



DUNS Number Guide

June 21, 2020

All Emergency Child Care Grantees will need a DUNS number. The information in this guide explains how to register for a DUNS number.

Why do I need a DUNS Number?

You must have DUNS number in order to receive federal CARES Act funds. You will be required to enter your DUNS number when signing your grant agreement. The grant agreement cannot be executed without your DUNS number. You must apply for a DUNS number for each physical location for which you operate child care.

What is a DUNS Number?

The Data Universal Numbering System—or DUNS number—is a unique nine-digit identifier for a business created by Dun & Bradstreet. DUNS numbers have become the standard numbering system required by the federal government track how federal money is allocated to businesses. The DUNS number is **NOT** your TAX Identification Number (TIN), Employer Identification Number (EIN) or Social Security Number (SSN).

How long does it take to obtain a DUNS number?

Allow up to three business days to obtain a DUNS number.

How much does it cost?

Registering for a DUNS number **is free of charge**. If you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number please do not proceed, as you may acquire a DUNS for free directly from Dun & Bradstreet.

How do I Register for a DUNS Number?

If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](#) to register or search for a DUNS number.

You will need all of the information listed below to obtain a DUNS number:

- Name of organization or your legal name if you don't have a business name
- Organization address: The physical address of your business (choose one as primary if you have multiple address, this should be the address on any official paperwork)
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, or proprietorship)
- Year the organization started, or approximate
- Primary type of business
- Total number of employees (full and part-time)

You will also need to attach **two** documents that match your legal business name at your current physical address. If you do not have a legal business name then the documents must match your legal name to your current physical address.

Acceptable documents include:

- Utility bills (phone, internet, gas, electricity, garbage, water, or sewer)
- Homeowners, renters, or auto insurance
- An invoice from a third party (a doctors bill or a magazine subscription)
- Taxpayer or Employer Identification confirmation letter from IRS
- Secretary of State business filings
- Property tax statement
- Lease or mortgage agreements

What if I do not have a computer or internet access?

You may call the Procurement Technical Assistance Center (PTAC) at 541-736-1088 or 1-800-497-7551, and they will be able to assist in English or Spanish.

Registering for a DUNS Number

Step-by-Step Online Instructions

Step 1: Gather Documents

Gather **two** of the following documents that match your legal business name at your current physical address. If you do not have a legal business name then the documents must match your legal name to your current physical address.

Acceptable documents include:

- Utility bills (phone, internet, gas, electricity, garbage, water, or sewer)
- Homeowners, renters, or auto insurance
- An invoice from a third party (a doctors bill or a magazine subscription)
- Taxpayer or Employer Identification confirmation letter from IRS
- Secretary of State business filings
- Property tax statement
- Lease or mortgage agreements

NOTE! Save these documents in a location on your computer where they can be easily located to upload in Step 9.

Continued...

Step 2: Go to the website, [Dun & Bradstreet \(D&B\) website](#), Click on “Federal Government Contractors or Grantees DUNS Number Support”

Welcome to D&B Support

 [Submit Case](#)

D&B Government Customer Response Center

Please select a choice below:

- Apple Developer DUNS Number Support
- FDA DUNS Number Support
- Secure Sockets Layer (SSL) Protocol DUNS Number Support
- Federal Government Contractors or Grantees DUNS Number Support**

Continued...

Step 3: Click on "Create a New DUNS Number"

dun & bradstreet Government - SAM Program x

Submit Case

Welcome to D&B Support

Submit Case

« Back

D&B Government Customer Response Center

Please select a choice below:

- Create a New DUNS Number
- Update Your Existing DUNS
- DUNS Number Search / Look-up
- SAM Entity Registration Error
- Status of Existing Request
- I have a question not covered here

Continued...

Step 4: Click on “For entities within the United States/Puerto Rico/US Virgin Islands”

Welcome to D&B Support

 [Submit Case](#)

[← Back](#)

Create a New DUNS Number

Please select the country or territory where your company is physically located:

For entities within the United States / Puerto Rico / US Virgin Islands

For entities outside the United States / Puerto Rico / US Virgin Islands

Continued...

Step 5: Click "Proceed"

Create a New DUNS Number

To create a new DUNS Number within the United States, there are a couple of things you will need before submitting your request:

- You will need **2 documents** to complete this process
 - The documents must match the **Correct Legal Business Name** at the **Current Physical Address**.
 - **Do Not Include** personal information such as Driver's License, Passport, Social Security, Banking Statements, etc. (See examples of accepted documents below)
 - For **Sole Proprietorship** companies, ensure the documentation contains **Your Full Legal Name** and **Current Physical Address**.

Examples of Accepted Documents to Create a New DUNS Number:

- Secretary of State Articles of Incorporation
- Secretary of State receipt of Filing
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Lease Agreement
- Mortgage
- Phone or Internet Bill
- Utility Bill
- Homeowners or Renters Insurance
- City or State Tax Permit
- DBA/Assumed Name filing
- Invoice from a third party
- Proof of Insurance

Once you have found your 2 documents and they are ready to be uploaded on the D&B self-service portal, you can click the "Proceed" button.

Proceed

Continued...

