



# Quick Start Guide – New D-U-N-S Number Request

## 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. However, if you don't have a D-U-N-S Number, one can easily be requested through the D&B D-U-N-S Portal for USDA PRS Grant Applicants.

## What do I need to have before submitting a New D-U-N-S Number request?

To request a new D-U-N-S Number, you need to provide basic company information and electronically upload **two (2) documents** that support the business information you entered. We recommend you gather the documents, in the correct format, prior to beginning the request.

Document requirements:

- They must contain the **Legal Business Name** and **Current Physical Address** of the business.
  - **REMINDER:** if you are a Sole Proprietorship, your legal business name is your full legal given name (ie. Jane A. Doe) so the documents must contain your full legal name.
- Acceptable formats: .gif, .jpg, .jpeg, .png, .doc, .docx, .xls, .xlsx, .csv, .txt, .zip
- **Do Not Include** personal information such as your Driver's License, Passport, Social Security Number, Banking Statements, etc.

### Examples of Accepted Documents:

- Secretary of State Articles of Incorporation
- Secretary of State receipt of Filing
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Lease Agreement
- Mortgage
- Phone or Internet Bill
- Utility Bill
- Homeowners or Renters Insurance
- City or State Tax Permit
- Invoice from a Third Party
- Proof of Insurance

## 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.
- **It can take up to five business days for you to get your new D-U-N-S Number.**
- You will be contacted at the email address or phone number you provided in the request form.

## Submitting a new D-U-N-S request

### Step 1: Confirm you don't have an existing D-U-N-S

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 "Create a New D-U-N-S Number"
6. Enter your legal business name and state, select "Lookup by Name / Address"
  - REMINDER: if you are a Sole Proprietorship, your legal business name is your full legal given name (ie. John B. Doe) and the documentation must contain your full legal name.
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 there is still no match is found, select "submit a request" to create a new D-U-N-S (link located in the blue box).

### Step 2: Submit a new D-U-N-S Number request

1. Before beginning the form, you will be reminded that you must electronically upload **two (2) documents** that supports the business information provided. Select "Proceed."
2. Enter all required fields:
  - Full Legal Business Name (remember, if sole proprietorship use your full given legal name)
  - Phone number of the business
  - Physical address of the business (no PO Boxes or mailstops)
  - City of the physical address
  - State of the physical address
  - Zip code of the physical address
  - Business structure (choose from the drop down)
  - CEO Name (if no CEO enter the highest ranking member of the business ie. owner)
  - CEO Title (choose the most appropriate title for the person entered above)
  - CEO Email (email of the person entered)
  - Is the business based out of a home? Y or N
  - Date business started
  - Select "Next"
3. Upload those documents you prepared earlier
  - Select "Choose File" and upload document #1, select "Choose File" and upload document #2
  - Select "Submit"
4. Congratulations, your request for a new D-U-N-S has been submitted!

D&B has controls in place to mitigate fraud and protect data integrity. Please be patient while we run these checks. **It can take up to five business days for you to get your new D-U-N-S Number.** You will be contacted at the email address or phone number you provided in the request form.