Step-by-Step Process to request a DUNS Number via the web

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

- Data Universal Number System (DUNS) Number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number.
- Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- In order to provide on-the-spot DUNS number assignment, the requestor should do this online. (See instructions below.)

Accessing iUpdate

You must successfully complete these steps to access iUpdate. You can follow the status bar at the top of the page to manage your progress

1. Click or copy the following link to your browser http://fedgov.dnb.com/webform
2. Click on "Begin D-U-N-S Search / Request Process" at the top of the left hand tool bar
3. In the "Search" screen select "United States of America" (It will be at the top of the list) from the drop down list and click "Continue"
4. In the "iUpdate – Webform Page" click on "Continue to iUpdate" arrow at the bottom of the screen
5. In iUpdate, locate the center box titled "Find DUNS or Request new DUNS" and click on the "Start Now" button You must first make sure we do not already have your company on file. In the "Company Look-up" screen, please enter your Business Name, City and State and click the "Search" button.
    a. Utilize the section "Company Look-up" below to assist you through the process
6. If you do not locate your company, click on the "Request a D-U-N-S Number" arrow at the bottom of the screen.

Company Look-up
Having trouble finding your company? Follow the below tips:

1. Remove symbols from your search criteria. Example – if your company name is D & K GLOBAL ENTERPRISES remove the "&" sign from your search
2. Avoid any type of punctuation marks
3. Only enter the first word or two of the business name.   Sometime less search criteria is better
4. Avoid abbreviations if not specifically part of the legal company name
5. If the company name carries the proper name of an individual, only enter Last Name of the individual in the "Business Name" section
6. Exclude corporate status designations in the "Business Name" section. (i.e. - Inc, Corp, LLC, Co. etc)
7. If you locate your Business but the address is from a previous location, select that record as you can alter the address and other information once you are registered.

Requesting a DUNS Number

Once you have ensured that the entity does not already have a DUNS Number (by going through the steps above), follow the below steps to assist you with your new D-U-N-S Number request.

Step 1 - Personal Information

This information is required at this step to validate your **PERSONAL** identity. **Do not enter** your **company address** as your registration will fail.

1. Legal First Name and Legal Last Name:
    –   Ensure you enter **your** Legal First Name and Legal Last Name. Examples – What is your name on your Driver's License, Mortgage, Mailing Address, etc..
    –   Avoid the use of nicknames, initials, and suffixes such as JR, SR, II, etc.
2. Enter **your** current physical **home** address.
3. Home Telephone:
    –   What telephone number do you most commonly use as your **Home Telephone Number?** (i.e. your cell phone is used as your Home telephone number)

Step 2 – Company Information

1. Complete the company information sections. This will provide us the data necessary to build your D-U-N-S Number. You will need to provide the following information:
    a. Legal Name
    b. Headquarters name and address for your organization
    c. Doing business as (DBA) or other name by which your organization is commonly known or recognized
    d. Physical Address, City, State and Zip Code
    e. Mailing Address(is separate from Headquarters and/or physical address)
    f. Telephone Number
    g. Contact Name and Title
    h. Number of Employees at your physical location
    i. Standard Industrial Classification System (SIC) Code

Step 3 – Review Details

1. Review your company details. If correct proceed to Step 4.

Step 4 – Request Confirmation

1. Click the "Submit" button to complete your request.

Once you have completed the entire process, you will receive a confirmation email. It will take **24 to 48 hours to receive your D-U-N-S Number**, which you will receive via email for your records.