

Information for DUNS Number and Registering in the SAM database

The [System for Award Management \(https://www.sam.gov/SAM/\)](https://www.sam.gov/SAM/) (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is **NO cost** to register for this site. Register to do business with the U.S. government for free directly from this site. Find free help with your SAM registration on the HELP tab, including user guides, videos, and FAQs.

Registration in the SAM database means that the contractor has entered all the mandatory information, including the DUNS number into the SAM database, and the Government has validated all mandatory data fields and has marked the record as “Active”. All contractors must be registered in the SAM database.

You will need a DUNS number before registering in the SAM database.

If you are located within the United States a DUNS number may be obtained by calling Dun and Bradstreet at 1-866-705-5711 or at <http://www.dnb.com>.

**Instructors/contractors should call DUN and BRADSTREET at 1-866-705-5711, rather than request a DUNS # on-line. Requesting the number by phone can be accomplished in 24-48 hours, however, if requesting a DUNS # online it will take 30-60 days.*

Be prepared to provide the following information:

- Company legal business.
- Trade style, doing business, or other name by which your entity is commonly recognized.
- Company physical street address, city, state and zip code.
- Company mailing address, city, state and zip code (if different from physical street address).
- Company phone number.
- Date the company was started.
- Number of employees at your location.
- Chief executive officer/key manager.
- Line of business (industry).
- Company headquarters name and address (reporting relationship within your entity).

Once a DUNS number is obtained, the contractor must register with the SAM database. Information on registration and annual confirmation requirements for the SAM database may be obtained at <https://www.sam.gov/SAM/>.

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](https://www.fsd.gov/fsd-gov/help) (<https://www.fsd.gov/fsd-gov/help>) appointing their authorized Entity Administrator.

When completing the SAM registration do not leave any spaces blank. If the question or requirement does not pertain to you put N/A in the space. Blank spaces will cause your registration to remain incomplete.

Your “Purpose of Registration” should be “All Awards”

At this point you will receive an email telling you the registration is under IRS review. An IRS review should take 5-10 days. If you do not receive the “under IRS review” email please contact the SAM help desk. Your registration application may be incomplete. SAM will not contact you when this occurs to let you know so be vigilant.

Your registration is complete and ready for contract award only after you receive an email saying “Registration Activated”. A screenshot of the activated email should be sent to [Barbara](mailto:Barbara.Johnson3@fema.dhs.gov) (Barbara.Johnson3@fema.dhs.gov) as soon as possible. At this point a statement of work and bid sheet will be provided to you.

If you have difficulties with the registration please use the phone number for the SAM help desk. I cannot see your pages thus am unable to offer any assistance with registration.

For SAM Customer Service, contact:

Federal Service Desk

URL: www.fsd.gov

Hours: 8am - 8pm (Eastern Time)

US Calls: 866-606-8220

International Calls: 334-206-7828

DSN: 866-606-8220

SAM.GOV REGISTRATION IS FREE!

There is NO FEE to register or maintain your SAM.gov registration. If you get an email, text, or phone call from a company asking you to contact them right away about your SAM.gov registration, be cautious. If you are asked to pay money to complete or renew your SAM.gov registration, be cautious. These messages are not from the Federal Government. It is FREE TO REGISTER in SAM.gov for any entity. You engage third party vendors at your own risk.

THE SAM REGISTRATION WEBSITE HAS MANY HELPFUL TIPS, USER GUIDES, VIDEOS AND FAQs TO GUIDE YOU THROUGH THIS PROCESS.

Once a year you will need to update your registration in SAM. This is a 5-minute process. Make a note on your calendar to do this. SAM may not send a notification when it is time.