

HOW TO OBTAIN A DUNS NUMBER AND REGISTER IN SYSTEM AWARD MANAGEMENT (SAM) DATABASE

(NO COST TO REGISTER IN THE DATABASE)

ALERT - June 11, 2018: Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator. Read the [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.

If you currently have a DUNS number but have allowed your SAM registration to expire/lapse please call the Federal Service Desk (fsd) for assistance in reestablishing your registration.

Hours of Operation

Monday - Friday 8 a.m. to 8 p.m. ET

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

If your SAM registration will expire before the period of performance ends please update your registration in SAM. SAM registration should not expire while contractor is under contract.

The **System for Award Management** (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 # online. 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.