

DUNs Number and CCR Registration Troubleshooting

October 6, 2009

- A DUNs number must be 9 digits
- The DUNs number includes leading zero's (the number begins with zeros)

The following instructions are provided to assist districts with the following problems related to the registration of their DUNs number with CCR.

Problems:

1. District DUNs number is not registered with CCR
2. CCR registration is inactive
3. District DUNs number is under a different name
4. CCR registration contacts are no longer employed by the district

Once you have an Active CCR Registration for your DUNs number, please enter that number in each of the ARRA Plans for your district. This information is required on the Contact Information tab.

Go to: <https://www.bpn.gov/ccr/default.aspx>

The screenshot shows the Central Contractor Registration (CCR) website. At the top left is the CCR logo with an American flag background. A red "NEWS FLASH" banner in the top right corner states: "Recovery vendors must register in Federalreporting.gov (see News)". Below the logo is a navigation menu with links: CCR Home, CCR Search, Federal Agency Registration, News, Release Notes, Request Data Access, Help, Contractors, Grantees, International Registrants, Small Businesses, Security Notes, and 609,497 Active Registrants. A "Quick Links" sidebar on the left includes links for Dynamic Small Business Search, ORCA, SBA, Request DUNS Number, and Federal Business Opportunities, along with a blue accessibility icon. The main content area is titled "Welcome to Central Contractor Registration (CCR)" and contains a paragraph explaining the CCR's role. It is divided into two columns: "Existing CCR Users" with a "Log in to CCR" form (User ID and Password fields, a "Log In" button, and "Forgot Password" and "Forgot User ID" links) and "New CCR Users" with a list of requirements (DUNS Number, TIN and Taxpayer Name, Statistical Information, and EFT Information), links for "View Detailed Descriptions" and "International Registrants", a "Start New Registration" button, and a note that new registrations take 1-2 business days to process.

CENTRAL CONTRACTOR REGISTRATION

NEWS FLASH: Recovery vendors must register in Federalreporting.gov (see News).

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Contractors Grantees International Registrants Small Businesses Security Notes **609,497 Active Registrants**

Quick Links

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities

Welcome to Central Contractor Registration (CCR)

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. [Learn more about CCR Policy and Background.](#)

Existing CCR Users

Log in to CCR

User ID:

Password:

[Forgot Password](#)[Forgot User ID](#)

---OR---

If you have not yet converted to a User ID and Password, use your DUNS and TPIN to do this before December 21, 2009.

DUNS / TPIN Access

New CCR Users

What you need to register

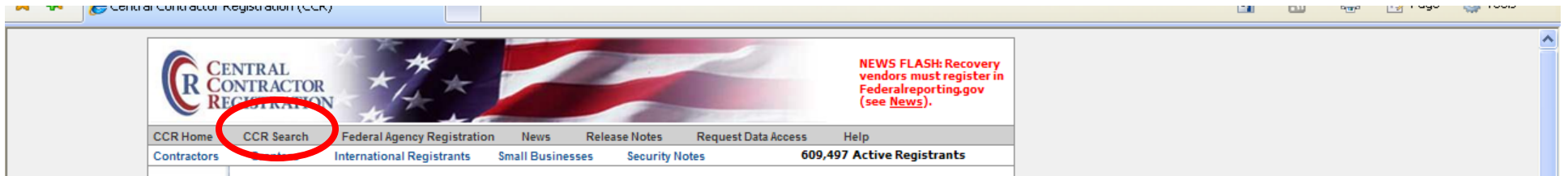
1. DUNS Number
2. Tax Identification Number (TIN) and Taxpayer Name
3. Statistical Information about your business
4. Electronic Funds Transfer (EFT) Information

[View Detailed Descriptions](#)

[International Registrants](#)

Note: New registrations usually take 1-2 business days to process once completed by the vendor.

