



Dun & Bradstreet Data Universal Numbering System (DUNS) Number

There is **no cost** for a business to obtain a DUNS number and the process takes about 10 minutes. If you already have a DUNS number, you can use the number you have. If you do not have a DUNS number, using the on-line method is best - register online at <https://fedgov.dnb.com/webform> **Registering online is quicker – telephone inquiries have resulted in a 15-30 day delay.**

Online Instructions

1. There is **NO CHARGE** to obtain a DUNS number; just follow the prompts and instructions; a number may be obtained as quickly as 24 hours depending on the volume.
- 2. Use the U.S. GOVERNMENT CONTRACTOR OR GRANTEE RECIPIENT selection screen – VEDA’s federal funding requires each recipient to obtain a DUNS number.**

Telephone Instructions

1. Dial 1-866-705-5711
2. Enter “5” if registering as a government loan applicant and select “1” at the next menu for new DUNS number.
3. Enter “4” if registering as a government grant applicant and select “1” at the next menu for new DUNS number.
4. At this point a service representative will answer and suggest you buy the Credit Builder Service. **It IS NOT necessary to purchase this service** in order to obtain your loan.
5. Provide answers to the following questions:
 - a. Name of business
 - b. Business address
 - c. Local phone number
 - d. Name of CEO/business owner
 - e. Legal structure of the business (corporation, partnership, LLC, proprietorship)
 - f. Year business started
 - g. Primary line of business
 - h. Total number of employees (full and part time)