



Data Universal Numbering System (DUNS)

Information for NRCS Program Applicants

Utah NRCS - December 2010

If your business or organization is interested in applying for NRCS conservation programs, request a DUNS number ahead of time.

Having a DUNS number in place could help you complete the application process more quickly.

*Toll-free DUNS number request line:
1-866-705-5711*

*D&B Web site:
www.dnb.com*

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Get Ready to Apply for NRCS Program Opportunities

If your business or organization plans to apply for conservation program or grant funding through the USDA Natural Resources Conservation Service (NRCS), or another federal agency, you may need to request an identification number through the Data Universal Numbering System (DUNS).

For those who have a DUNS number, it is a good idea to update the information listed with the DUNS number before applying.

All NRCS conservation programs may require a DUNS number.

Who Needs a DUNS Number

You will need a DUNS number to participate in NRCS programs if you apply for federal grants or cooperative agreements as an entity or organization. The federal government requires a DUNS number for all applicants using a federal Taxpayer Identification Number (TIN) other than a Social Security number. (NOTE: If you apply as an individual and use your Social Security number as your TIN, you do not need a DUNS number.)

About the Data Universal Numbering System

A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet Corporation (D&B), a provider of business information reports. The information associated with a DUNS number is minimal. This includes the business/organization name, type, location, number of employees and contact information.

The federal government uses DUNS numbers to identify individuals and organizations that receive federal funding under grants and cooperative agreements. This helps grant administrators keep applications and contracts organized across all federal agencies.

About Your DUNS Number

The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a different DUNS number. Organizations should keep DUNS numbers to a minimum.

Those who have previously been assigned a DUNS number should continue to use the same number on all future applications. If you are not sure if you have a DUNS number, you can quickly find out by calling D&B toll-free at: 1-866-705-5711.

Obtaining a DUNS Number

Obtaining a DUNS number is free for all entities doing business with the federal government. This includes grant and cooperative agreement applicants, prospective applicants and federal

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contractors. The process to request a DUNS number takes about 5 to 10 minutes.

Telephone Instructions:

Contact D&B through their toll-free phone number at: **1-866-705-5711**.

When you request your DUNS number, identify yourself as a federal grant applicant or prospective applicant. The operator may ask which program you are considering. After you provide the information listed below, D&B will assign you a DUNS number.

- Legal name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical address, city, state, and zip
- Mailing address (if separate from Headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at the physical location
- SIC code — This is a US Department of Labor business classification system. If you request a DUNS number over the telephone, the operator will assist you with this. Otherwise, find your SIC code online at:

www.osha.gov/pls/imis/sic_manual.html

Web Site Instructions:

You can also request a DUNS number on the Internet at: **www.dnb.com**.

1. Select the “D&B DUNS Number” tab.
2. On the next screen, select the following option: “For U.S. Government Contractors, Vendors and Grant Recipients.”

When applying online, you will be asked for the same information listed with the telephone instructions. Be sure to look up your SIC code online before you begin.

All NRCS programs may require a DUNS number

Managing Your DUNS Number

D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Work with D&B to ensure the right information is on your report. Rather than establish new DUNS numbers in the future, be sure you update/validate the information on your current listing.

D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests.

Organizations with multiple DUNS numbers may request a free family tree listing from D&B to determine which offices have numbers and whether the information is current. Call the DUNS number request line to request your family tree.

As a result of obtaining a DUNS number, you have the option to be included on D&B’s marketing list, which is sold to other companies. If you do not want your name or organization on the list, simply ask to be de-listed from D&B’s marketing file when you request your DUNS number.

**REQUEST A DUNS
NUMBER TODAY**

**Toll-free DUNS number
request line:**

1-866-705-5711

**D&B Web site:
www.dnb.com**

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HELP THE LAND**



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