DUNS Number Guide
Government Vendors

Data Universal Numbering System (DUNS) Number:

- The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific and division specific. Therefore, each physical location of an entity will have its own DUNS Number. Further, each separate division or branch of an entity will have its own, unique DUNS Number. Through DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch or division.
- Business entities, self-employed individuals (doctors, lawyers, etc. who are engaged in a specific business activity), sole-proprietors, partnerships, non-profit and charitable organizations are eligible for a DUNS Number.

Assignment of a DUNS number is absolutely **FREE** for all entities required to register with the federal government by a regulatory agency. This includes federal contractors and prospective government vendors.

To obtain your DUNS Number:

- Please call the government dedicated, DUNS Number self-request line at:

1-866-705-5711

- The process to request a DUNS number takes about 5-10 minutes
- You will need to provide the following data elements to obtain a DUNS Number
  - Legal Name
  - Tradestyle, doing business as (dba), or other name in which your entity is commonly recognized
  - Physical Address, City, State and Zip Code
  - Mailing Address (if separate)
  - Telephone Number
  - Contact Name
  - SIC Code (Line of Business)
  - Number of Employees at your location
  - Headquarters name and address (Reporting relationship within your entity)

Please Note:

- As a result of obtaining a DUNS number you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/company included on this marketing list, please request to be de-listed from D&B's marketing file.