

# DUNS AND CCR Registration

The United States Office of Management and Budget (OMB) requires all LEAs receiving federal grant money to register with **Dunn & Bradstreet** to receive a “**DUNS Number.**” Lack of compliance may result in the loss of federal funds to the state and consequently to LEAs. You must thus obtain a DUNS Number, which is a “Dunn (& Bradstreet) Universal Numbering System” locational identifier for your place of business. It uniquely identifies the location you occupy. For questions about D&B D-U-N-S Numbers, call 866-705-5711.

**DUNS Number registration is available at:**

[http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)

## **CCR registration**

You must wait 24-48 Hours before you can begin using your DUNS Number, especially if you are going to utilize it to register for a **CCR**, or “**Contractors Central Registration**” Number. The CCR allows you to receive federal grant money, which may also be a part of state funding (in which case you are required to apply for both a DUNS and a CCR).

CCR is the federally run Central Contractor Registration database that collects, validates, and disseminates information about organizations that do business with the federal government via contracts and grants. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA. **CCR registrations must be renewed at least every 12 months to remain valid. CCR registration is available at:**

[www.ccr.gov](http://www.ccr.gov)

Registrants will have to provide the following information:

- DUNS Number
- Tax Identification Number (TIN) and Taxpayer Name
- Statistical information about the business
- Electronic Funds Transfer (EFT) information

Failure to register your DUNS Number in the CCR system within 30 days may cause D&B to deactivate your DUNS number. For questions about the CCR registration process, please contact the CCR help desk at 1-866-606-8220.