



STATE OF CONNECTICUT  
Office of Policy and Management

**Verification of SAM Registration  
Federal System for Award Management (SAM)**

All applicants are required to maintain current registrations in the federal System for Award Management (SAM) database. **THIS IS A FEDERAL GOVERNMENT REQUIREMENT.** Please contact your Town Finance Director before completing a new registration in SAM to avoid duplicate records.

The **System for Award Management (SAM)** is a Web-enabled **FEDERAL** government-wide application that collects, validates, stores and disseminates business information about the **federal government's** trading partners in support of the contract award, grants and the electronic payment processes which requires annual renewal.

Prior to July 2012, this functionality was handled by the federal **Central Contractor Registration (CCR)**. Additional information about registration procedures may be found at:  
<https://www.sam.gov/>

**FORMER CCR REGISTRANTS:** *To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box.*

**Instructions:**

1. Create or update your registration record in the **FEDERAL SAM system**.
2. Print-out SAM registration record and/or convert to PDF. Please make sure that the SAM registration record includes the following details:
  - DUNS number
  - Entity name
  - Current expiration date
  - Verified directly out of the official SAM website

*To access a confirmation screen with the information OPM needs to verify current SAM registration:*

- a. Log into the SAM website
  - b. On the toolbar at the top, click on “search records”
  - c. Enter your DUNS number (this should retrieve your entity information)
  - d. Click on “view details”
3. Upload a PDF of the SAM registration record into the **OPM PVET Grants Portal**.