Step 5: Enter your email address and click "Next"

Welcome to D&B Support

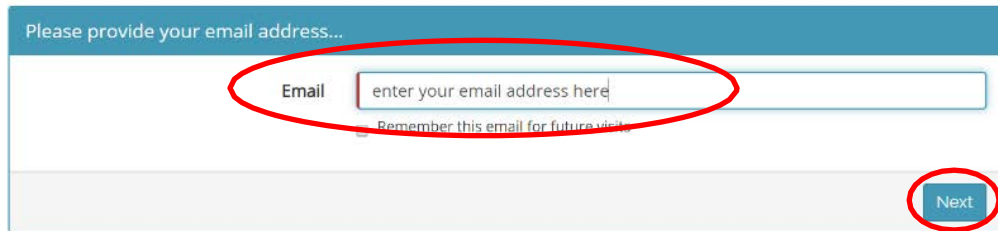
 Submit Case

Please provide your email address...

Email

Remember this email for future visits

Next



Continued...

Step 7: Fill out the forms. You only need to complete the red fields below. You can leave the others blank if you wish. If you are a sole proprietor, please enter your name (LAST NAME, FIRST NAME) in the “Company Name” field.

Create DUNS Number ●○○○○

Company Name

DBA / Tradestyle

Company Phone

Business Physical Address
DO NOT USE: Personal Mailboxes, PO Boxes, 3rd-Party Mail Sites, Virtual Offices, etc

Unit / Floor / Apt # / Suite
If applicable, please provide Suite Number

Business City

Business State

Business Postal Code
Enter Zip Code + 4 digits. www.usps.com/zip4/

Business Country

Business Structure / Legal Structure

CEO Name

CEO Title

Company Website

Home-Based Business?

Number of Employees #
Include owners, manager, directors, and employees

Date Business Started
Approximate day/month if exact date is not available.

Please Note: This is an optional section; if you are not sure what your SIC or NAICS code is, leave it blank.

Standard Industrial Classification (SIC)
To look up SIC code use: www.osha.gov/pls/imis/sicsearch.html

North American Industry Classification System (NAICS)
To look up NAICS code use: www.naics.com/search/


Continued...

Step 8: Click "Next"

Create DUNS Number: Oregon Child Care ✓✓✓○

Please provide additional owners, officers, directors, and/or managers for *Oregon Child Care*.

Company Leadership:

	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Title?"/>
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[+ Add](#)

[Next](#)

Continued...

Step 9: Click "Choose File" and upload your documents from Step 1. Select "No" on "Financial Details Attached?" Note in "Additional Details" if you have an existing DUNS number and are applying for a DUNS number for an additional physical location. If you are requesting more than one DUNS please follow this process for each, and include the Case Numbers from previous submission in the Additional Details box.

Create DUNS Number: Oregon Child Care

For security reasons, attach two legal documents with business name and address.

Examples of Accepted Documents:

- Secretary of State Articles of Incorporation
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Lease Agreement
- Utility Bill

In addition to the two required legal documents, you may also attach a current copy of your financial details (i.e. Balance Sheet, Profit and Loss Statement).

Attachments No file chosen

Attach up to 5 files (max size: 10 MB each; 25 MB for all attachments).
Recommend zipping files if more than 5 attachments are required.

Financial Details Attached?

Please select "Yes" if you have chosen to attach a Balance Sheet and/or Profit & Loss Statement.

Additional Details

Please provide any further information/details for your request.

Continued...

Step 10: After your files are attached, click "Submit"

Create DUNS Number: Oregon Child Care

For security reasons, attach two legal documents with business name and address.

Examples of Accepted Documents:

- Secretary of State Articles of Incorporation
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Lease Agreement
- Utility Bill

In addition to the two required legal documents, you may also attach a current copy of your financial details (i.e. Balance Sheet, Profit and Loss Statement).

Attachments	File Name	Size	Remove
	Lease agreement.docx	11.4 KB	✕
	Utility Bill.docx	11.4 KB	✕
		22.8 KB	

No file chosen

Attach up to 5 files (max size: 10 MB each; 25 MB for all attachments).
Recommend zipping files if more than 5 attachments are required.

Financial Details Attached?

Please select "Yes" if you have chosen to attach a Balance Sheet and/or Profit & Loss Statement.

Additional Details

Please provide any further information/details for your request.

Continued...

Step 11: Complete!

 [Submit Case](#)

✔ Case 25382977 Created

Thank You. Your request has been submitted as Case #25382977. Responses will be directed to the email address or telephone number provided.

The following data will be completed within 24 business hours:

- Company Name
- DBA / Tradestyle
- Phone Number
- Business Address
- Business Structure / Legal Structure
- Company Website
- Number of Employees
- SIC / NAICS
- Year Business Started
- CEO, Owners, Officers, Directors, Managers

Other updates may take longer due to validation and verification, for example:

- Banking & Financial Information
- Linkage (adding Branches or Headquarters)

To submit another request, please click on "Submit Case" on the menu above.

Step 12: You will receive a confirmation email from "D&B Notification" with your case number included within a few minutes. You will receive your DUNS number in an email within 24 business hours (3 business days) IF your application was complete.

Step 13: When you receive your DUNS Number keep it handy for easy reference.

Questions?

Call Dun & Bradstreet Government Line
1-866-705-5711, press 0 twice

Please only call Dun & Bradstreet if you are not able to register online using the instructions above; translators are available upon request.

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