

## **Obtaining a Data Universal Numbering System number (DUNS)**

We request that your organization obtain a DUNS number as preparation for doing business electronically with the Federal Government.

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). You may call D&B at 1-866-705-5711 to register and obtain a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. Please use the following instructions to navigate through the voice prompts:

1. Enter "4 (grant recipient) or 5 (loan recipient)" to register as a government loan/grant applicant and obtain a DUNS number
2. Enter "1" to at this point be connected with a service representative will answer, and suggest that you buy the Credit Builder Service. This is not necessary to do business with the Government. If you want to do business with other vendors outside the government, this is an optional service that allows you to do business using a line of credit.
3. You will likely be requested for the CFDA number of the program you are applying for. This can be obtained from your Rural Development office. You will be asked a series of questions similar to the following:
  - a) Name of business
  - b) Business address
  - c) Local phone number
  - d) Name of the CEO/business owner
  - e) Legal structure of the business (corporation, partnership, proprietorship)
  - f) Year business started
  - g) Primary line of business
  - h) Total number of employees (full and part time)

You may also register for your DUNS number at Dun & Bradstreet's web site:  
<http://fedgov.dnb.com/webform>

Follow the instructions on line. Please note that registration via the web site may take up to 14 business days to complete.