Open the CCR Search page



The screenshot shows the top navigation bar of the Central Contractor Registration (CCR) website. The browser's address bar displays "Central Contractor Registration (CCR)". The header features the CCR logo on the left, which consists of a stylized 'C' and 'R' followed by the text "CENTRAL CONTRACTOR REGISTRATION". To the right of the logo is a banner image of the American flag. Further right, a red "NEWS FLASH" message reads: "Recovery vendors must register in Federalreporting.gov (see News)". Below the logo and banner is a horizontal menu with the following items: "CCR Home", "CCR Search" (circled in red), "Federal Agency Registration", "News", "Release Notes", "Request Data Access", and "Help". A second row of links includes "Contractors", "International Registrants", "Small Businesses", "Security Notes", and "609,497 Active Registrants".

CCR Search opens to this window.

If you have a DUNS number, enter it in the Simple Search box.

You do not need a CAGE code.

Hit the Search button

CENTRAL CONTRACTOR REGISTRATION **CCR Search**

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Quick Links

- [Dynamic Small Business Search](#)
- [ORCA](#)
- [SBA](#)
- [Request DUNS Number](#)
- [Federal Business Opportunities](#)

Search Results Detail

As of the July 30, 2008 release (4.08.2), CCR-registered vendors may elect not to display their registration in the CCR/FedReg Public Search. Federal government users may still view all registrations from a .mil, .gov or .fed.us domain.

Simple Search

[Clear Search Criteria](#)

DUNS Number: PLUS 4:

CAGE Code: [CAGE Code Search](#)

If you entered a correct DUNS number, this screen will appear.

CCR Search Results - Windows Internet Explorer

https://www.bpn.gov/CCRSearch/detail.aspx

Search Results Detail

CCR Detail Search Results

Not to be used as certifications and representations. See [ORCA](#) for official certification.

Send To Printer

Current Registration Status: Active in CCR; Registration valid until 01/07/2010.

DUNS PLUS4:

CAGE/NCAGE:

Legal Business Name: [REDACTED] EDUCATIONAL CO-OP

Doing Business As (DBA):

Division Name:

Division Number:

Company URL:

Physical Street Address 1: [REDACTED] ID

Physical Street Address 2:

Physical City:

Physical State:

Physical Foreign Province:

Physical Zip/Postal Code:

Physical Country:

Mailing Name: [REDACTED] EDUCATIONAL COOPERATIVE

Mailing Street Address 1:

Mailing Street Address 2:

Mailing City:

Mailing State:

Mailing Foreign Province:

Mailing Zip/Postal Code:

Mailing Country: USA

Business Start Date: 07/01/1985

Done

Internet 75%

start

Inbox - Microsoft Out... CCR Search Results - ... DUNS Support.doc - ...

12:21 PM

If you entered an incorrect DUNS number, this screen will appear.

The screenshot shows the Central Contractor Registration (CCR) website interface. At the top left is the logo for 'CENTRAL CONTRACTOR REGISTRATION' with a stylized 'R' in a circle. To the right of the logo is a banner image of the American flag. In the top right corner, the text 'CCR Search' is displayed. Below the logo and banner is a horizontal navigation menu with the following items: 'CCR Home', 'CCR Search', 'Federal Agency Registration', 'News', 'Release Notes', 'Request Data Access', and 'Help'. On the left side of the page, there is a 'Quick Links' section with a list of links: 'Dynamic Small Business Search', 'ORCA', 'SBA', 'Request DUNS Number', and 'Federal Business Opportunities'. The main content area is titled 'Simple Search' and contains a search form. The search form has a 'Clear Search Criteria' link, a text input field containing '224', and a 'PLUS 4' button. Below this is a 'DUNS Number' label, a text input field containing '224', and a 'PLUS 4' button. Below that is a 'CAGE Code:' label, a text input field, and a 'CAGE Code Search' link. A 'Search' button is located at the bottom of the search form. A red oval highlights the message 'No records found for DUNS: 224' which appears in the search results area. Above the search form, there is a message box with the text: 'As of the July 30, 2008 release (4.08.2), CCR-registered vendors may elect not to display their registration in the CCR/FedReg Public Search. Federal government users may still view all registrations from a .mil, .gov or .fed.us domain.'

