

# Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

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HTTP://DPP.VI.GOV



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## Dun & Bradstreet (D&B) Registration

**IMPORTANT!! This is a Federal Website and it is FREE!!! Thus, please ensure you are on the correct website before engaging to accepting any solicitations!**

## What Is a D-U-N-S Number?

The Virgin Islands Government is a substantial recipient of federal funds, and as a result, all of our vendors are required to register with Dun & Bradstreet to obtain a DUNS Number. Data Universal Numbering System ("DUNS") ID number is a unique nine-digit identifier for Federal financial assistance applicants, as well as recipients and their direct subrecipients.

DUNS Numbers apply to agency's grants, cooperative agreements, loans and other types of Federal financial assistance that a non-Federal entity receives or administers in the form of a grant or a cooperative agreement.

## Who's required to have a DUN#'s number?

The federal government uses DUNS numbers to track federal money disbursements. **Registering for a DUNS number is voluntary. However, the identifier is necessary to bid on local, state, or government contracts and apply for federal grants or other credit with a lender.**

Listed companies include major corporations, small business owners, nonprofit organizations, and partnerships. Its users include the U.S. government, the United Nations (UN), and the European Commission.

The DUNS number provides information related to a company such as its official business title, name, financial data, trade name, payment history, economic status, and executive names. Further, the number allows a company to search for information about other companies and helps businesses find potential customers, partners, or vendors. It also allows for the confirmation of the credibility of a business and helps with conducting business with retailers and some foreign countries, such as Australia and the European Union (EU).

## How do I obtain a D-U-N-S Number?

Go to <https://fedgov.dnb.com/webform>

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\*NOTICE\* Apple Developer Program use <https://developer.apple.com/news/2015/06-02/ios-9-features/> and for FDA please use [https://www.fda.gov/oc/2015/06-02/ios-9-features/](https://www.fda.gov/oc/2015/06/02/ios-9-features/)  
\*NOTICE\*\*PLEASE USE IE AND ENABLE JAVASCRIPT WHEN USING WEBFORM



Welcome to the DUNS Request Service  
for US Federal Government Contractors and Assistance Awardees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact [SAN@dpb.com](mailto:SAN@dpb.com)

Spam blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from [SAMhelp@dpb.com](mailto:SAMhelp@dpb.com). Adding [SAMhelp@dpb.com](mailto:SAMhelp@dpb.com) to your address book may help prevent our emails from being inadvertently blocked.

- Click on “Begin D-U-N-S Search/Request Process in the left-hand corner
- Select “United States of America” as your country/territory and click Continue
- You will enter your business name (if an individual, you will enter your Full Name) address, valid phone number, and the verification code and click Submit
- Click on “request a new D-U-N-S Number down in the bottom left-hand corner
- To request a new D-U-N-S Number or modify an existing D-U-N-S Number you will need two forms of acceptable documentation to complete this process.
- Both documents must clearly show correct legal business name at the current physical address.
- These documents will be uploaded electronically, prior to submission.
- For Sole Proprietorship make sure documentation contains Your Personal Legal Name and current Physical Address. (Personal Mailboxes-PMB, 3rd party mail sites, Virtual Offices, APO & FPO addresses will not be accepted)

## Examples of Accepted Business Documentation

- Secretary of State Articles of Incorporation
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Lease Agreement
- Utility Bill

## Examples of Accepted Individual Documentation

- Lease Agreement
- Utility Bill
- Car Insurance
- Invoice(s)
- Business License (if applicable)

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- Click on "Continue"
- Enter a valid email address and click "Submit"
- Enter your contact information (for an individual in Business Name, you will put your Full Name) and click "Submit"
- Select "Create New DUNS Number" and enter your information in all mandatory fields (for an individual enter your personal information) and click "Next"
- It will ask you to provide additional providers of Business if any. If not click "Next"
- You will attach the above-mentioned documents, and enter information in all mandatory fields
- Click "Submit"

Once you have submitted all the required information and documents, you will receive an email stating that your request process is completed and is being reviewed. You should receive your Duns# between 3-5 days once all your documents have been approved.

If you are having issues with the request process online, you can contact D&B by calling 1-866-705-5711 or 1-800-234-3867.

**Please note: A business must renew its DUNS registration every three years, which keeps the D&B database current. If the assigned number falls into inactive status, the company would have to reapply for a new number.**