CCR Requirements

Central Contractor Registration (CCR) is the primary registrant database for the U.S. federal government. Only entities registered in CCR are eligible to be awarded contracts by the federal government.

Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. In addition, entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards from the federal government through grants.gov must also register with CCR.

CCR validates the registrant information and electronically shares the secure and encrypted data with the federal agencies finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with federal government procurement and electronic business systems.

Please note that any information provided in your registration may be shared with authorized federal government offices. However, registration does not guarantee business with the federal government.

Numbers and Codes

A variety of numbers and codes are required before you can be registered in the Central Contractor Registration (CCR) database. They include:

- **DUNS** (Data Universal Number System) is given out for FREE by Dun & Bradstreet. You may get your number online at **http://www.dnb.com**.

- **EIN** (Employer Identification Number), see TIN.

- **Form SS-4**, see TIN.

- **FSC** (Federal Supply Classification) codes are optional and provide additional information about your products. Each Federal Supply Classification (FSC) code is derived from the Federal Supply Groups (FSG). Search for FSC codes at **http://www.sider.com/fsc.htm**.

- **NAICS** (North American Industry Classification) codes classify business establishments. You must supply at least one six-digit code for your CCR registration to be complete. You can list more than one, so be sure to include as many codes as apply to your business. To find the NAICS codes, search at **http://www.census.gov/eos/www/naics/**. You can add or change NAICS codes at any time.

- **PSC** (Product Service Codes) are optional and provide additional information about your service for government buyers. Search for PSC codes at **http://www.fpds-ng.com**, click **Downloads** and scroll down to **Reference Information**.

CCR Requirements- Page 2

- **SIC** (Standard Industrial Classification) codes is another type of code that describes your products and services. SIC codes can be four or eight numbers. You must have at least one SIC code for your CCR registration to be complete. You can find your SIC code at **http://www.osha.gov/pls/imis/sicsearch.html**.

- **TIN** (Tax Identification Number, also known as an Employer Identification Number (EIN) or Form SS-4) can be applied for online, by phone, or fax. For information, go to the IRS Small Business/Self Employed Community website at **http://www.irs.gov/businesses/small/index.html** and click on "Employer ID Numbers (EINs)."

From *Opening Doors: Small Business Opportunities in Federal Government Contracting*, U.S. Small Business Administration.