

Quick Start Guide – D-U-N-S Number Lookup

Helpful Information

The first step in applying for the U.S. Department of Agriculture (USDA) Pandemic Response and Safety (PRS) Grant Program is to get your D-U-N-S Number.

Dun & Bradstreet (D&B) assigns the nine-digit, unique D-U-N-S Number free of charge to a valid business entity based on their legal business name and physical location.

Many businesses may already have a D-U-N-S number and not know it. With just a bit of information and a few selections, the D-U-N-S Lookup allows a business to see if a D-U-N-S Number has already been assigned.

What do I need to know to get started?

- The legal business name of your business
 - o REMINDER: If you are a sole proprietor, your legal business name is your full legal given name (i.e. Jane A. Doe).
- The physical address of your business
 - o REMINDER: This cannot be a PO Box, Personal Mailbox (ie. Mailboxes Etc) or a virtual office. This must be the physical address of where operations take place or where the records/documents of your business are kept (this could be a residential address).

What do I need know about the D&B D-U-N-S Portal for PRS Grant Applicants?

- The portal is located at <https://www.dnb.com/pandemicresponse>
- The site will not time out.
- **If you find your D-U-N-S Number, you can email it to yourself.**

Doing a D-U-N-S Lookup

1. Go to <https://www.dnb.com/pandemicresponse>
2. Read the welcome and select “Proceed”
3. Enter your email address and select “Next”
4. If this is your first time entering the site, you will be asked to provide your contact information and select “Submit”
5. On the main page, select “D-U-N-S Number Lookup”
6. Enter your legal business name and state, then select “Lookup by Name / Address”
 - REMINDER: If you are a sole proprietorship please enter your legal given name (i.e. John B. Doe).
7. If no matches are found:
 - The error message ‘No Match found for the given input criteria will appear.’
 - You can re-enter your business name (check spelling) and add your address to help refine the search.
 - If still no match is found, select the link to submit a new D-U-N-S request found in the blue box. (refer to Quick Reference Guide – New D-U-N-S Request for Instructions)
8. If a candidate list of best matches is returned:
 - Review the list to find your business
 - When found, select “Select”
 - Your D-U-N-S Number will be displayed and you can email it to yourself for future reference.