

## Tip Sheet for NCI Professional Service Contractors Registering in the CCR Database

Free online CCR registration at [www.ccr.gov](http://www.ccr.gov) <<http://www.ccr.gov>> <<<http://www.ccr.gov>>>  
<<<<http://www.ccr.gov>>>>

Prior to registering in the CCR, they must apply for a Data Universal Numbering System (DUNS) number. They apply for the number by telephone. The number to call is (1-866-705-5611). They will be given a DUNS number over the telephone at no charge. The DUNS number will be effective 24 hours after they apply.

When they are registering in the CCR system, if the professional service is provided by an individual rather than a company, the individual should select "Sole Proprietorship" for the type of organization and then in the section entitled Business Type, they should select "Emerging Small Business".

When they are registering in the CCR system, they will be asked for a North American Industry Classification System (NAICS) Code. The most commonly used NAICS codes regarding PSOs can be found on <<<<http://epic.od.nih.gov>>>>

Go to the bottom of the page, click "New to the NAICS".

The CCR will also ask them for a Standard Industrial Classification (SIC) Code. Go to the bottom of the next page, click "NAICS to SIC Search".

Listed below are simply examples of NAICS Codes and SIC Codes that may be applicable:

NAICS Code - 541611 "Administrative Management and General Management Consulting Services" -  
SIC Code - 8742

NAICS Code - 541710 "Research and Development in the Physical, Engineering, and Life Sciences" (Agriculture, electronics, environmental, biology, botany, biotechnology, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary, and other allied subjects). - SIC Code - 3721

NAICS Code - 541690 "Other Scientific and Technical Consulting Services" (Agriculture, Biological, Chemical, Economics, Energy, Physics, etc). - SIC Code 0781

NAICS Code - 541720 "Research and Development in the Social Sciences and Humanities" (Primarily engaged in conducting research and analysis in cognitive development, sociology, psychology, language, behavior, economics, and other social science and humanities research). - SIC Code - 8732

NAICS Code - 541380 "Testing Laboratories" (Providing physical, chemical, other analytical testing services (except medical or veterinary). - SIC Code - 8734

NAICS Code - 621511 "Medical and Diagnostic Laboratories" (Providing medical laboratory testing for humans). - SIC Code - 8071

NAICS Code - 541940 "Veterinary Services" (Licensed veterinary practitioners primarily engaged in the practice of veterinary medicine, dentistry, or surgery for animals and establishments primarily engaged in providing testing for licensed veterinary practitioners). - SIC Code 8741

Following is the mandatory data that the CCR System will ask them to fill in:

General Information

- \* Data Universal Numbering System (DUNS) Number
- \* Legal Business Name and Doing Business as (DBA)
- \* US Federal TIN
- \* Business Street Address
- \* City, State, Zip
- \* County
- \* Date Business Started
- \* Fiscal Year End Close Date
- \* Average # of Employees and Annual Revenue

Corporate Information (Type of Organization)

- \* Sole Proprietorship
- \* Corporate Entity (Not Tax Exempt)
- \* Corporate Entity (Tax Exempt)
- \* Partnership
- \* Other

Goods/Services

- \* North American Industry Classification System (NAICS) Codes
- \* Standard Industrial Classification (SIC) Codes

Financial Information (Electronic Funds Transfer (EFT) Data

- \* ABA Routing Number
- \* Account Number, Type, & Lockbox Number
- \* Automated Clearing House
- \* Remittance Information
- \* Accounts Receivable
- \* Credit Card Information

Point of Contact

- \* Registrant Name: Also known as the CCR POC
- \* Alternate Contact

For registration assistance, the CCR Customer Assistance Center has a toll free number 1-888-227-2423 and email [ccr@dlis.dla.mil](mailto:ccr@dlis.dla.mil) <<mailto:ccr@dlis.dla.mil>> <<<mailto:ccr@dlis.dla.mil>>> <<<<mailto:ccr@dlis.dla.mil>>>>.