific inquiries can be addressed to efsp@unitedway.org

*****Note:** The SIC code may be obtained from http://www.osha.gov/pls/imis/sic_manual.html. This is a manual that can be referenced for the SIC code which is a coding system that identifies the type of business.