

Applying for a DUNS Number

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B) and required for all applicants for Federal grants and cooperative agreements. Each DUNS number is site-specific, so if your organization has multiple locations you should have a DUNS number for each. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. In any correspondence with Duns and Bradstreet, be sure to identify yourself as a grant applicant.

To register online:

1. Go to www.dnb.com. (Pop-up boxes may appear offering to "live chat." Just close them. If you do get stuck call the dedicated line for government grantees, 1-866-705-5711)
2. In the box at the top right that says "Company Search | Site Search" type your organization's name. Individuals applying for DUNS numbers use their legal name
3. Click "My Business"
4. Select your state from the drop down menu
5. Click "Search"

If your organization name does not appear in the search list, and you have tried any variations of your name, you do not have a DUNS number. To apply:

1. Scroll down below the search results in the left column and click on "Get Your DUNS Here" by "Company Not Listed"
2. On the next screen click on "Get Started"
3. Log in or create a new user. Click "Get Started"
4. The next screen will encourage you to search for your organization's name, but you have already done this, so choose "click here to get a D-U-N-S."
5. There will be an option for a "Free D&B DUNS Number". Click "Get Started" under the free option.
6. Fill out the information requested (required information has an * next to it)
 - a. Most nonprofits will answer "Domestic Corporation" under legal structure
 - b. Pay particular attention to the SIC (Standard Industrial Code) and NAICS (North American Industrial Classification System) codes. This information comes back to us as a measure of Wisconsin's Creative Vitality.
7. Click "next." If your request is missing information it will prompt you to supply it.
8. You will be taken to a page telling you that your request has been submitted.
9. D&B will email you a number within 30 business days. If the number has not arrived before your grant application is due, answer the DUNS question with "applied for" and when you receive the number, contact artsboard@wisconsin.gov to update your record.

If your organization's name did appear in the search list, you already have a D-U-N-S Number. If you need to find out your number:

1. Email us at artsboard@wisconsin.gov; we'll see if we have your number on file, **or**
2. Go to <http://mycredit.dnb.com/search-for-duns-number/>
3. Enter your organization name and address, click "search"
4. Find your organization in the search results and click the box that says "send DUNS #"
5. Enter your name and email in the box that pops up.
6. The DUNS number will be sent to the email that was used to set up the account. If you no longer have access to that email, contact the help line at 1-866-705-5711.

To update your organization listing:

1. Go to <http://www.dnb.com/get-a-duns-number.html>
2. Click "Update your company's profile for your existing DUNS Number"
3. Register for iUpdate!
4. It will ask you if you are attempting to do business with or receive funds from a US Government Agency. Answer yes.
5. In the box labeled "Get Started, Locate Your Company" enter your Business Name, City and State and click "search"
6. Select your organization from the search list and click "next"
7. Fill out the personal information and company information, complete the captcha and click "next"
8. Complete the identify challenge questions and click "next"
9. Choose a password and security questions. In the reason for registration select "Government Grantee." You may wish to select "unsubscribe me" from promotional emails and "Do not share, rent, or sell" individual contact information before clicking "submit"
10. This should complete your registration. Click "Continue"
11. Click "Start Update Process"
12. In the following screens make any address and officer changes. Pay particular attention to the SIC (Standard Industrial Code) and NAICS (North American Industrial Classification System) codes. This information comes back to us as a measure of Wisconsin's Creative Vitality.

Many thanks to our friends at the Utah Arts Council for creating this tutorial!