

# Registration and certification instructions for potential and existing subawardees

**Section 1:** Government regulation and Certification from Debarment / Suspension / Exclusion

**Section 2:** How to obtain a DUNS number (for an individual and organization)

(Start with Section 3 if you have a DUNS number)

**Section 3:** How to register or check registration in the federal System Award Management website.

**Section 4:** Who to contact for assistance

## Section 1

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### *Government Regulation and Certification from Debarment / Suspension / Exclusion*

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The Transparency Act requires information disclosure concerning entities receiving Federal financial assistance through Federal awards such as Federal contracts, sub-contracts, grants, and subgrants. See 31 U.S.C. 6101 note. One of the data elements required is the unique identifier of the entity receiving the award and the parent entity of the recipient, should the entity be owned by another entity. The Unique identifier used is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. See OMB M-09-19 at 11. For prime and sub-grant recipients, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number. See 2 CFR Part 25.

Executive Order 12549 (dated February 10, 1986), requires principal investigators/project directors on projects using federal funds to certify persons working on the contract/grant have not been disbarred or suspended from participation in a transaction with any federal agency.

## Section 2

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### *How to obtain a DUNS number (for an individual or organization)*

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1. Go to the SAM homepage at [www.sam.gov](http://www.sam.gov)
2. Enter your username and password, and then click the "Log In" button.
3. Select "Complete Registrations" under Register/Update Entity in the left navigation pane.
4. Select the name of the registration record you want to update and click the "Update" button.
5. Click on "Refresh D&B" button on the "Verify DUNS" page to view and accept your D&B information.

6. Continue through the rest of your registration record, review the information, and when you get to the end, make sure you hit [Submit.]

NOTE: If it has been more than 24 hours since you received confirmation from D&B that your DUNS record has been modified and the “manual update” described above did not provide the correct information, please contact D&B at 866-705-5711 (U.S. only) or samhelp@dnb.com (International registrants).

## Section 3

### *How to check to see if you or your organization is actively registered with SAM.gov*

To conduct your search, please visit <https://www.sam.gov/portal/public/SAM/>

1. Click on “Search Records” (no log-in required)

The screenshot shows the SAM.gov portal homepage. At the top left is the SAM logo (System for Award Management). To the right are login fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the login fields is a 'Create an Account' link. A dark blue navigation bar contains the following menu items: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is divided into three columns:

- CREATE USER ACCOUNT:** Text: "Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information." Button: "Create User Account".
- REGISTER/UPDATE ENTITY:** Text: "You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account." Buttons: "Register/Update Entity", "Submitted a SAM registration?", "Check Status".
- SEARCH RECORDS:** Text: "All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information." Button: "Search Records".

A large yellow curved arrow points from the 'SEARCH RECORDS' button in the bottom right column back to the 'SEARCH RECORDS' menu item in the navigation bar.

2. Enter your DUNS number or other searchable information.

You can only use one search bar at a time

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

SEARCH Need Help?

3. If you see the message “no records found for current search” then you or your organization is not registered or Inactive. If you believe you were registered in the past but have not made any updates, you can click the Inactive box and recheck the search.

TOTAL RECORDS: 0 Save PDF Export Results Print

Result page 0 of 0 Sort by Modified Date Order by Ascending

**FILTER RESULTS** No records found for current search.

**By Record Status**

Active

Inactive

**By Functional Area**

Entity Management

Performance Information

**Filters for Performance Information**

### [\*Information required registering with SAM.gov\*](#)

What information do I need to register my entity in SAM?

Depending on the type of registration you need, categories of information needed may include the following:

Core Data - Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE code\*, taxpayer or employer ID numbers (TIN or EIN), general information, financial information, and details about any proceedings in which the entity may currently be involved. Core Data is mandatory for all registration types.

Assertions - Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, [NAICS Codes](#), optional Electronic Data Interchange (EDI) and disaster-relief data.

Representations and Certifications – Details related to an entity’s small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).

Points of Contact (POC) – Types include, but are not limited to, contacts for accounts receivable, electronic business and government business. POC information is mandatory for all registration types.

Before you start, please be sure you also have gathered the following information:

- Your Data Universal Numbering System (DUNS) number from Dun & Bradstreet, and the name and address associated with that DUNS
- Your Taxpayer Identification Number and the name associated with that TIN (from your W-2 or W-9)
- Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)
- Your Electronic Funds Transfer information, such as your financial institution’s ABA Routing Number and your account number, along with the bank phone or fax number

You will be unable to submit your registration online unless all the mandatory information is provided.

\* The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government, assigned by the Department of Defense’s Defense Logistics Agency (DLA). You do not need to have a CAGE code prior to registration, as one will be automatically assigned to you as a part of your entity's registration in SAM.

### *[Steps to registered with SAM.gov](#)*

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To create an account and access SAM as a new user:

Step 1: Go to [www.sam.gov](http://www.sam.gov).

Step 2: Click on “Create a User Account.”

Step 3: Complete the requested information, and then click “Submit/Create.”

Step 4: Select “Individual User Account.”

Step 5: You will receive an email confirming you have created a user account in SAM. You can now register an entity, search For Official Use Only (FOUO) information, and (if you are a designated government official) enter exclusions into the system.

Step 6: If you are an organization, business, government agency or grantee (known in SAM as an “entity”), you must also register your entity in SAM.

To register in SAM as an entity:

Step 1: Login to SAM with your user ID and password.

Step 2: Gather all of the required information needed to complete your registration.

Step 3: Click on "Register New Entity" from the left side navigation pane.

Step 4: Complete and submit the online registration. It is estimated that it will take approximately 30 minutes to complete registration if you already have all the necessary information on hand, depending upon the size and complexity of your entity.

IMPORTANT: Opt-In or Opt-Out question - you **do** want the public to view your entity – if you choose not to allow your record to be available for public viewing, ULM (and other public entities) will not be able to verify your status and ULM will not be able to issue a subaward (due to lack of ability to verify).

Step 5: You will receive an email confirming that your registration is in process. Note that new registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes TIN validation with the IRS and CAGE validation/assignment with DoD. This timeframe may be longer if the information you provide is flagged for manual validation by either party. If you notice your registration has had a 'Submitted' status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>.

## Section 4

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The Federal Service Desk personnel are very helpful and knowledgeable about DUNS and SAM registrations. They can guide you at any point along the way.

Federal Service Desk

866-606-8220

<https://www.fsd.gov>

Monday - Friday 8 a.m. to 8 p.m. ET