

## On the Job Training Q & A's

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1. What is the **DUNS** number?

- D-U-N-S Number is a unique nine-digit identification number, for each physical location of your business.

D-U-N-S Number is **required to register with the federal government for contracts or grants.**

2. What is Dun & Bradstreet?

- Dun & Bradstreet (D&B) provides a D-U-N-S Number assignment for FREE for all businesses required to register with the US Federal government for contracts or grants. To obtain a DUNS number visit <https://fedgov.dnb.com/webform>.

This is where you can look up and confirm you have a number.  
<https://www.dnb.com/duns-number/lookup.html>

3. What is FSD.gov?

- You must register and keep your number active with the Federal Government. Go to this website [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp) and click on the **Update Your Registration** to make or confirm your number is ACTIVE. You must register your number yearly to keep active. Also known as SAM.gov (Systems for Award Management)
- There is a FAQs on this page that can help you learn how to update your entity's information when it changes or when it's time for your annual renewal.

4. Is this DUNS registration required for OJT?

- **YES**, every year I must print your registration form for your file.