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**

[![SAM.gov Search](image)](image)

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**

Utilize the highlighted fields to refine search results.

**Step 5**

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