



MIDDLE EAST PARTNERSHIP INITIATIVE

ABU DHABI REGIONAL OFFICE



HOW TO APPLY FOR A D-U-N-S 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. Applying organizations may obtain a DUNS number via the Internet, at no cost.

The procedure for obtaining a DUNS number is as follows:

-- 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 you are having difficulties, please contact e-mail address – younggm@state.gov – at the U.S. Department of State for further assistance.