

How to Start Registering an International Entity in SAM.gov



SAM.gov is an official website of the United States government. The government does **not** charge any money to register or maintain your entity registration in SAM.gov.

Introduction and Definitions

What is an international entity?

“Entities” in SAM.gov are corporations, organizations, partnerships, or individuals that submit information about themselves to the U.S. federal government to be eligible for federal funds through contracts, grants, or other financial assistance.

We use “international entity” in this guide for any entity based outside of the U.S. For a thorough definition of included entities, please see the Code of Federal Regulations, [2 CFR 200.1](#).

What is SAM.gov?

You can use SAM.gov to become eligible to bid on and receive payment for U.S. federal government contracts or apply for and receive federal financial assistance.

What is an NCAGE code?

Some international entities are required to [get an North Atlantic Treaty Organization \(NATO\) Commercial and Government Entity \(NCAGE\) code](#) before registering.

You must get an NCAGE code if you meet either of the following criteria:

- You are registering for "All Awards" (both contracts and grants) as your purpose of registration, or
- You are seeking financial assistance from Department of Defense (DoD).

If your purpose of registration is "Financial Assistance Awards Only", and you are not seeking financial assistance from the DoD, you do not need an NCAGE code to register.

When you get an NCAGE code, you supply a legal business name and a physical address for your entity. The entity name and address you provide in SAM.gov must match your NCAGE record and entity documentation you may be required to provide to validate your entity.

What is entity validation?

Entity validation confirms an entity’s existence, location, and uniqueness, and is required by the Federal Acquisition Regulation (FAR) [part 52.204-6](#). The uniqueness of an entity is based on it being a separate legal entity with a separate physical address.

SAM.gov also verifies that there is no existing record for your entity before you validate. Once your entity is validated, you get a Unique Entity ID.

What is a Unique Entity ID?

SAM.gov assigns a Unique Entity ID to entities when they pass validation. The Unique Entity ID is a 12-character code used in SAM.gov and other federal government systems to identify a unique entity. Once you have a Unique Entity ID, you can register your entity in SAM.gov.

What is entity registration?

An entity registration allows you to apply directly for U.S. federal government contracts and assistance.

The U.S. federal government only requires registration for contracts and financial assistance that are federally funded. When a U.S. state or territory or any organization gets funds directly from a federal agency, then issues those funds through contracts or financial assistance, the recipients only need a Unique Entity ID.

You must renew your registration annually to keep it active. We recommend that you begin your renewal 45–60 days before your registration expires to have enough time to validate your entity and complete the registration.

What do I need to get started?

Once you have your NCAGE code (if needed), gather the other information you need to validate and register:

- [Legal business name](#) and [physical address](#) (exactly what you used for your NCAGE code, if you got one)
- [National identifier](#) (if applicable)
- Entity [start year](#)
- [Tax identification number](#) (TIN)—*only needed if your entity pays U.S. taxes*
- Banking information—*only needed if your entity has a U.S. bank account where you want to receive payments*
- Information about the types of goods and services you provide
 - [NAICS codes \(list\)](#)
 - [Product and service codes \(list\)](#)
- Entity size (number of employees and worldwide total receipts)
- Entity points of contact

You must supply more information, but it helps to have these details ready before you start. Visit the [Get Started](#) page at SAM.gov to view a checklist to help you prepare for registration.

Validate Your Entity

You can learn how to [validate your entity](#). You will not be asked to provide a U.S. state of incorporation. You may be asked for your country of incorporation and a national identifier. See our [list of national identifiers](#) by country.

Document Your Entity

Sometimes, when validating your entity in SAM.gov, you must [document](#) your entity's information. If your documentation is not in English, you **must also submit a translation** with the original documentation.

The translator must certify their translation on each document. We suggest this format, which includes all required information:

Certification by Translator

I [insert typed name], certify that I am fluent (conversant) in the English and [insert foreign language] languages, and that the above/attached document is an accurate translation of the document attached entitled [insert translated document name].

[Signature]

[Typed Name]

[Address]

[Certification Date]

Complete Validation

If you submit documentation, SAM.gov will email you when you can [finish validating](#).

Choose whether to allow your entity to [appear in SAM.gov search results](#). If you don't allow this:

- Your information will be visible to you, other users with a role with your entity, and U.S. federal government users.
- Your information will not be visible to any other users when searching.
- Your information is **still available** under the U.S. Freedom of Information Act (FOIA) and is included in data extracts and [application programming interface](#) (API) data.

Register Your Entity

Registering your international entity is the same as registering a U.S. entity for [contracts](#) or [assistance](#), with two key exceptions in the [Core Data](#) section:

1. You do not need to enter a TIN unless you have U.S. employees or file any U.S. federal taxes.
2. You do not need to enter banking information unless you have a U.S. bank account that you want to use to receive payments.

If you are registering to be eligible to bid on contracts, complete the Assertions, [Representations and Certifications](#), and Points of Contact sections.

If you are registering to be eligible to apply for financial assistance, complete the Financial Assistance Representations and Certifications and the Points of Contact sections.

Entity Roles

The person who registers the entity will be assigned the Entity Administrator role. You should [assign the same role](#) to at least one other person in your organization to prevent [additional paperwork](#).



Quick Start Guide for International Registrations

To learn more about entity roles, see the [Role Management Guide](#) and more information on specific [roles and permissions](#).

