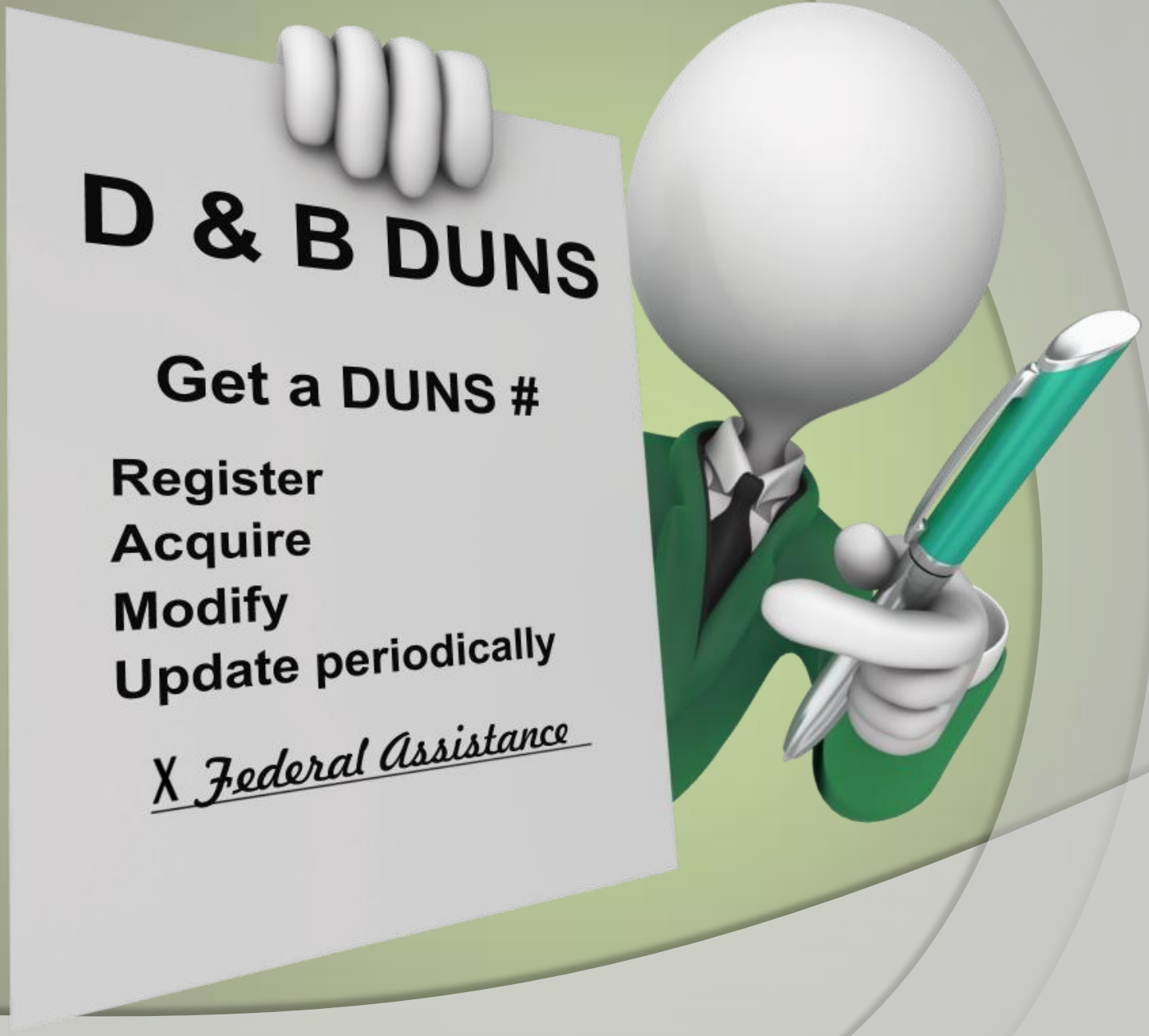
DEPARTMENT OF STATE

OFFICE OF THE PROCUREMENT EXECUTIVE

FEDERAL ASSISTANCE DIVISION

DUN & BRADSTREET INSTRUCTIONS


D & B DUNS
Get a DUNS #
Register
Acquire
Modify
Update periodically
X Federal Assistance

