SAM.gov Guide

Note: Local governments **MUST** have an active SAM.gov registration to be eligible to receive contract awards or payments according to 2 CFR Part 25 (Universal Identifier and System for Award Management). DNRC **will not** be able to process reimbursements without confirmation that your entity is registered with SAM.gov.

How to Register

There is no cost to register with SAM.gov. However, registration and renewal can take a few weeks to complete. You must renew and validate your registration at least every 12 months from the date you last certified or submitted the registration in SAM.gov, and sooner, if your entity's information changes. If you do not renew your registration, it will expire.

Visit the SAM.gov entity registration page to learn how to begin your registration or to review training and reference materials.

SAM.gov also provides a number of helpful Quick Start Guides for entity registration. The guides provide direction on registering different types of entities and updating entity registration.

How to Search an Entity in SAM.gov

Step 1

Once logged in, click the "Search" button in the upper left corner.

Step 2

Click the "+" then select "Entity Information"

Step 3

Select "Entities"

Step 4

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

○ Any Words ⓘ
● All Words ⓘ
○ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

Entity ⌃

Entity Name

[▼]

DUNS Unique Entity ID

e.g. 123456789 ▼

SAM **Unique Entity ID**

e.g. HTYR9YJHK65L ▼

CAGE / NCAGE

[▼]

Purpose of Registration ⌄

Purpose of Registration ⌄
Entity Type ⌄
Socio-Economic Status ⌄
Product or Service Information ⌄
Registration with Debt Subject to Offset ⌄
Location ⌃

Zip Code

[Input Zip]

State / Province

[Input Text ▼]

City

[Select State (Optional) ▼]

[Select City ▼]

Congressional District

[Input Text ▼]

Country

[Input Text ▼]

Utilize the highlighted fields to refine search results.

Step 5

Entity Status ⌃

☑ Active
☐ Inactive
☐ ID Assigned

Reset ↻

Check these boxes to find out if the registration is Active, Inactive, or if there is an ID assigned.