



Instructions on how to request a Dun and Bradstreet (D-U-N-S) Number

Please Note: It is strongly recommended that agencies use internet option A for obtaining their D-U-N-S number. If you are not sure if your organization has a D-U-N-S number check with your parent organization or visit <http://fedgov.dnb.com/webform>.

- **What is a D-U-N-S number?**
 - o A D-U-N-S (Data Universal Number System) number is a unique identification number for each physical location of a business organization that is used to track how federal grant money is allocated. Organizations are required to provide the 9-digit D-U-N-S number.
- **Who needs a D-U-N-S Number?**
 - o All business or other organizations receiving money from the US Federal government through contracts or grants are required to a D-U-N-S number.
 - o All recipients of the Emergency Food and Shelter Program (EFSP) grant require a D-U-N-S number.
- **How can I receive a D-U-N-S number?**
 - o You may receive your free D-U-N-S number by internet or phone:
 - **By Internet (Option A):** This option is highly recommended. Register at <http://fedgov.dnb.com/webform> which includes a step-by-step process for obtaining a D-U-N-S number. If one does not already exist it will be created within one business day.
 - **By phone (Option B):** Call 1.866.705.5711 between the hours of 8 am and 9 pm. Phone requests generally take five minutes to complete and you will be provided your D-U-N-S immediately.
 - o Please have the following information available when you are registering:
 - Legal name of the organization
 - Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
 - Physical address, city, state and zip code
 - Mailing address (if different from physical address)
 - Telephone number
 - Fax number
 - Name of CEO/executive director/organization executive
 - Contact name (if different from above)
 - SIC Code (line of business) / Type of Business
 - To find your SIC code visit www.osha.gov/pls/imis/sic_manual.html
 - Legal structure of the organization (corporation, partnership, proprietorship)
 - Year the organization started
 - Number of employees (full and part-time) at your location
 - Headquarters name and address (if a reporting relationship to a parent entity exists)
 - If you are a home-based business
- **Who should I contact with any questions?**
 - o General inquires on the overall requirement can be addressed to govt@dnb.com
 - o EFSP-specific inquires can be addressed to dmccoy@foodbanknyc.org