Data Universal Number System (DUNS) NUMBER
Requirement and Obtaining

All loan applicants must obtain a DUNS Number prior to receiving a loan. A DUNS number is a unique nine-character number used by the federal government to identify organizations and track how federal money is allocated. The IEPA receives funding from the federal government in the form of annual federal capitalization grants. These funds are passed on to State Revolving Fund loan recipients.

Before Registering for a DUNS Number
Does your organization already have a DUNS number? Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

How to Register for a DUNS Number
If your organization does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) website or call 1-866-705-5711 to register or search for a DUNS number. Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee to acquire a DUNS number it is likely a scam or fraudulent.

You will need all the information listed below to obtain a DUNS number:
• Name of organization
• Organization address
• Name of the chief executive officer (CEO) or organization owner
• Legal structure of the organization (e.g., corporation, partnership, proprietorship)
• Year the organization started
• Primary type of business
• Total number of employees (full and part-time)

NOTE: When obtaining a DUNS number, D&B places your organization on their marketing list that is sold to other companies. An organization can request exclusion from this marketing list at the time of application.

Once your organization has a DUNS number, it stays constant with the business throughout the lifecycle including name, address, corporate structure changes and even bankruptcy.

How long does it take to obtain a DUNS number?
Allow up to two business days to obtain a DUNS number, but it can occur in one business day.

After a DUNS Number is issued
System for Award Management (SAM) is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes. Your organization must have an active registration in SAM to do business with the Federal Government. The registration process is free and can be completed by visiting (SAM.gov). Your DUNS number and either a Taxpayer Identification Number (TIN) or Employment Identification Number (EIN) are required to complete the registration process.

How long does it take to register with SAM?
Generally, it takes up to 10 business days.

NOTE: Your SAM account will remain active for 365 days from the date you submitted it for processing. You must log in at least once every 365 days or your record will expire and go into an inactive state.

For more information, visit https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html.