D&B DUNS

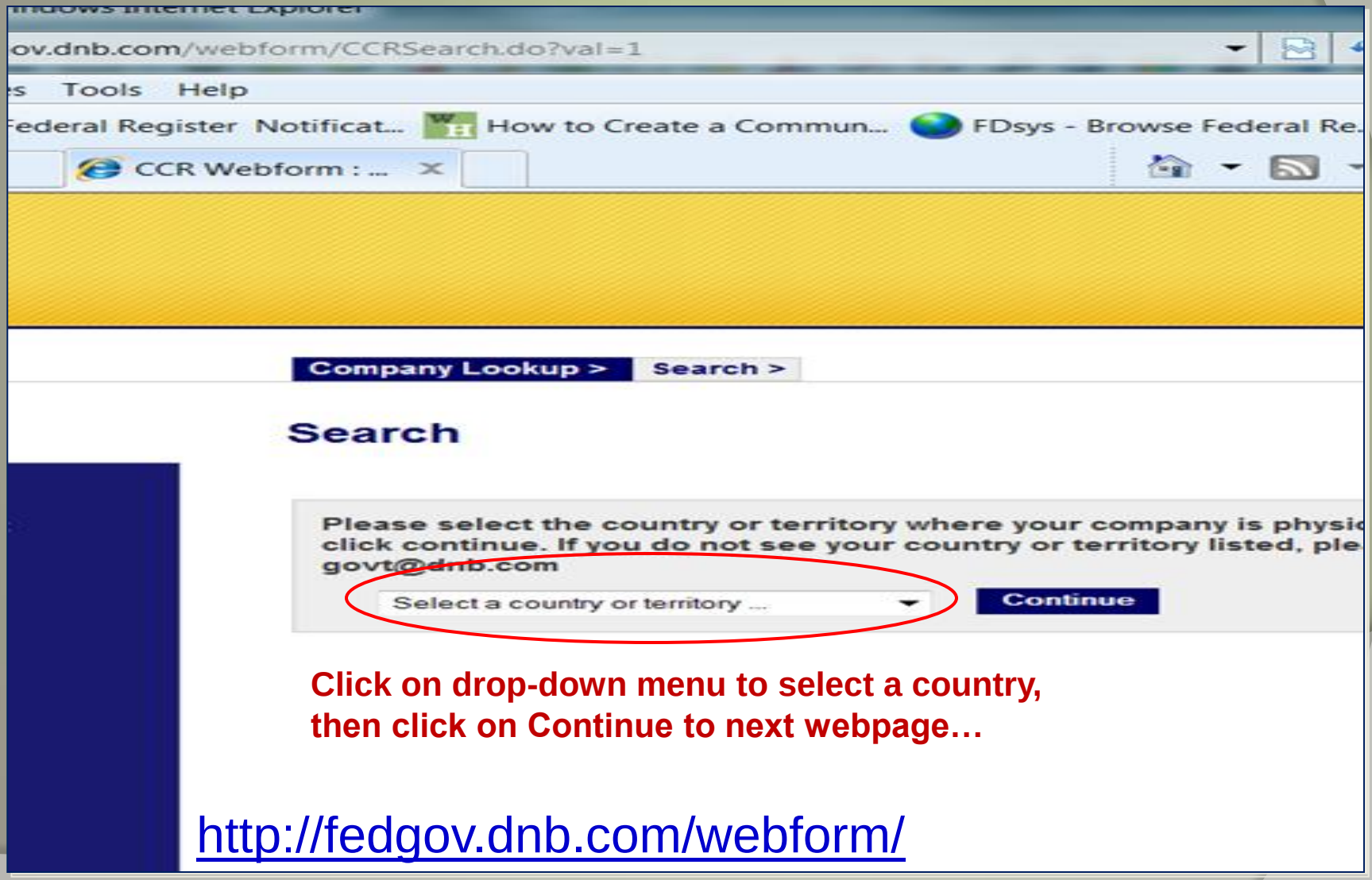
- For better results, use Internet Explorer

