



DUNS Guide for NEIW PCC Contractors

The Data Universal Numbering System (DUNS) was developed in 1962 by Dun and Bradstreet, Inc. (“D&B”), a company that specializes in collecting credit information about businesses. A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business. All contractors must have and supply DUNS numbers - regardless of the funding source.

NEIW PCC is required to get a DUNS number for any contractor with which we intend to enter into a contract/MOA. This is a prerequisite to signing a contract/MOA. If the contractor does not have a DUNS number, one can be obtained at the following web address: <https://fedgov.dnb.com/webform>

Note: The federal government uses DUNS numbers to track disbursements of grant money and requires that all applicants for federal grants have a DUNS number.

Finding and Existing DUNS Number:

If a company or organization’s DUNS status or number is unknown, it can be searched on D&B’s website by following this link: [DUNS lookup](#)

Applying for a New DUNS Number:

Any organization or business capable of entering into financial transactions can acquire a DUNS number. An individual who is self-employed and not incorporated cannot receive a DUNS number and is exempt from the requirement.

An authorized representative of a company or organization can register for a free DUNS number on D&B’s website by following this link: [DUNS registration](#)

Free online registration may take up to 30 days to process. A DUNS number may be acquired more quickly by calling D&B at (844) 229-0712.

Application for a DUNS number will typically require giving the following information:

- Company or organization’s legal name
- Physical address and P.O. Box address (if any)
- Telephone number and web URL
- Authorized representative’s name and title
- General purpose/mission of company or organization
- Number of employees

D&B is a business and may advertise business products online or over the phone during the course of obtaining a DUNS number. However, registration for a DUNS number is free and there is no obligation to purchase further services.