

Prepare for Entity Registration in SAM.gov



SAM.gov is an official website of the United States government. SAM.gov is FREE to use. There is no charge to get a Unique Entity ID, register your entity, and maintain your entity registration at SAM.gov.

What can you do with this guide?

The questionnaires and checklists here will help you gather the information you need and prepare to answer the questions in your entity registration.



All Awards registration allows you to bid on contracts and other procurements, as well as apply for financial assistance. Look for the icon on the left to submit an All Awards registration.

[Jump to All Awards entity registration questionnaires and checklists](#)



Financial Assistance Awards Only registration allows you to apply for financial assistance, or grants and loans, only. Look for the icon on the left to submit a Financial Assistance Only registration.

[Jump to Financial Assistance Awards Only entity registration questionnaires and checklists](#)

For All Awards registrations , prepare these sections:	For Financial Assistance Awards Only registrations , prepare these sections:
<ul style="list-style-type: none"> ● Unique Entity ID ● Core Data ● Assertions ● Reps & Certs ● Architect and Engineering Responses ● Defense FAR Supplement (DFARS) questionnaire (if applicable) ● Points of Contact (POCs) ● SBA supplemental page (If you are a small business) 	<ul style="list-style-type: none"> ● Unique Entity ID ● Core Data ● Reps & Certs ● Points of Contact (POCs)



Financial Assistance Awards Only Registration Questionnaires and Checklists

You need to enter the following information for a Financial Assistance Awards Only entity registration:

ID Unique Entity ID

After you select your purpose of the registration (All Awards) and your entity type, you will enter the following information to get a Unique Entity ID:

- Legal Business Name
- Physical Address (A post office box may not be used as your physical address)
- Date of Incorporation
- State of Incorporation (U.S. entities only)

Your entity name and address will be [validated by SAM.gov](#). If SAM.gov cannot validate your entity, you can [create a help ticket](#) with the Federal Service Desk from the page. Once you receive your Unique Entity ID, you can continue the registration.

You will also select whether you want your entity to be visible in public search results:

Note: Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. You can restrict the public viewing of your record by deselecting the checkbox. If you restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users and those who download the SAM public data file.

ii Core Data

Core data includes the following information:

Business Information

- Organization start date
- Date on which your company's fiscal year ends
- Organization's division name and number (optional)
- Organization's website URL (optional)
- Marketing Partner Identification Number (MPIN) (You will create this when you register.)
- Physical address (auto-filled from Unique Entity ID section)
- Mailing address (You can copy your physical address or enter a different address.)
- Taxpayer Identification Number (TIN) (U.S. entities only)

IRS Consent

- IRS Consent Form (taxpayer name and address) (U.S. entities only)



CAGE or NCAGE Code

- CAGE Code (U.S. entities only) (If you do not have a CAGE code, select “No” and one will be assigned to your entity after you submit your registration.)
- NCAGE Code (Non-U.S. entities) (If your entity is based outside of the U.S., you must go to the [NCAGE Request Tool](#) and request an NCAGE code before starting a SAM.gov registration.)

General Information

- Country of Incorporation
- State of Incorporation (U.S. entities only)
- Company Security Clearance (optional)
- Highest Employee Security Clearance Level (optional)
- Institution Type (e.g., foundation, hospital, educational, if applicable)
- Disadvantaged Business Enterprise (must be certified by a federal agency)
- Native American Entity Type (if applicable)
- Organization Factors (e.g., S corporation, LLC, foreign-owned)
- Entity Structure (e.g., Corporate Entity-Not Tax Exempt, Corporate Entity-Tax Exempt, Sole Proprietorship)
- Profit Structure (e.g., for-profit, non-profit)
- Socio-economic Categories (e.g., veteran-owned, minority-owned)

Financial Information

- Accept credit cards as a method of payment (yes or no)
- Electronic Funds Transfer (optional for non-U.S. entities)
 - Account type
 - Routing number
 - Account number
- Automated Clearing House
 - U.S. phone number
- Remittance Address
 - Name and address

Executive Compensation Questions

- Answer yes if in the last fiscal year:
 - 80% or more of your organization’s revenue come from federal sources (e.g., contracts, grants, loans, etc.);
 - your total revenue from federal sources exceeded \$25 million.
- Does the public have access to information about the compensation of the senior executives in your business or organization? (yes or no)
 - If yes to the first two questions and no to the third question:



- Provide names, titles, and total compensation values of your top five executive compensated employees

Proceedings Questions

- Is your organization responding to a federal procurement opportunity that contains the provision at [FAR 52.209-7](#)?
- Is your organization subject to the clause in [FAR 52.209-9](#) in any current federal contracts?
- Is your organization applying for a federal grant opportunity that contains the award term and condition described in [C.F.R. 200 Appendix XII](#)?
 - If yes to all of the previous questions, answer the following questions:
 - Does your organization have current federal contracts or grants with a total value (including any exercised or unexercised options) greater than \$10 million?
 - Within the last five years, has the organization or any of its principals, in connection with the award to or performance by the business or organization of a federal contract or grant, been subject of a federal or state:
 - Criminal proceeding resulting in a conviction or other acknowledgment of fault
 - Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault, and/or
 - Administrative proceedings resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment or fault?
 - If you answer yes to all three above questions, you must provide the following detailed information about each current proceeding against your entity:
 - Instrument
 - State
 - Instrument Number
 - Type of Proceeding
 - Disposition
- Description of the Proceeding



