

## D&B DUNS Numbers

### What is a DUNS number?

Dun & Bradstreet (D&B) provides a D-U-N-S number (Data Universal Numbering System), a unique nine-digit identification number, for each physical location of your business. DUNS number assignment is FREE for all businesses required to register with the US Federal government for contracts and grants.

### Why do I need a DUNS number?

Starting in 2011 IMLS (Institute of Museum and Library Services) requires all LSTA prime grant recipients (The State Library) to report information on federal sub-grant awards (You!). This requirement comes from the Federal Funding Accountability and Transparency Act (FFATA). The Act is intended to empower every American with the ability to hold the government accountable for each spending decision.

### How do I know if I have a DUNS number?

Most library jurisdictions probably have a DUNS number. The State Library must use the **primary** DUNS number assigned to the jurisdiction when reporting FFATA obligations and expenditures. Go to <https://support.dnb.com/?CUST=GOVTDUNS> and select "Federal Government Contractors or Grantees DUNS Number Support" then "DUNS Number Search/Look-up" to verify the primary DUNS number for your jurisdiction. If your jurisdiction has multiple DUNS numbers, the primary DUNS number will usually be the first number listed.

### How do I request a DUNS number?

To request a new DUNS number, go to the Dun & Bradstreet website at <https://support.dnb.com/?CUST=GOVTDUNS> select "Federal Government Contractors or Grantees DUNS Number Support" then "Create a New DUNS Number." You can also call 1-866-705-5711 to request a DUNS number over the phone.

Please be advised that the State Library does not have the technical expertise to assist grantees in applying for a DUNS number. All questions regarding the DUNS number should be directed to Dun & Bradstreet.