
How to Register in Central Contractor Registration

*A Guide for
Foreign Vendors*

BACKGROUND

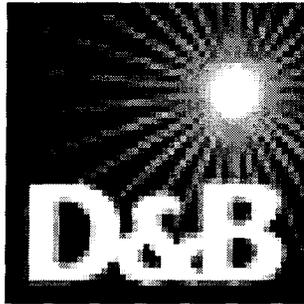
Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note that the term "assistance awards" includes grants, cooperative agreements and other forms of federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered "registrants".

Both current and potential federal government registrants are required to register in CCR in order 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 now register with CCR as well. However, registration in no way guarantees that a contract or assistance award will be awarded.

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.

Registration Step-by-Step

Go to <http://www.ccr.gov>
click on International Registrants on top menu bar



STEP 1...Obtain a DUNS
Number

STEP 2...Obtain a
NCAGE Code



STEP 3...
Register in the
CCR Database

STEP 1 – OBTAIN A DUNS NUMBER

Through CCR website as below

Welcome to the D&B Online Webform Process

[Begin D-U-N-S
Search/
Request Process](#)

[About the D&B
D-U-N-S Number](#)

[Frequently Asked
Questions \(FAQ\)](#)

[D&B, CCR, Grants
Contacts](#)

[D&B's Privacy
and Data Policy](#)

**Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

Click here to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).
For technical difficulties, contact govt@dnb.com

STEP 2 – OBTAIN A NCAGE NUMBER

Through CCR website

HOW TO OBTAIN A NATO CAGE CODE THE REQUIRED FORM AND INSTRUCTIONS

Foreign registrants in CCR must have a NATO Commercial and Governmental Entity (NCAGE) Code assigned. If your organization does not already have an NCAGE assigned, for most countries you can obtain one using the form shown below. If you cannot submit this form by Internet, you can obtain an NCAGE by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to http://www.dlis.dla.mil/nato_poc.asp. Note to U.S. submitters: Organizations with an address containing APO, FPO, or AE do not need an NCAGE assigned by an Allied Nation and should not fill out this form. Instead, register in the Central Contractor Registration (CCR) system at www.ccr.gov and you will receive a U.S. CAGE Code.

Companies shall be allowed to apply directly to NCBs for NCAGE Code assignments.

When you select a country in block 2 to send this form to, after you click on the “Submit” button at the bottom of the form, it will be automatically routed by e-mail to that country for processing. To request an NCAGE from a country other than the countries listed in the block 2 drop down table, select "Other" from the list. These requests will be routed automatically by e-mail to the NATO Maintenance and Supply Agency (NAMSA) in Luxembourg for processing. If you put an e-mail address in Block 1 of the request form, you will receive a copy of the request by e-mail when you submit the form

You may use this form to make requests for NCAGE assignments from the United States only if your company or organization is located outside the U.S. If your company or organization is located inside the US, or if you are located at a U.S. military facility overseas, you should make your request by registering your company with CCR at www.ccr.gov. Send a message to the Battle Creek Customer Contact Center at dlis_support@dla.mil or phone 269-961-7766 if you have questions. Note: CAGE codes for U.S. territories like Guam, Puerto Rico, and the Virgin Islands will be assigned by the U.S by registering in CCR.

Prior to registering in CCR, insure that your newly assigned NCAGE is listed on the Business Identification Number Cross- Reference System (BINCS) at www.bpn.gov/bincs. If the assigned NCAGE is not listed in BINCS call 269-961-4623 or send a message to NCAGE@dla.mil.

If you have any questions about this form or have problems with it, call 269-961-7766 or send a message to NCAGE@dla.mil.

STEP 3 – CCR REGISTRATION

Through CCR website



- Once you have a DUNS Number *AND* a NCAGE/CAGE Code, you may register in CCR.
- Registration is now *MANDATORY* for all foreign vendors.

No CCR = Risk of NO Contracts!

STEP 3 – CCR REGISTRATION

Through CCR website

www.ccr.gov

Click “HELP” on top line menu.

Click “CCR Handbook”, review the instructions and print them for reference during your registration process.

STEP 3 – CCR REGISTRATION

Through CCR website

International Registrants

A foreign company that performs work outside the United States is required to register in the Central Contractor Registration (CCR) system in order to be awarded a contract, except under extenuating circumstances, in accordance with Federal Acquisition Regulations 4.1101(a)(5) in the FAR.

Step 1: Obtain a new or existing Data Universal Numbering System (DUNS) Number from Dun and Bradstreet (D&B) by using the online web form process.

If you require additional D&B assistance, please email ccrhelp@dnb.com.

Step 2: Get an NCAGE code before beginning your registration in CCR.

Foreign companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source. Click here to obtain an NCAGE. In block 2 of the form, select "Other" if your country is not listed.

If the form cannot be submitted via internet, or you have any questions about this form or have problems with it, call +9269 9617766 (DSN 661-5757) or send a message to NCAGE@dla.mil.

Step 3: Register in CCR.

You may begin your CCR registration 24 hours after you have received your D&B DUNS number.

A U.S. Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) information are NOT required if you are located in a foreign country.

Start Registration

www.ccr.gov

Click “International Registrants”

Click "Start Registration" and complete the registration process.

The form may take approximately 2-3 hours to complete. Once submitted, your registration will be processed within 48 hours.

STEP 3 – CCR REGISTRATION

Through CCR website

Help

Are you having trouble getting to the CCR registration or updated web pages?

Do you need help registering?

Please refer to the CCR Handbook or Frequently Asked Questions.

If your questions/concerns are still unanswered, please contact:

CCR Assistance Center

Tel: 1-269-961-5757



Click here to submit your questions to the CCR Assistance Center.