

# HOW TO OBTAIN A DUNS NUMBER

Obtaining a Data Universal Number System (DUNS) number is the first step in registering as an organization applicant.

## Purpose of DUNS

A **DUNS number** is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

## Before Registering for a DUNS Number

Does my organization already have a DUNS number? Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

## How to Register for a DUNS Number

**If your organization does not yet have a DUNS number, or no one knows it:**

Go to <https://www.dnb.com/ca-en/duns-number/get-a-duns.html> or call 1-866-705-5711 to register

or

**If you need to search to see if your organization may have a DUNS number:**

Go to <https://www.dnb.com/ca-en/duns-number/lookup.html> to search for a DUNS number

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

You will need all the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

## How long does it take to obtain a DUNS number?

Allow up to two business days to obtain a DUNS number, but it can occur in one business day.