

Applying for a D-U-N-S Number
Organization Instructions

**** *This site does not work in Firefox***

1. Go to www.dnb.com
2. click on tab named "D&B D-U-N-S Number"
3. The business name is your organization
 - a. Fill out city and state
 - b. Click yellow "next" button
4. Find text box that says "Get a D-U-N-S Number Price:NO CHARGE"
 - a. Click yellow "get started" button
 - b. Fill in first name, last name, title, email and telephone
 - c. Click on yellow "submit" button
5. Name of business should appear filled in from the info you provided on the previous page.
 - a. Fill in address, phone
 - b. Click yellow "next" button
6. Fill in legal structure - - are you a corporation, a nonprofit, etc.
 - a. Click yellow "next" button
7. You do not need to fill out anything on this page
 - a. Click yellow "next" button
8. Fill in primary line of business
 - a. Fill in number of employees
9. Click "Yes, I agree to TERMS AND CONDITIONS"
 - a. Click yellow "next" button
10. Locate text box that says "Regular D-U-N-S Number Price: No Charge"
 - a. Click yellow "next" button
11. Review your information. If ok,
 - a. Click yellow "next" button
12. dnb.com will email you your D&B number. When you receive the number, please call the Utah Arts Council and provide us the information.

Please call Liz Smith at 801.236.7544 if you have questions.