You will need to search for a DUNS number already assigned to your district. This Advanced Search is just below the Simple Search. Enter the information for your district and hit the Search button. If your district already has a DUNS number, it should be found by this search. Hint: Be sure to use the LEGAL name of your district. The legal name should be on your tax documents.

The screenshot shows a web interface for an advanced search. At the top, there are input fields for 'DUNS Number' and 'PLUS 4', and a 'CAGE Code' field with a 'CAGE Code Search' link. A 'Search' button is located below these fields. The main section is titled 'Advanced Search' and contains several search criteria:

- Company Name:** Input field with a 'Note' link.
- NAICS Code:** Input field with a 'NAICS Code Search' link.
- Small Business (by NAICS code)
- Emerging Small Business (by NAICS code)
- City:** Input field.
- State:** Dropdown menu.
- Foreign Country:** Dropdown menu.
- Zip/Postal Code:** Input field.
- Disaster Response Contractor:** (You must select an additional search criterion to search for Disaster Response Contractors)
- Socio-Economic Factors:**
 - SBA Certified 8A Program Participant
 - SBA Certified HUB Zone Firm
 - SBA Certified Small Disadvantaged Business
 - Self-Certified Small Disadvantaged Business
 - Service Disabled Veteran Owned
 - AbilityOne (formerly JWOD) Non-Profit Agency
 - Veteran Owned Business
 - Woman Owned Business
- Listing of Search Results:**
 - List only active vendors
 - List all vendors (active and previously active)

A 'Search' button is located at the bottom of the form.

Another possible outcome of searching by DUNS number is that your DUNS number is Inactive or your registration is Incomplete. If you enter an Inactive DUNS number, the search result will look like this:

The screenshot displays the Central Contractor Registration (CCR) website interface. At the top left is the CCR logo, and at the top right is the text "CCR Search". Below the logo is a navigation bar with links: "CCR Home", "CCR Search", "Federal Agency Registration", "News", "Release Notes", "Request Data Access", and "Help". On the left side, there is a "Quick Links" menu with items: "Dynamic Small Business Search", "ORCA", "SBA", "Request DUNS Number", and "Federal". The main content area shows the search results for a specific DUNS number. It includes a breadcrumb trail: "Search Results Detail". The heading is "CCR Detail Search Results". Below the heading is a warning: "Not to be used as certifications and representations. See [ORCA](#) for official certification." There is a "Send To Printer" link. The "Current Registration Status" is highlighted with a red oval and reads: "Current Registration Status: Registration expired on 01/25/2009; Registration inactive."

If your DUNS number registration is Inactive, scroll down the page until you find the CCR POINTS OF CONTACT. The person(s) listed under the Points of Contact is the person who must contact CCR to Activate your CCR registration. CCR will not recognize anyone except the person(s) listed on the Point of Contact.

For future reference, you should print this page.

If your DUNS number registration is Incomplete, follow the same procedure.

(Continue reading below)

CCR POINTS OF CONTACT

Government Business Primary POC	Government Business Alternate POC
Name: [REDACTED]	Name: [REDACTED]
Address Line 1: [REDACTED]	Address Line 1: [REDACTED]
Address Line 2: [REDACTED]	Address Line 2: [REDACTED]
City: [REDACTED]	City: [REDACTED]
State: [REDACTED]	State: [REDACTED]
Foreign Province: [REDACTED]	Foreign Province: [REDACTED]
Zip/Postal Code: [REDACTED]	Zip/Postal Code: [REDACTED]
Country: [REDACTED]	Country: [REDACTED]
U.S. Phone: [REDACTED]	U.S. Phone: [REDACTED]
Non-U.S. Phone: [REDACTED]	Non-U.S. Phone: [REDACTED]
Fax: [REDACTED]	Fax: [REDACTED]

