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# FEDERAL GRANT COMPLIANCE Info Sheet

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## How to Obtain a DUNS Number

The New Hampshire Department of Education (NHDOE) has prepared this [How to Obtain a DUNS Number Info Sheet](#) to assist Federal program subrecipients in obtaining a DUNS Number and registering on the System for Award Management that are both required when applying to the NHDOE for participation in Federal grant programs.

### Who Needs a DUNS Number?

If you are entering into a cooperative, contribution, interagency, partnership agreement, a federal contract, or grant agreement with the NHDOE and you use an **Employer Identification Number (EIN)**, also referred to as a Tax Identification Number (TIN), you will need a **Data Universal Numbering System (DUNS)** number and be registered with the **System for Award Management (SAM)**. These entities must register with SAM to receive payments. If you enter into the contract, agreement, or grant with NHDOE as an individual person and use your social security number as your TIN, you DO NOT need to obtain a DUNS number or SAM registration.

### What Are DUNS and SAM?

**DUNS** is Dun & Bradstreet's (D&B) "Data Universal Numbering System". It is a copyrighted, proprietary means of identifying business entities on a location-specific basis. A **DUNS number** is a unique nine-character identification number Dun & Bradstreet **provides free of charge**.

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidates the Central Contractor Registration (CCR), Federal Contract Registry (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Business entities that have obtained a DUNS number must register annually on SAM to be eligible to receive financial assistance. **There is NO charge to register or maintain your entity registration record in SAM.**

### Step 1: Obtain a DUNS Number

Your entity may obtain a DUNS number in two ways:

#### **By Toll-Free Telephone:**

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This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

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Business entities may request the DUNS number by calling a toll-free telephone number: 1-(866) 705-5711. Tell the operator that you are applying to a Federal financial assistance program and need to register for a DUNS number.

### **Over The Web:**

Business entities can also obtain a DUNS number through D&B's Web site at:  
<https://fedgov.dnb.com/webform/>.

To complete the process to obtain a DUNS number, you will need to provide the following information:

- Legal name of your business entity
- Address
- Phone number
- Name of the CEO or business owner
- Legal structure or type of business (corporation, partnership, proprietorship, etc.)
- Year the entity was created
- Primary line of business
- Total number of employees (full- and part-time)

**Note:** Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application. D&B should not charge you a fee for requesting a DUNS number. You are also not obligated to purchase any of their products as a condition to obtain DUNS. It may take 2 -3 days for you to obtain a DUNS number.

### **Step 2: Register on SAM.gov**

Once you have been assigned a DUNS number, **you must annually register on <https://sam.gov/> to remain eligible** to receive program financial assistance. To complete the process on SAM, you will need the same kind of information used to obtain your DUNS number as well as your Tax Identification Number (TIN) and other data to complete registration and reporting requirements.

You must **renew and revalidate** your SAM registration **at least every 12 months** from the date you last certified to and submitted the registration in SAM - and sooner, if your entity's information changes. The primary point of contact email address will receive a message for each entity registration that they have access to in SAM, providing an alert for the renewal requirements at 60 days, 30 days and 15 days prior to expiration. If you do not renew your registration, it will expire. Renewal and revalidation may take some time so be sure to complete this task promptly when notified.

### **Technical Assistance**

Please feel free to contact the Bureau of Federal Compliance staff should you have any questions relative to the contents of this document. A Frequently Asked Questions resource about DUNS is available at: <https://fedgov.dnb.com/webform/displayFAQPage.do> .

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