HOW TO SUBMIT PROOF OF ELIGIBILITY TO RECEIVE FEDERAL FUNDS

In order to complete the Department of Law & Public Safety Debarment and Suspension Certification, you must access www.sam.gov and print out proof of eligibility to receive federal funds.

1. ACCESS: WWW.SAM.GOV > SEARCH RECORDS

   ![SAM.gov search records page]

2. ENTER DUNS NUMBER AND SEARCH

   **Search Tips to Get Started:**
   - Looking for entity registration records or entity exclusion records in SAM? Use Quick Search if you know an entity's Business Name, DUNS Number or CAGE Code. Use Advanced Search to structure your search using multiple categories and criteria.
   - Are you a Federal government employee? Create a SAM user account with your government email address and log into SAM before searching to see FOOU information and registrants who chose to opt out of the public search.
   - Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the SBA's Dynamic Small Business Search to conduct further market research.
   - Trying to find a contractor participating in the Disaster Response Registry? Use the Disaster Response Registry Search to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

   **Choose Quick Search or Advanced Search**

   - **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

   - **ADVANCED SEARCH:**
     - Use specific criteria in multiple categories to structure your search.
     - ADVANCED SEARCH - ENTITY
     - ADVANCED SEARCH - EXCLUSION
     - DISASTER RESPONSE REGISTRY SEARCH
3. CLICK VIEW DETAILS

4. PRINT THIS SCREEN, ATTACH TO DEBARMENT & SUSPENSION CERTIFICATION