

Obtaining a DUNS Number

A Guide for Alaska and Federal Grant and Cooperative Agreement Applicants

The State of Alaska requires all applicants for the 2021 AK-ARPA Business Relief program to have a valid Data Universal Numbering System (DUNS) number. Additionally, the federal government requires that all applicants for Federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: http://www.omb.gov/grants/grants_docs.) The State of Alaska may share your DUNS number with Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Data Universal Number System (DUNS) Number:

- The DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- In order to provide an on-the-spot DUNS number assignment, the requestor should proceed to fedgov.dnb.com/webform and begin your online application.

Obtaining a DUNS Number:

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future State or Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number.* If you, as the entity applying for a State or Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested/had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a “family tree” report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers but use existing numbers and update/validate the information associated with the number.
- *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number (1-866-705-5711) and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, proceed to fedgov.dnb.com/webform and begin your online application. In most cases, DUNS numbers are issued within hours of completion. If you are unable to obtain a DUNS number within 24 hours, email ARPAgrant@jedc.org for the quickest response, or call (907) 917-3720.
- *If you know you do not have a DUNS number.* Navigate from your web browser to fedgov.dnb.com/webform and begin your online application. Indicate that you are a federal grant applicant/prospective applicant. In most cases, DUNS numbers are issued within hours of completion. If you are unable to obtain a DUNS number within 24 hours, email ARPAgrant@jedc.org for the quickest response, or call (907) 917-3720.

Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free “family tree” listing from D&B to help

determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at **1-866-705-5711** to request your “family tree”.

- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number, you have the option to be included on D&B’s marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B’s marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is free for all entities doing business with the State of Alaska or the Federal government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant.

To Obtain Your DUNS Number

- Open your web browser and visit fedgov.dnb.com/webform to begin your online application. Indicate that you are a federal grant applicant/prospective applicant. In most cases, DUNS numbers are issued within hours of completion. If you are unable to obtain a DUNS number within 24 hours, email ARPAgrant@jedc.org for the quickest response, or call (907) 917-3720.

You will need to provide the following information:

- Legal name
- Headquarters name and address for your organization
- Doing Business As (DBA) or other name by which your organization is commonly known or recognized
- Physical address, city, state, and zip code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location