Past Performance Primary POC	Past Performance Alternate POC
Name: [REDACTED]	Name: [REDACTED]
Address Line 1: [REDACTED]	Address Line 1: [REDACTED]
Address Line 2: [REDACTED]	Address Line 2: [REDACTED]
City: [REDACTED]	City: [REDACTED]
State: [REDACTED]	State: [REDACTED]
Foreign Province: [REDACTED]	Foreign Province: [REDACTED]
Zip/Postal Code: [REDACTED]	Zip/Postal Code: [REDACTED]
Country: [REDACTED]	Country: [REDACTED]
U.S. Phone: [REDACTED]	U.S. Phone: [REDACTED]
Non-U.S. Phone: [REDACTED]	Non-U.S. Phone: [REDACTED]
Fax: [REDACTED]	Fax: [REDACTED]

Electronic Business Primary POC	Electronic Business Alternate POC
Name: [REDACTED]	Name: [REDACTED]
Address Line 1: [REDACTED]	Address Line 1: [REDACTED]
Address Line 2: [REDACTED]	Address Line 2: [REDACTED]
City: [REDACTED]	City: [REDACTED]
State: [REDACTED]	State: [REDACTED]
Foreign Province: [REDACTED]	Foreign Province: [REDACTED]
Zip/Postal Code: [REDACTED]	Zip/Postal Code: [REDACTED]
Country: [REDACTED]	Country: [REDACTED]
U.S. Phone: [REDACTED]	U.S. Phone: [REDACTED]
Non-U.S. Phone: [REDACTED]	Non-U.S. Phone: [REDACTED]

Once you have identified the Point of Contact you will need to contact CCR.

At the top of the page, click on the CCR Home link

CENTRAL CONTRACTOR REGISTRATION **CCR Search**

[CCR Home](#) [CCR Search](#) [Federal Agency Registration](#) [News](#) [Release Notes](#) [Request Data Access](#) [Help](#)

Quick Links

- [Dynamic Small Business Search](#)
- [ORCA](#)
- [SBA](#)
- [Request DUNS Number](#)
- [Federal Business Opportunities](#)

[Search](#) [Results](#) [Detail](#)

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Simple Search

[Clear Search Criteria](#)

DUNS Number: **PLUS 4:**

CAGE Code: [CAGE Code Search](#)

Once you return to the Home page, click on the Forgot User ID link

CENTRAL CONTRACTOR REGISTRATION

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Existing CCR Users

Log in to CCR

User ID:

Password:

[Forgot Password](#) [Forgot User ID](#)

New CCR Users

What you need to register

1. DUNS Number
2. Tax Identification Number (TIN) and Taxpayer Name
3. Statistical Information about your business
4. Electronic Funds Transfer (EFT) Information

[View Detailed Descriptions International Registrants](#)

This link will open the following window. The email address must be for the person previously identified in the Point of Contact information.



CENTRAL CONTRACTOR REGISTRATION

NEWS FLASH: Recovery vendors must register in Federalreporting.gov (see [News](#)).

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Quick Links

- Dynamic
- Small
- Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal

Request lost user ID

Request lost user ID

This request will send the user ID to the email address on file for that account.

Email Address:

If the person listed on the Point of Contact is no longer employed by the district, click on the Help link

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The Help link will open this page. Please call the Federal Service Desk for assistance. There is very good information available in the "Frequently Asked Questions", in the "User Account Guide" and in the "Users Guide".

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CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Contractors Grantees International Registrants Small Businesses Security Notes **610,537 Active Registrants**

CCR Help

Quick Links

- [Dynamic Small Business Search](#)
- [ORCA](#)
- [SPB](#)
- [Request DUNS Number](#)
- [Federal Business Opportunities](#)

[Frequently Asked Questions](#): Answers to your most common questions

[User Account Guide](#): Instructions on how to create your user ID and password

[User's Guide](#): CCR registration guide

[Federal Service Desk](#) (8am - 8pm Eastern Time)
866-606-8220
334-206-7828
DSN: 809-463-3376 (then dial toll free number)

If you are experiencing technical difficulties, please use our [Technical Assistance page](#).

