

DUNS Number and SAM CAGE Code

If your business or organization plans to apply for federal grant funding, you will need to obtain a Data Universal Numbering System (DUNS) number and register with the System for Award Management (SAM) to receive a CAGE code. Applications cannot be fully processed without this information.

- **DUNS Number.** A DUNS number is a unique nine-digit number used by the federal government to maintain consistent name and address data about businesses. The company Dun & Bradstreet (D&B) is responsible for maintaining the DUNS database. If your business already has a DUNS number, you do not need to register for another one, but it is a good idea to verify that the information in the database is current. **Registering and updating a DUNS number is free for all entities.** However, your business may be added to D&B's marketing list that is sold to other companies. You can request not to be added to the list at the time of application.

To look up a DUNS number: <https://iupdate.dnb.com/iUpdate/companylookup.htm>

To register for a new DUNS number: <http://fedgov.dnb.com/webform>

Toll-free help line: 866-705-5711

The process to request a DUNS number takes approximately one business day. You will need to provide the legal business name, business type, business address, contact information of the owner, year the business was established, and number of employees. You may be asked for a SIC Code, which you can look up online (www.osha.gov/pls/imis/sic_manual.html). If you have difficulties filling out the online form, make sure you are using Internet Explorer (not Google Chrome or other browsers) and allow pop-ups.

- **SAM CAGE Code.** If your business has not received federal funding before, you will need to create a User Account in the federal System for Award Management (SAM). **SAM is a free government-wide registry.** SAM centralizes information about federal financial assistance recipients. Once you are successful at registering in SAM, you will be assigned a CAGE Code. If you have received a CAGE code in the past, you need to verify that your registration in the SAM database is current. You will need to renew your SAM registration every year.

To complete the SAM registration process:

1. Go to <https://www.sam.gov/portal/public/SAM/> and click on "Create User Account," fill in the required information, including your DUNS number, and submit the form. (Warning: we have become aware of scams that offer to expedite the CAGE Code process for a fee. Obtaining a CAGE code should not cost you anything.)
2. You will receive an email from notification@sam.gov with the subject: ACTION REQUIRED: Activate Your New User Account. This may take 2 weeks to receive the email. Once received, you must click on the link in the email within 48 hours of receiving it or you will have to go back to Step 1.
3. After clicking on the link, click on "Register a new entity" and follow the instructions. You will be asked for tax information, bank account numbers (so that your grant money can be deposited), and contact information. This will take 20-30 minutes to complete.
4. After submitting the completed registration, you will get an email within 3-5 days with your CAGE code.

SAM customer service line: 866-606-8220