



THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

How to Apply for a DUNS Number

The U.S. Department of State requires that all applicants for Federal grants and cooperative agreements, with the exception of individuals, have a Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-digit identification number, provided by Dun & Bradstreet (D&B) Corporation, used to maintain consistent name and address data and utilized today by businesses all around the world. DUNS numbers are location-specific and the organization must have a different DUNS number for each physical location / address as well as each legal division that may be co-located.

DUNS numbers can be obtained at no cost by following the steps below.

Applying for DUNS:

- Go to the following website: <http://fedgov.dnb.com/webform>
- Select *Click here to request your DUNS Number via the Web*
 - If one does not exist for your business location, it can be created within 1 business day.
- Select the country where your organization is based.
- Fill in the needed information and submit.
- You will then see two options: Click on the 2nd option ‘*Request a New DUNS number*’
- Fill in all the information requested.
- Under Organization Information, you will need to fill in a Standard Industrial Classification (SIC) Code, which specifies which industry your organization belongs to. The procedure for obtaining an SIC code is as follows:
 - Click on the ‘?’ next to ‘Primary SIC Code’
 - Click on the website: <http://www.osha.gov/oshstats/sicser.html>
 - Click on ‘*examine the manual structure*’
 - Select your company’s division, for example:
 - For educational institutions, go to Division I: Services
 - Click on *Major Group 82: Educational Services*
 - Then scroll down for the correct description of your educational institution and you will find the number stated next to the description. For example, if it is a college, then the SIC Code is 8221.
- After you finish filling out the “Request a New DUNS Number,” click on *Submit your Request*
- You should obtain the DUNS number via e-mail within 1-3 days.

If the organization is a non-profit and does not seem to fit any of the categories listed, the SIC code 8999 (Services, not elsewhere classified) can serve.

Contact your Grants Officer for more information about applying for a DUNS number.