

Unique Entity Identifier (UEI) Informational Sheet

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Overview:

The Unique Entity Identifier (UEI) is the primary means of entity identification for all grant awards from the Federal Government. UEIs are required in accordance with [2 CFR Part 25](#) and are issued by the Federal Government in [SAM.gov](#).

A valid UEI number is required to execute a contract with MOVA. If your organization is currently registered in SAM, then it already has an assigned UEI.

Definitions:

[SAM.gov](#): System for Awards Management (SAM) is the official site for registering to do business with the Federal Government.

Unique Entity Identifier (UEI): The Unique Entity Identifier (UEI) is a 12-character alphanumeric ID assigned to an organization by [SAM.gov](#). UEI is the primary means of identifying organizations registered for federal awards 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.

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

- § 25.300 Requirement for recipients (MOVA) to ensure subrecipients (grantees) 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.

MOVA grantees must have a UEI prior to funds being awarded; however, federal requirements do not require MOVA grantees to register their UEIs in [SAM.gov](#).

Grantees 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 grantee’s legal business name and address, grantees must update this information when changes occur.

Process:

Getting a UEI (MOVA requirement)

The information required for getting a UEI without registration is minimal. The process 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 organization, and the difference between only getting a UEI and registering an organization, 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 awardee, such as MOVA. You need to register your entity in [SAM.gov](#) when you want to directly 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 organization will still have its same UEI.

Frequently Asked Questions:

Q: As a MOVA grantee, what are our UEI requirements?

A: While it is a requirement to obtain a UEI, you are not required to have it actively registered on SAM.gov.

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.