## **D-U-N-S Search Process**

Submit Case

The following steps will guide you through checking for an active D-U-N-S number for your brewery. The D-U-N-S number will be used as the UFI or Unique Facility Identifier for your FDA Food Facility Registration/Renewal.

If you have previously created a Food Facility Registration with the FDA, use the registration details such as business name and exact address information from your FDA registration to complete this process. This information can be found with your login at <a href="https://www.access.fda.gov/">https://www.access.fda.gov/</a> using your login information.

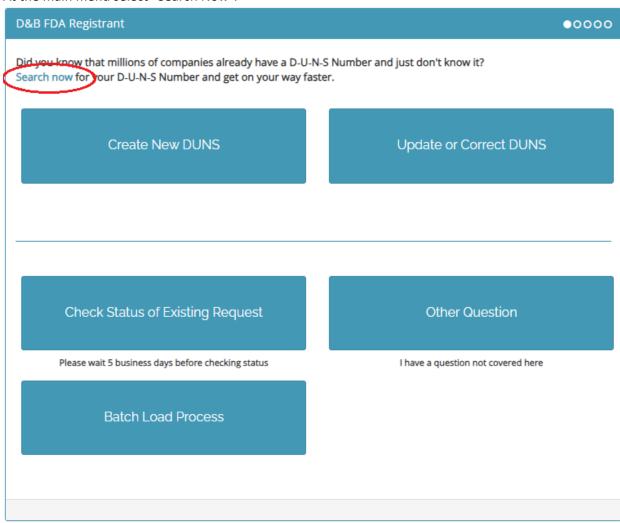
- Use a web browser to navigate to <a href="https://support.dnb.com/?cust=ImportSafetyRegistration">https://support.dnb.com/?cust=ImportSafetyRegistration</a>
- Enter email address you would like to register with on the Dun & Bradstreet website and click "Next."



• If the email address is already registered with Dun & Bradstreet, the login will take you to the main menu. If the email address has not been registered, please complete the requested contact information, and click "Submit" to proceed to the main menu.



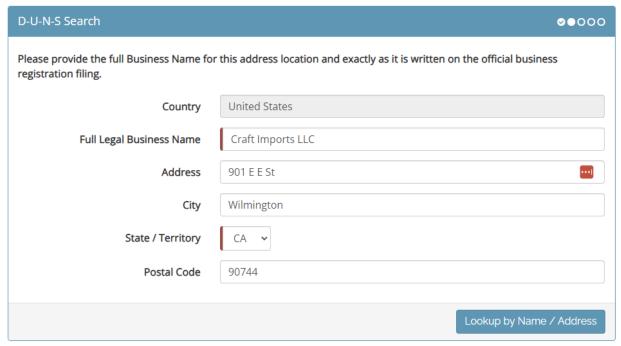
• At the main menu select "Search Now".



Select which country your brewery is located and click "Next"

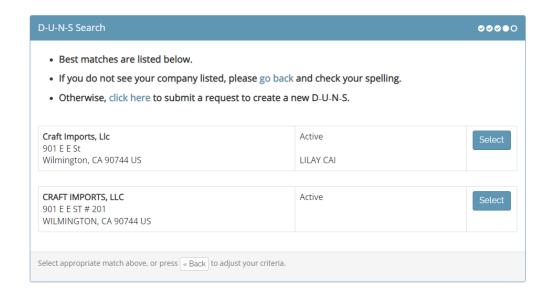


 Enter the brewery's Full Legal Business Name and Address. If you have previously registered your brewery with the FDA, you need to provide the address here that matches your FDA registration. (Craft Imports LLC has been used as an example)



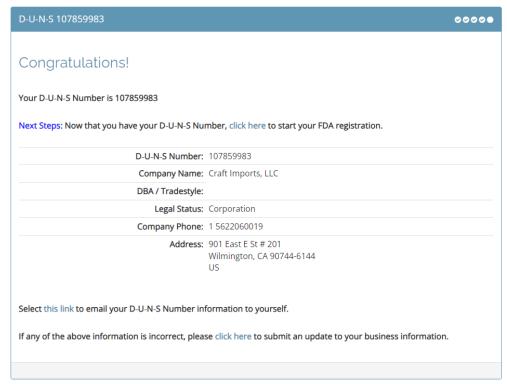
- Click "Lookup by Name / Address" to proceed and follow one of the steps below based on the results of the search.
  - Results Found

If there is a D-U-N-S registration matching your business name and address it will be listed on the next page. Multiple results may be listed, and each should be checked carefully.



## (continuation of "Results Found")

 Check the information on all results for accuracy by clicking "Select" to take you to the next page where the D-U-N-S number and additional information is listed.



- If there are multiple results, determine which is the most accurate and record the associated D-U-N-S number which will be used in the FDA registration process. Please review the notes below regarding whether you have previously registered with the FDA.
  - If you have previously registered your brewery with the FDA, please check the business name and address and ensure it matches your FDA registration. Updates may be required to the FDA registration to match the D-U-N-S information is the D-U-N-S information is accurate.
  - If you have never registered with the FDA, then the business name and address should be entered in the FDA Food Facility Registration process exactly as it is listed on the D-U-N-S website.
- o If all information is accurate in regard to the D-U-N-S number, then the number listed will be used as the "UFI" or Unique Facility Identifier for your FDA Food Facility Registration.

## No Results Found



If no results are listed, please use the link ("Click Here" - highlighted above) to submit a request for a new D-U-N-S number

- A D-U-N-S number can take up to 30 days to receive and is required before proceeding to FDA Food Facility Registration/Renewal process.
- Do not register or renew with the FDA until a D-U-N-S number has been provided/obtained.