

**Appendix F3 - How to Request or Verify a DUNS Number**  
**Federal Funding Accountability and Transparency Act**  
**(Informational Appendix Only)**  
**State of Alaska - Department of Health and Social Services**

Most entities receiving federal funds already have a DUNS number and may even have several DUNS Numbers. The State of Alaska, Department of Health and Social Services (DHSS) must use the primary DUNS Number assigned to the entity when reporting FFATA obligations and expenditures. If your organization has multiple DUNS Numbers, the primary DUNS Number will usually be the first number listed. Go to <http://www.dnb.com/us/> to request a DUNS Number or to verify the primary DUNS Number for your organization. Obtaining a DUNS Number is free of charge.

Requesting a DUNS Number

- 1) To verify an existing DUNS Number or to request a new DUNS Number, go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform/displayHomePage.do>. You can also call 1-866-705-5711 to request a DUNS number over the phone.
- 2) You will need the following information to obtain a DUNS number:
  - a) Legal name of organization;
  - b) Doing business as (DBA) or other name by which your organization is commonly known or recognized;
  - c) Headquarters name and organization address;
  - d) Name of Chief Executive Officer (CEO)/organization owner;
  - e) Business structure of the organization (corporation, partnership, proprietorship);
  - f) Year the organization started;
  - g) Primary type of business; and,
  - h) Total number of employees (full and part time).

Please be advised DHSS does not have the technical expertise to assist contractors in applying for a DUNS Number. All questions regarding the DUNS Number should be directed to Dun & Bradstreet.

**Central Contractor Registration**

Both current and potential federal government registrants are required to register in Central Contractor Registration (CCR) in order to be awarded contracts by the federal government. Registrants are required to complete a one-time registration and must update or renew their registrations at least once per year to maintain an active status. To register and get additional information, go to [www.ccr.gov](http://www.ccr.gov).

The use of DUNS+4 Numbers to identify registrants is limited to identifying different CCR records for the same registrant at the same physical location. The +4 extension to a DUNS number is created by registrants in CCR when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location. Go to the [CCR User's Guide](#) for additional information.