



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Property and Procurement**

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## Dun & Bradstreet (D&B) Registration

**IMPORTANT!! This is a Federal Website and it is FREE!!! Thus,**

**please ensure you are on the correct website before engaging to accepting**

**any solicitations!**

Go to <https://fedgov.dnb.com/webform>

**dun & bradstreet**

\*NOTICE\* Apple Developer Program use <https://developer.apple.com/enroll/duns-lookup/#search> and for FDA please use <https://www.fda.gov/downloads/ForIndustry/ImportProgram/EntryProcess/ImportSystems/UCM483657.pdf> \*NOTICE\*\*\*PLEASE USE IE AND ENABLE JAVASCRIPT WHEN USING WEBFORM.

**Begin D-U-N-S Search/Request Process**

About the D&B D-U-N-S Number

Frequently Asked Questions (FAQ)

D&B, SAM, Grants Contacts

D&B's Privacy and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Assistance Awardees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

[Click here to request your D-U-N-S Number via the Web.](#) If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com)

Spam blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com). Adding [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com) to your address book may help prevent our emails from being inadvertently blocked.

- Select “Begin D-U-N-S Search/Request Process in the left-hand corner
- Select “United States of America” as your country/territory and click Continue
- You will enter your business name (if an individual, you will enter your Full Name) address, valid phone number, and the verification code and click Submit
- Click on “Request a New D-U-N-S Number”

- To request a new D-U-N-S Number or modify an existing D-U-N-S Number you will need two forms of acceptable documentation to complete this process.
- Both documents must clearly show correct legal business name and the current physical address.
- These documents will be uploaded electronically, prior to submission.
- For Sole Proprietorship make sure documentation contains Your Personal Legal Name and current Physical Address. (Personal Mailboxes-PMB, 3rd party mail sites, Virtual Offices, APO & FPO addresses will not be accepted)

**Examples of Accepted Documentation**

- Secretary of State Articles of Incorporation
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Lease Agreement
- Utility Bill
- Click on “Continue”
- Select “Federal Government Contractors or Grantees DUNS Number Support”
- Select which applies to your inquiry (Create a New Duns Number, Update an existing DUNS, etc.)
- Select “For entities within the United States/Puerto Rico/US Virgin Islands
- Click on Proceed once completed verifying what documents are required before submitting your request
- Enter a valid email address and click “Next”
- Enter ALL information in required fields with red line ((for an individual enter your personal information). Once completed click “Next”
- You will provide additional providers of Business if any. If not click “Next”



- You will attach the above-mentioned documents, and enter information in all mandatory fields
- Click “Submit”

Once you have submitted all the required information and documents, you will receive an email stating that your request process is completed and is being reviewed. You should receive your Duns# between 24 to 48 hours once all your documents have been approved.

If you are having issues with the request process online, you can contact D&B by calling 1-866-705-5711.

