

ALL ORGANIZATIONS must have a Unique Entity Identifier (UEI) from the System for Award Management (SAM) to apply. Should a grant be made, organizations must maintain an active SAM registration throughout the grant cycle (July 1, 2023 – June 30, 2024). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. [<https://sam.gov/content/duns-uei>] (instructions and support links at the bottom of this page).

There is **NO COST** for organizations to get their UEI and it is **REQUIRED**.

What Action Do You Need to Take?

- 1. If you are not already registered in SAM.gov, [start the process here](#).** When you receive your UEI, include it on your application.

Please review these notes BEFORE beginning:

- When prompted with the choice, you do not need to “Register Entity” on SAM.gov. You only need to “Get Unique Entity ID.”
- You may need the following information:**
 - The organization’s legal name
 - The organization’s physical address (zipcode +4)
 - The organization’s date of incorporation
- Check the box to allow for SAM Search Authorization.
- For additional instruction, please refer to the [Quick Guide to Getting a UEI \(PDF from SAM\)](#) and/or the [Get a Unique Entity ID video \(YouTube video walkthrough\)](#) (you can start at the 2:45 timestamp.)

Contact the SDAC by email or phone if you have questions 605-773-3301 or sdac@state.sd.us.