

The Data Universal Number System (DUNS) is a system used to maintain an accurate and comprehensive identification system for entities that do business with the United States Federal Government

### About DUNS numbers

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B) to entities seeking to do business with the federal government
- A DUNS Number **can be** site-specific, meaning each distinct physical location of an entity (such as branch offices) **may be** assigned its own DUNS number, but for small entities, one DUNS number is common
- There is **never** a charge to obtain a DUNS number and the request can be made by phone or online
- Any entity seeking to do business with the federal government, including applying for a Shuttered Venue Operators Grant (SVOG), must have a DUNS number for application submission

### Instructions for Obtaining a DUNS Number

**Gather the information below and have it handy, you'll need all of it to register for a DUNS number!**

**Choose your method of application, by phone or online, instructions for both are below!**

- **The following information is required:**
  - Legal name of your entity
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is known or recognized
  - Physical address, including city, state and zip code
  - Mailing address (if separate from headquarters and/or physical address)
  - Telephone number
  - Contact name and title
  - Number of employees who work at the physical location you are seeking a number for
- Call D&B using this toll-free number **1-866-705-5711** or register online at [www.dnb.com/govtduns](http://www.dnb.com/govtduns)
- When prompted, identify yourself as a Federal grant applicant/prospective applicant
- D&B will ask you to provide the information you've gathered and assign you a number then and there!
- Record the number in a safe place so you can access it in the future
- The registration process is free and takes about 5 minutes

**Questions? Need assistance? Contact your local [Small Business Development Center](#) (SBDC)!**

**A pre-recorded webinar on the DUNS number process is available here: [youtu.be/y2t5queourQ](https://youtu.be/y2t5queourQ)**