

Questions and Answers on Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number

Q. Who is responsible for verifying the accuracy of a DUNS number on the application?

A. The applicant has the primary responsibility for ensuring the placement and accuracy of the DUNS number on the application. However, in the “Comments and Responses” section of the Federal Register notice dated June 27, 2003, OMB stated that guidance on how to verify whether an entity already has a DUNS number and how to obtain copies of the organization family-tree will be provided at the Grants.gov portal.

Q. When I called 1-888-546-0024 to check on the accuracy of a DUNS number, I was asked for an agency code and office code. What are these codes?

A. If your office decides to set-up an account with D&B, these codes are needed to identify the account for billing purposes. Once the account has been established, you can make queries through D&B’s 1-888 number at a cost of \$1.50 per lookup. The Federal Procurement Data Center provides a free DUNS lookup service at:

<http://www.fpdc.gov/fpdc/duns-query-v2 fpdc.htm>.

Q. Are Tribes required to get a DUNS number?

A. Tribal applicants are subject to the DUNS requirement unless they receive a waiver from the requirement.

Q. Are foreign applicants supposed to get a DUNS number?

A. Foreign applicant organizations which are able to apply for a grant and meet the normal terms and conditions, including reporting requirements should be able to apply and receive a DUNS number.

Q. Until the OMB SF-424 is revised to include a block for the DUNS number, where can the applicant type the number?

A. The address block # 5 on the OMB SF-424 is a good place to type the number.