



Job Aid

Verifying Excluded Parties

This job aid guides you on how to search for and review SAM.gov website to determine if their agency can contract with a particular entity.



Step 1: On the homepage of [SAM.gov](https://sam.gov), click “Search Records” to find either existing entity registration records or exclusion records.

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 03/20/2021 from 8:00 AM to 8:00 PM.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account	Register Entity	Search Records
Start by creating a SAM user account.	After creating your SAM user account, log in to register to do business with the U.S. government.	Do a public search for existing entity registration records or exclusion records. <small>Federal users can log in to see additional information.</small>



Step 2: On the search, you can search by (a) Entity Name, (b) DUNS Number, or (c) CAGE Code

QUICK SEARCH:

Enter your specific search term
(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

SEARCH Need Help?

Step 3: Once located, the corresponding entity should appear with **three** sections to review.

Total records: 1
Result Page: 1
Sort by: Relevance
Order by: Descending

FILTER RESULTS

By Record Status

Active
 Inactive

By Record Type

Entity Registration
 Exclusion

Apply Filters

Your search for ICF International, Inc.* returned the following results...

Entity	ICF International, Inc.	1 Status: Active
DUNS: 439004544	Has Active Exclusion?: No	2
Expiration Date: 01/29/2020	Purpose of Registration: All Awards	3

View Details

Result Page: 1
Save PDF
Export Results
Print

- (1) The individual or entity has a status listed as “Active” which means they are registered to receive federal funding. Move onto #2.
 - a. “Inactive”, the individual may need to register to receive federal funding and you **cannot** contract with them.
- (2) Is there an active exclusion? If no, move to #3
 - a. If yes, you **cannot** contract with them.
- (3) Debt subject to offer: If “no”, you **can** contract with this entity.
 - a. If the section has “yes” you can click the “view details” box to review exclusion information. It is important to note: if the details page indicates they have been suspended or debarred, you **cannot** contract with them. Any other reason for exclusion may result in asking the entity to contact SAM before contracting.

OJP FMSC



The **Office of Justice Programs Financial Management and Support Center (OJP FMSC)** is composed of the **Tribal Financial Management Center (TFMC)** and the **Territories Financial Support Center (TFSC)**. Together they provide high-quality training and support to increase the financial management capacity for OJP grantees operating from American Indian/Alaska Native (AI/AN) communities and in the U.S. territories.