

DUN & Bradstreet

Phone (888) 347-0475

<http://fedgov.dnb.com/webform/displayHomePage.do>

## **PURPOSE**

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

## **HOW LONG SHOULD IT TAKE?**

If requested over the phone, DUNS is provided immediately. Webform requests take 1 to 2 business days.

## **WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?**

The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

**This is free of Charge...**