

HOW TO OBTAIN A DUNS NUMBER FOR FEDERAL FINANCIAL ASSISTANCE

The USDA has implemented a new program eligibility requirement. As of October 1st, 2010, all landowners applying as a legal entity with an Employer Identification Number (EIN) tax ID are required to obtain a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number, **Step 1**, and must also have an active Central Contractor Registration (CCR), **Step 2**. NRCS is not authorized to award contracts to entities with an EIN until these requirements are met.

Step 1: How do I obtain a DUNS number?

DUNS numbers can be obtained either on the internet or over the phone. There is no charge to obtain a DUNS number for the purpose of Federal Financial Assistance. For internet access, go to <http://fedgov.dnb.com/webform> and follow the link “Click Here to request a DUNS number.” To obtain a DUNS number over the phone, call the Dun & Bradstreet Government Customer Response Center at 1-866-705-5711. Internet applications take about 1-3 business days. If requested over the phone, it can take anywhere from 1-30 days before you receive a DUNS number, so please plan accordingly. Once you have received your DUNS number you may then begin the CCR registration process. For a DUNS user guide, go to www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

Step 2: How do I register for the CCR?

To begin the registration process for CCR via the internet, go to www.ccr.gov and click on the “Start New Registration” link. You will need to provide your DUNS number in order to register. New registrations usually take 3-5 business days to process and there is no charge to register for CCR. You can also view screenshots to guide you through the registration process by clicking on this link: <https://www.bpn.gov/ccr/Handbook.aspx>.