



**COLORADO  
DEPARTMENT  
OF PUBLIC SAFETY**

**Division of Criminal Justice**  
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To Whom It May Concern:

The Colorado Division of Criminal Justice (DCJ) encourages all potential grant applicants who plan to apply for federal funding from the Colorado Division of Criminal Justice or any other agency to make sure that their agency has a Dun & Bradstreet Data Universal Numbering System (DUNS) number and has registered with the Central Contractor Registration (CCR) database. These are required as part of the implementation of the **Federal Funding Accountability and Transparency Act of 2006** (Transparency Act) that went into effect January 1, 2009.

A DUNS number is a unique number that identifies an organization and helps track the distribution of grant money. Please verify whether or not your agency has a DUNS number and a current registration in CCR by checking with the appropriate person in your agency. **If your agency does not have a DUNS number, and/or is not currently registered in CCR, begin these processes now due to the time required to complete these.** Subgrant awards without a DUNS number and a current registration in CCR will have a Special Condition placed on award documents to complete this requirement within 30 days of the start of the subgrant project period. It is imperative that this timeframe is met per reporting requirements under the Transparency Act.

To obtain a DUNS number online, go to the DUNS registration website at <http://fedgov.dnb.com/webform/displayHomePage.do> or call the Dun & Bradstreet hotline at 1-866-705-5711. You will receive a DUNS number at the conclusion of your phone call. There is no cost associated with obtaining a DUNS number. Your DUNS number is required as part of the CCR registration process.

Review the CCR handbook at [www.ccr.gov](http://www.ccr.gov) before registering with CCR. Gather the necessary information prior to starting the registration process. This could take several weeks. Allow 30-60 minutes to complete the registration. To register with CCR, go to [www.ccr.gov](http://www.ccr.gov). Click on Start New Registration on the left navigation bar. Contact the CCR Assistance Center at 1-888-227-2423 or 1-269-961-5757 with any questions. Once you have completed the online CCR registration, please allow at least ten (10) business days to receive your valid registration.

If your agency has previously registered with CCR, please note that the CCR login procedures have recently changed. Log onto the website at [www.ccr.gov](http://www.ccr.gov) to "Update or Renew Registration". If you currently have a CCR record, but do not have a user ID and password, you will not be able to access your record until you create a user account. Your User ID and password will replace the Trading Partner Identification Number (TPIN) as the method of logging into your CCR account. A User Account Guide, containing detailed information about creating a User Account, can be found at [www.ccr.gov/doc/UserAccount.pdf](http://www.ccr.gov/doc/UserAccount.pdf).

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