

WARNING!

DO NOT PAY FOR DUNS OR SAM

Both the application for a DUNS number and the registration with SAM are FREE to all entities.

At no time should you pay to receive a DUNS number, register with SAM or renew a DUNS or SAM registration.

To avoid using false websites that are not affiliated with the federal government do not use a web address for DUNS or SAM that was generated through an online search engine. ONLY USE THE WEB ADDRESSES LISTED BELOW TO ACCESS THE DUNS AND SAM WEBSITES:

- ◆ <http://fedgov.dnb.com/webform>
- ◆ <http://www.sam.gov>

Type or copy and paste these web addresses into your browser window to ensure you are connected to the federal websites for DUNS and SAM registration.

After entering your entity's information into one of the websites above, you will only be contacted by the website **via email**. If you receive a phone call from a person who states they are a representative of the DUNS or SAM website, this is a fake call and this person is misrepresenting themselves.

Never give your personal information or agree to make a payment to anyone who claims to be a representative of the DUNS or SAM websites.

If you think you have been a victim of a false advertising attempt please contact your local NRCS office and inform them of the incident.



In summary, if you are an entity (files taxes with an EIN, not a Social Security Number) participating in an NRCS program, you need a DUNS number and you must register with SAM.

Both are free.

If you have questions, please contact your local NRCS office by visiting <http://offices.sc.egov.usda.gov>



If your business or organization plans to apply for conservation program or grant funding through USDA, you may need to obtain a DUNS number and be registered with the System for Award Management (SAM).

Data Universal Numbering System (DUNS) & System for Award Management (SAM)

Both registrations are FREE and annual renewal is FREE!



Step 1: DUNS

What is it and do I need one?

The Dun & Bradstreet (D&B) Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.

Legal entities that file taxes using an Employer Identification Number (EIN) are required to have a DUNS number in order to receive federal financial assistance.

All entities with NRCS program contracts obligated after October 1, 2010, are required to have a DUNS number and maintain Central Contractor Registry/System for Awards Management (CCR/SAM) registration throughout the life of the contract.

How do I obtain a DUNS number?

Email: You may complete the application process online at <http://fedgov.dnb.com/webform>.

Phone: Contact the D&B Government Customer Response Center at 1-866-705-5711. Hearing impaired customers can call 877-807-1679 (TTY Line).

Email is the preferred method of obtaining a DUNS number.

You will be asked to provide the following information:

- ◆ *Legal name*
- ◆ *Physical address, city, state and zip code*
- ◆ *Mailing address (if separate)*
- ◆ *Telephone number*
- ◆ *Contact name*
- ◆ *SIC (Standard Industrial Classification) code (Line of Business — codes may be found on the internet)*
- ◆ *Number of employees at your location*
- ◆ *Headquarters name and address (if there is a reporting relationship to a parent corporate entity)*
- ◆ *Is this a home-based business?*

Is there a fee to obtain a DUNS Number?

NO! Obtaining a DUNS number is absolutely **free** for all entities doing business with the federal government. This includes current and prospective contractors, grantees, loan recipients, and NRCS program participants. Under normal circumstances the DUNS number is issued within 1-2 business days when using the D&B web form process.

Step 2: SAM

What is the SAM and how do I register?

The System for Awards Management (SAM) is a government-wide registry for vendors doing business with the federal government. Your DUNS number must be registered in SAM. Prior to 2013, this was called the Central Contractor Registry (CCR). Your CCR password will not work in SAM—you must create a SAM user account.

Once you have a DUNS number, you must register with SAM. Information for registering with SAM and online documents can be found at <http://www.sam.gov>. To speak to a Help Desk representative: 1-866-606-8220.

From the <http://www.sam.gov> home page, you will have the following options:

- *Create a User Account*
- *Register/Update Entity*
- *Search Records*

The home page also has a help section with frequently asked questions and a users guide.

All SAM registrations must be done online and all registering entities must have a valid email address. There is no phone-in registration system for SAM. There is no fee to register.

How long will it take?

If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. It will take up to 2 weeks for your SAM registration to be active. If you are updating or renewing your registration information, it will take approximately 24 hours to be renewed.

Please note: Annual renewal is required and your organization will need to renew their SAM registration every year for participation in NRCS programs.