

Unique Entity Identifier (UEI) Informational Sheet

Overview:

As of April 4, 2022, the Federal Government has transitioned from the use of the DUNS Number to the Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide. UEIs are required in accordance with [2 CFR Part 25](#), and the transition from DUNS to UEI has resulted in the UEI being issued by the Federal Government in [SAM.gov](#).

Definitions:

SAM.gov: System for Awards Management is the official site for registering to do business with the Federal Government.

Unique Entity Identifier (UEI): The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. UEI is the primary means of identifying entities registered for federal awards government-wide in SAM.gov.

Requirements:

The [Department of Justice Grants Financial Guide](#) states the following:

- Unless an exception applies, all applicants and recipients must have a UEI when applying for Federal awards and cooperative agreements.

[2 C.F.R. Part 25 – Universal Identifier and System of Award Management](#) further states the following:

- § 25.300 Requirement for recipients to ensure subrecipients have a unique entity identifier.
 - (a) A recipient may not make a subaward to a subrecipient unless that subrecipient has obtained and provided to the recipient a unique entity identifier. Subrecipients are not required to complete full SAM registration to obtain a unique entity identifier.
 - (b) A recipient must notify any potential subrecipients that the recipient cannot make a subaward unless the subrecipient has obtained a unique entity identifier as described in paragraph (a) of this section.

MOVA grant subrecipients must have a UEI prior to funds being awarded; however, federal requirements do not require MOVA subrecipients register their UEIs in SAM.gov. Subrecipients that do not currently have a UEI may complete the abbreviated “Get a Unique Entity ID” option and NOT the full “Register Entity” registration option to obtain a UEI. Since the UEI validates the subrecipient’s legal business name and address, subrecipients must update this information when changes occur.

Process:

Getting a UEI (MOVA requirement)

The information required for getting a UEI without registration is minimal. It only validates your organization's legal business name and address. Start [here](#) to request a new UEI in SAM.gov. For additional information about how to obtain a UEI without registering an entity, and the difference between only getting a UEI and registering an entity, view the ‘How to get a UEI’ [video](#).

Registering your Entity (optional)

An entity registration allows your organization the opportunity to receive a contract or assistance directly from the federal government, not from another contractor or awardee. You need to register your entity in SAM.gov when you want to bid on federal contracts as a prime contractor or seek federal assistance as a prime awardee.

For more information on registering a new entity, click [here](#).

Note: The UEI does not expire. However, registrations must be updated and renewed each year to remain in the “active registration” status. If you do not update or renew your registration, it will be in an “inactive” status, but your entity will still have its same UEI.

Frequently Asked Questions:

Q: What is the cost to obtain a UEI?

A: There is no cost to obtain a UEI. While there are organizations that may offer paid assistance, you are able to complete this process on your own at no cost.

Q: How can I view my agency’s UEI?

A: To view your UEI, the Federal Service Desk has [posted instructions](#) for finding the UEI in SAM.