

Acquiring a DUNS Number
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Hello, my name is Karla Kemp, and I'm from the Department of Transportation. I'm going to walk you through on how to acquire a DUNS number. DUNS stands for the Dun and Bradstreet Data Universal Numbering System.

A DUNS number is a universal identifier used to track entities receiving federal funds. The U.S. Department of Transportation, Federal Highway Administration and the Office of Management and Budget requires the DUNS number by law. Under the American Recovery and Reinvestment Act of 2009 (ARRA), all prime contractors are required to have a DUNS number for reporting purposes.

There are two ways of obtaining a DUNS number by phone or via the Internet. The phone number is 1-866-705-5711, and the web address is <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=5506FD890DD88A724DC847F252153E29>

Information You Will Need

Regardless of which method you use, the following information will need to be provided;

- Legal name
- Trade style, 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
- Contact name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The following presentation will guide you through the steps to provide the necessary information to obtain a DUNS number, if you are completing the process via the web.

Step One:

On the main webpage of the DUNS website: to request your DUNS number click on the bold blue “click here” hyperlink and it will direct you to the next webpage.

Step Two:

Select a country

Step Three:

Once you have selected a country the website will bring you to the next page where you will fill in your business information and verification code, then you click submit

Step Four:

Once you have submitted your business information, check and see if your company’s name is there. If it is, you should request your existing DUNS number. Otherwise, click on the “Request a New DUNS Number” button.

When requesting an existing DUNS number, fill in all the information and click submit.

Step Five:

When you request a new DUNS number, fill in the information and continue to scroll down the webpage to view and complete all of the fields. Click “submit” to complete the process.

Contact Information

For questions of if you are experiencing technical difficulties using the website:

Email: govt.@dnb.com

Phone: 1-866-705-5711