

Quick Start Guide – Required Documents for a New D-U-N-S Request

Helpful Information

The U.S. Department of Agriculture (USDA) requires an entity to have a D&B D-U-N-S Number in order to submit an application for the Pandemic Response and Safety Grant Program.

Many businesses may already have a D-U-N-S Number and not know it. However, if you don't have a DUNS one can easily be requested. All new D-U-N-S Number requests require supporting documentation in order to process.

What documents do I need to request a new D-U-N-S Number?

A new DUNS Number can be easily requested through our short form. The form requires that you enter in 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 are simple:

- They must contain the **Legal Business Name** and **Current Physical Address** of the business.
 - o **REMINDER:** if you are a Sole Proprietorship, your legal business name is your full legal given name (ie. Jane A. Doe) so the document 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 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

Once you have your documentation, go back to the D&B D-U-N-S Portal for USDA PRS Grant Applicants at <https://www.dnb.com/PandemicResponse>.