

# Information for NRCS Program Applicants

## Central Contractor Registration

### Who Needs to Register in the Central Contractor Registration (CCR)?

The Federal Acquisition Regulation (subpart 4.11) requires that entities and organizations utilizing a federal Employer Identification Number (EIN) other than a Social Security Number be registered in the CCR database prior to being awarded a contract.

*There is no cost to registrants for registering in CCR.*

### Background

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note that the term “assistance awards” includes grants, cooperative agreements and other forms of federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered “registrants”.

Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. In addition, entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards from the Federal Government through [Grants.gov](http://Grants.gov) must now register with CCR as well. However, registration in no way guarantees that a contract or assistance award will be awarded.

CCR validates the registrant information and electronically shares the secure and encrypted data with the federal agencies’ finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with federal government procurement and electronic business systems.

Please note that any information provided in your registration may be shared with authorized federal government offices. However, registration does not guarantee business with the federal government.

### How to Register

Enter your registration online

- **Step 1:** Access the CCR online registration through the CCR home page at <http://www.ccr.gov>. Under the “Create New Registration” section, click on “Start New Registration.” You must have a Data Universal Numbering System (DUNS) Number in order to begin the registration process. (A DUNS number can be obtained at <http://fedgov.dnb.com/webform>)
- **Step 2:** Create a User Account.
- **Step 3:** Complete and submit the online registration. If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization. Once your registration is complete, processing then takes between three and five days.

### Additional important information

If you are unable to complete your application during your initial session, you can return at another time using your user ID and password and clicking on “Update/Renew” under the Registration column on your Manage Registrations page. A list of information you are missing is displayed on each registration page. Click “Validate/Save Data” at the bottom of each registration page to save the data and move to the next page until the registration is complete. Registrations in process are saved for up to 120 days for your convenience.

### For CCR Customer Service, contact:

Federal Service Desk (8am - 8pm Eastern Time)

1-866-606-8220

1-334-206-7828

DSN: 1-809-463-3376 (then dial toll free number)

Online CCR User’s Guide: <https://www.bpn.gov/ccr/doc/CCRUsersGuide.pdf>

## Maintaining Your CCR Registration

### Your Responsibilities

- You are responsible for ensuring the accuracy of your registration. Use your user ID, password, and DUNS number when making any changes to your profile.
- You are responsible for updating all of your registration information as it changes, including ensuring that all changes to D&B and IRS are reflected in your CCR registration. Remember that the Legal Business Name and Physical Address information are now automatically input into your registration from D&B, and it is your responsibility to keep this information updated at D&B. Companies within the U.S.A. may contact D&B at 866-705-5711. U.S.A. and non-U.S.A. companies may also use the web (<http://fedgov.dnb.com/webform>) to search, revise information, or request a DUNS number. Should you need to reach the IRS, the phone number is 866-255-0654.
- You must renew and revalidate your registration at least every 12 months from the date you previously registered. However, you are strongly urged to revalidate your registration more frequently to ensure that CCR is up to date and in synch with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some federal government agencies.
- A registrant must remain active in CCR until all payments are made to avoid discontinuation of payments.
- You may voluntarily delete your registration at any time by going online with your user ID, Password, and DUNS Number or contacting the Federal Service Desk for assistance at 866-606-8220 or 334-206-7828. For DSN, dial 809-463-3376, wait for a dial tone, and then dial 866-606-8220. If you delete your registration, your information will be removed from the CCR database. If you delete your registration by mistake, you may also call to reinstate that registration.
- In the event the Electronic-Business Point of

Contact (POC) leaves your organization, you must ensure that his or her alternate and successor have the information they need to fulfill the E-Business POC role. For instance, the E-Business POC must know the names, contact information, and access privileges of each POC.

- In the event the administrator (CCR user) leaves your organization, you must ensure that his or her alternate and successor have the reference materials they need to continue the CCR update process. For instance, the administrator should have access to reference guides, names, and contacts of individuals involved with the CCR registration process and other information needed to update the CCR record.
- To initiate any changes or submit a renewal.

Changes can be made to your registration by:

- **Step 1:** Going to CCR's home page (<http://www.ccr.gov>), and logging in with your user ID and password. You will be directed to your "Manage Registrations" page.
- **Step 2:** Under the "CCR Registrations Linked to Your Account" section, select "Update/Renew" for the DUNS number of the record you wish to change.
- **Step 3:** Make the necessary changes. Then click the "Validate/Save Data" button to register an update in the system. When you receive the "Registration Complete" screen your registration will process the update.

To submit a renewal with no changes, follow the same steps listed above with the exception of making changes to your information. Reminder: you must click "Validate/Save Data" to activate the renewal even if none of your information has changed. Please be aware that requirements may have been implemented since your last visit. You may receive an error on your renewal if a new requirement is not fulfilled.

For more information contact your local NRCS Service Center or online at [www.wi.nrcs.usda.gov](http://www.wi.nrcs.usda.gov)

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