



What is a DUNS Number?

A DUNS number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet's (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business. The DUNS Number is assigned to all types of business organizations including:

- sole proprietorships
- corporations
- partnerships
- non-profits
- government entities

Video: [Why is a D-U-N-S® Number Important? - YouTube](#)

Who Needs a DUNS Number?

If you are entering into a contract, agreement, or grant agreement with the Puerto Rico Department of Housing (**PRDOH**) and you use an Employer Identification Number (**EIN**), also referred to as a Tax Identification Number (**TIN**), you will need a DUNS number and be registered with the System for Award Management (**SAM**).

If you enter into the contract, agreement, or grant agreement with PRDOH as an individual person and use your social security number as your TIN, you **DO NOT** need to obtain a DUNS number or SAM registration.

Video: [Tax ID vs. Dun & Bradstreet D-U-N-S® Number - YouTube](#)

How to obtain DUNS Number?

If your organization does not yet have a DUNS number, or no one knows it, visit <https://fedgov.dnb.com/webform/displayHomePage.do> or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge. You will need all of 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)

Video: [How to Get your Dun & Bradstreet D-U-N-S® Number - YouTube](#)

What is SAM?

The System for Award Management (SAM) is the Official U.S. Government system that consolidates the Central Contractor Registration (CCR), Federal Contract Registry (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Business entities that have obtained a DUNS number **must register annually on SAM to be eligible to receive financial assistance.**

How to register to SAM?

To register with SAM, go to www.SAM.gov, create a User ID and Password to begin, or enter your existing User ID and Password. To complete the process on SAM, you will need the same kind of information used to obtain your DUNS number as well as your TIN and other data to complete registration and reporting requirements.

Video: https://iae-prd-videos.s3.amazonaws.com/videos/how-to-search.mp4?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Date=20210914T063053Z&X-Amz-SignedHeaders=host&X-Amz-Expires=86399&X-Amz-Credential=AKIAY3LPYEEXWOQWHCIY%2F20210914%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Signature=d7157f5850d6d1b7e5d751409b2dec6306655c43f8356e98b229a77f510f70fe