Representations and Certifications

Representations and Certifications include the following information:



Financial Assistance Response

- Does your entity wish to apply for federal financial assistance project or program or is your entity currently a recipient of funding under a federal financial assistance project or program? (yes or no)
 - If yes, the financial assistance representations and certifications will display. You must read and certify your entity attests to the accuracy of the representations and certifications listed. [Go to Appendix I to review the financial assistance representations and certifications.](#)



Points of Contact (POCs)

POCs include the following information:

Mandatory POCs

Enter the first and last name, email, phone number, and address (if applicable) for these mandatory POCs:

- Accounts Receivable POC
- Electronic Business POC
- Government Business POC

Optional POCs

Enter the first and last name, email, phone number, and address (if applicable) for these optional POCs:

- Past Performance POC
- Past Performance Alternate POC
- Electronic Business Alternate POC
- Government Business Alternate POC
- Additional Optional POCs as Needed

This concludes the information for a Financial Assistance Awards Only registration.



Appendix I

Financial Assistance General Certifications and Representations

If you are completing a Financial Assistance Awards Only registration or completing an All Awards registration and wish to also apply for federal financial assistance projects or programs, you must certify your entity attests to the accuracy of the following:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of any financial assistance project covered by this Certifications and Representations document (See [2 C.F.R. §200.113](#) Mandatory disclosures, [2 C.F.R. §200.214](#) Suspension and debarment, [OMB Guidance A- 129](#), "Policies for Federal Credit Programs and Non-Tax Receivables ");
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See [2 C.F.R. §200.302](#) Financial Management and [2 C.F.R. §200.303](#) Internal controls);
3. Will disclose in writing any potential conflict of interest to the federal awarding agency or pass through entity in accordance with applicable federal awarding agency policy (See [2 C.F.R. §200.112](#) Conflict of interest);
4. Will comply with all limitations imposed by annual appropriation acts;
5. Will comply with the U.S. Constitution, all federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See [2 C.F.R. §200.300](#) Statutory and national policy requirements and [2 C.F.R. §200.303](#) Internal controls);
6. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and public policies governing financial assistance awards and any federal financial assistance project covered by this certification document, including but not limited to:
 1. Trafficking Victims Protection Act (TVPA) of 2000, as amended, [22 U.S.C. §7104\(g\)](#);
 2. Drug Free Workplace, [41 U.S.C. §8103](#);
 3. Protection from Retaliation of Disclosure of Certain Information, [41 U.S.C. §4712](#);
 4. National Environmental Policy Act of 1969, as amended, [42 U.S.C. §4321 et seq](#);
 5. Universal Identifier and System for Award Management, [2 C.F.R. part 2](#);
 6. Reporting Subaward and Executive Compensation Information, [2 C.F.R. part 170](#);

7. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), [2 C.F.R. part 180](#);
8. Civil Actions for False Claims Act, [31 U.S.C. §3730](#);
9. False Claims Act, [31 U.S.C. §3729](#), [18 U.S.C. §§287](#) and [1001](#);
10. Program Fraud and Civil Remedies Act, [31 U.S.C. §3801 et seq](#);
11. Lobbying Disclosure Act of 1995, [2 U.S.C. §1601 et seq](#);
12. Title VI of the Civil Rights Act of 1964, [42 U.S.C. §2000d et seq](#);
13. Title VIII of the Civil Rights Act of 1968, [42 U.S.C. § 3601 et seq](#);
14. Title IX of the Education Amendments of 1972, as amended; [20 U.S.C. §1681 et seq](#)
15. Section 504 of the Rehabilitation Act of 1973, as amended; [29 U.S.C. §794](#); and
16. Age Discrimination Act of 1975, as amended, [42 U. S.C. §6101 et seq.](#)

Appendix II

What is an entity?

The term “entity” refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any U.S. federal government agencies desiring to do business with the government. “Entity” can also refer to a party that has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

What is entity registration?

An entity registration allows you to bid on government contracts and apply for federal assistance. We will assign you a Unique Entity ID as part of entity registration.

Comprehensive and current entity information is essential for the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards. You must renew your registration every 365 days for it to remain active.

When will my registration become active?

Allow at least **ten business days** after you submit your registration for it to become active in SAM.gov. If your entity fails TIN or CAGE code validation, you will receive an email with instructions on updating your information and resubmitting your registration. Please check your spam or junk mail for messages during this time; messages will be sent to the Government Business POC. You may need to work with the IRS or CAGE to update your information before resubmitting your registration.

How do I check the status of my entity registration?

If you have a role with an entity and are signed in to your SAM.gov account, you can check your entity registration status. You can also check the status of an entity’s registration as a federal user. If none of these is the case, you cannot check an entity’s registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.
2. From the home page, select the “Check Registration Status” button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or CAGE Code and select “Search.” The entity’s registration status will display below.