

Town Council:

Bob Bloxom
Ray Burger
Thelma Gillespie
Catherine Krause
Joy Marino
Maphis Oswald



Mayor: Fletcher Fosque
Town Manager: Matt Spuck

15 North Street
Onancock, VA 23417

757-787-3363
www.Onancock.com

How to Create a New D-U-N-S Number:

Step 1: Gather Documentation:

- You will need two forms of acceptable documentation to complete this process. (See examples of acceptable documentation below).
- Both documents must clearly show the correct legal business name and current physical address.
- These documents will be uploaded electronically, in STEP 2, prior to submission.
- For Sole Proprietorship make sure documentation contains Your Personal Legal Name and current Physical Address (Personal Mailboxes – PMB, 3rd part mail sites, Virtual Offices, APO & FPO addresses will not be accepted).

Examples of acceptable documentation:

- Secretary of State Articles of Incorporation
- Taxpayer Identification Number (TIN) Confirmation Letter
- Employer Identification Number (EIN) Confirmation Letter
- DBA/Assumed Name Certificate Filing
- Lease Agreement
- Utility Bill

Step 2: Go to: www.dnb.com/govtduns (Below are the step by step directions to obtaining a DUNS number)

Click – Federal Government Contractors or Grantees DUNS Number Support

Click – Create a New DUNS Number

Click – For entities within the United States/Puerto Rico/US Virgin Islands

Click – Proceed

Enter email address and click proceed

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Enter contact info, then click submit

You will be brought to a screen that says “Create DUNS Number” you will need company name, business physical address, phone number, legal structure, CEO name, website info, number of employees, date started – then click next.

You will then be asked for the company’s additional leadership. Enter if applicable and then click next.

Next you will be asked to upload at least two documents from the acceptable documents list. Then click submit.

It will then generate a case number which is then emailed to you.