

## 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 already have a DUNS number and may even have several DUNS numbers. CSL must use the **primary** DUNS number assigned to the organization when reporting FFATA obligations and expenditures. If your organization has multiple DUNS numbers, the primary DUNS number will usually be the first number listed. Go to <http://fedgov.dnb.com/webform> to verify the primary DUNS number for your organization.

How do I request a DUNS number?

1. To request a new DUNS number, go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform>. You can also call 1-866-705-5711 to request a DUNS number over the phone.
2. You will need the following information to obtain a DUNS number:
  - a. Legal name of organization
  - b. Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
  - c. Physical Address, City, State and Zip Code
  - d. Mailing Address (if separate)
  - e. Telephone Number
  - f. Contact Name
  - g. SIC Code (Line of Business) (SIC code for libraries is 8231)
  - h. Total number of employees (full and part time)
  - i. Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

Please be advised that CSL 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.