D&B DUNS

- Local offices located throughout the world
- Takes a minimum of 2 days
- D&B DUNS number is a 9-digit number
- Confirm information in D&B DUNS annually
  - Does communicate with the System for Award Management (SAM)
- Requires an Occupational Safety and Health Administration (OSHA) Standard Industrial Classification (SIC) Code
  - The application will take you to the website to select the type of business classification

https://www.osha.gov/pls/imis/sic_manual.html

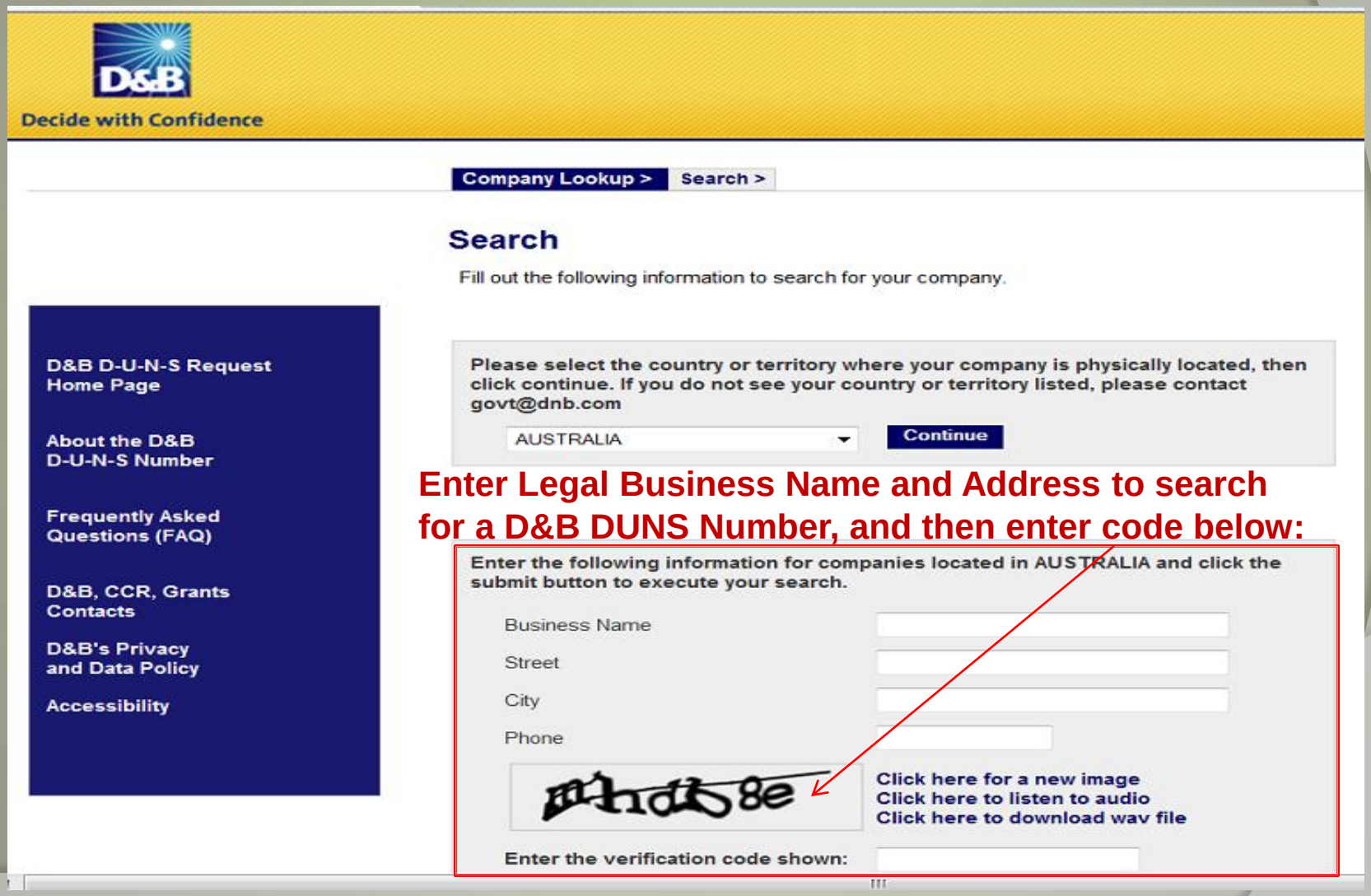
D&B DUNS HOMEPAGE



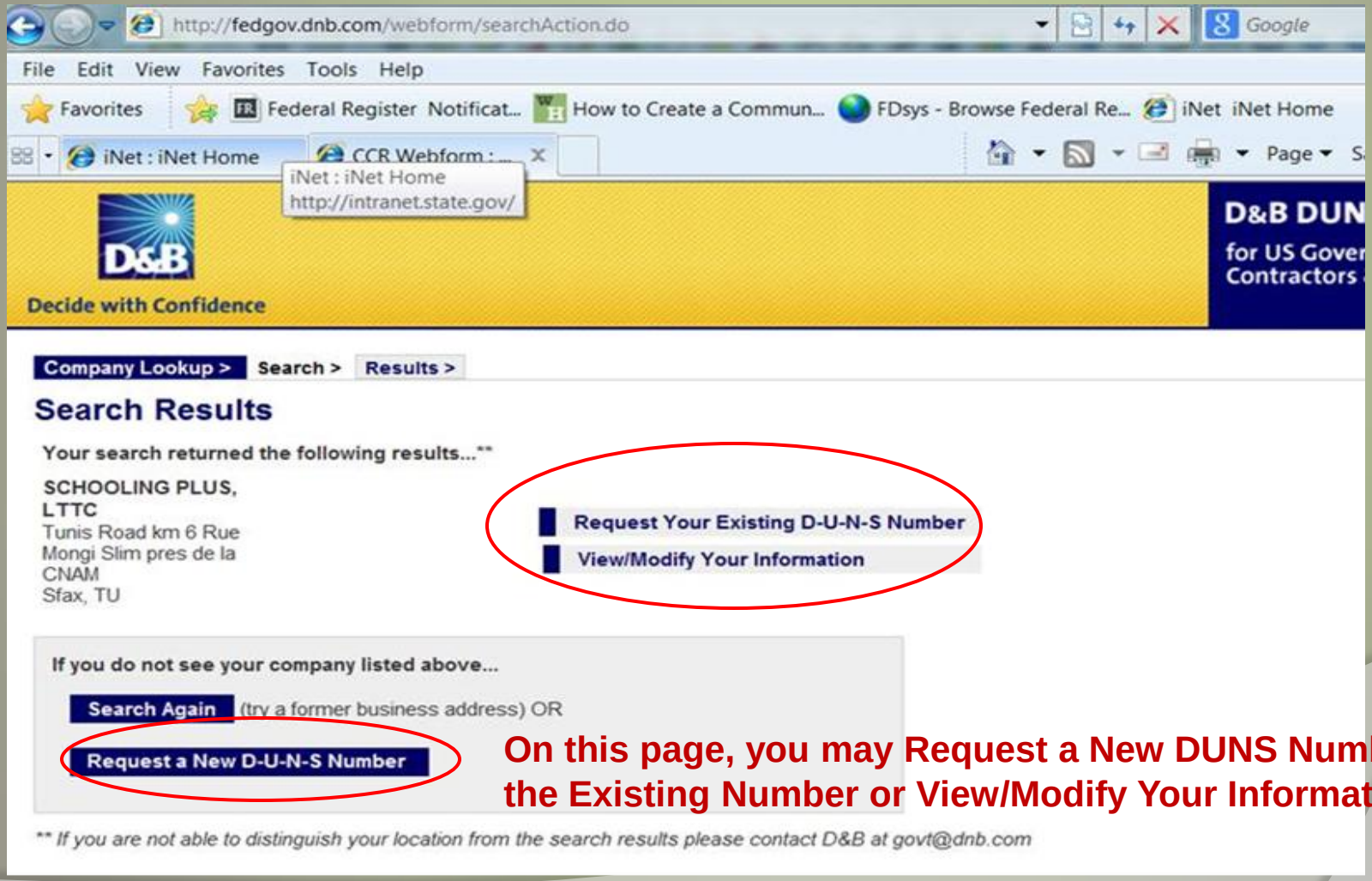
Click on drop-down menu to select a country, then click on Continue to next webpage…

http://fedgov.dnb.com/webform/

D&B DUNS SEARCH



REQUESTING A NEW, EXISTING OR MODIFYING A NUMBER



On this page, you may Request a New DUNS Number or the Existing Number or View/Modify Your Information..

SIC CODE SEARCH

Review and select type of business by clicking on SIC Manual. Sample selections are:

- Select I, Division I, Services, Major Group 83, Social Services, or
- Select J, Public Administration, Major Group 99, Nonclassifiable Establishments, or
- Review to determine classification for your type of business

COMPLETE APPLICATION

- Once you have selected a SIC Code, complete the application
- Wait 2-3 business days for a new D&B DUNS number, or for the modification
  - If you do not receive the information within this timeframe
    - Contact the Grants Officer
    - Contact D&B DUNS via telephone

D&B DUNS CONTACT INFORMATION

For help outside the U.S.

1-866-705-5711

Toll free number

For help within the U.S.

1-855-760-3334

Email: SAMHELP@dnb.com