

Dun and Bradstreet Data Universal Numbering System (DUNS)

PURPOSE:

This Instruction sets forth the policy requiring the use of the Dun and Bradstreet Data Universal Numbering System (DUNS).

SCOPE:

Child Nutrition Programs (CNP) participants

DESCRIPTION:

Non-federal agencies and organizations (including all Child Nutrition Program Sponsors) that do business (receive Federal funds) with the Federal government must use the Dun and Bradstreet Data Universal Numbering System (DUNS) as their identifier. The DUNS number will not replace the Federal Employer Identification Number (FEIN), but will become an identifier for a non-federal entity to apply for funding under a Federal assistance program.

The DUNS number is a nine-digit number issued by Dun & Bradstreet to each business located in the Dun & Bradstreet database having a unique, separate, and distinct operation. The DUNS number is completely random and the digits have no apparent significance. It is a tool of the federal government to track how federal money is distributed.

To obtain a DUNS number, free of charge, call Dun & Bradstreet using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. You can also request a DUNS number on-line by accessing the following website at: <http://fedgov.dnb.com/webform>. Organizations should request their numbers as soon as possible.

You will need to provide the following information:

- Legal Name
- Trade style, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Organizations applying for participation in any of the Child Nutrition Programs must obtain and provide their DUNS number to the Indiana Department of Education with their application for participation. Please scroll to the next page and use the **Data Universal Numbering System (DUNS) Information form**.

SOURCE:

Indiana Department of Education, School and Community Nutrition

Data Universal Numbering System (DUNS) Information Form

Legal Name of the Organization: _____

d/b/a: _____

DUNS Number: _____ (this number must include nine digits)

I certify the information above is true and correct.

Signature of Authorized Representative of the Organization

Name of Authorized Representative of the Organization

Date of Signature

Please complete the form and return to:

Indiana Department of Education
School and Community Nutrition/SFSP
151 West Ohio Street
Indianapolis, IN 46204