



## How to Obtain the Required SAM Registration Document

1. Go to <http://www.sam.gov/>
2. Click "Sign In."
  - **Users with existing account:** enter your credentials and click "Accept."
  - **New users:** click the "Create an account" button, follow the on-screen instructions, and enter the required information.
3. You will be taken to a dual-authentication page. Follow the on-screen instructions and enter the requested phone verification information.
4. You will receive an automated phone call with a code. Enter the code and continue.
5. If you are not automatically taken to the Workspace page, click "Workspace" in the upper right corner of the screen.
6. On the Workspace page, click the "Active" button under "Entity Registration."

A screenshot of the SAM.GOV website's Workspace page. The page header includes the SAM.GOV logo and navigation links for Home, Search, Data Bank, Data Services, and Help. The main content area is titled "Workspace" and features a "Entity Management" section with a "Register Entity" button. Below this, the "Entity Registration" section displays five status categories with their respective counts: ACTIVE (2), DRAFT (0), WORK IN PROGRESS (0), SUBMITTED (0), and PHRR (0). The "ACTIVE" count of 2 is highlighted with a red box. At the bottom of the section, it states "Next Update Due: Dec 24, 2021" and "Due in Next 30 days: 0 Entity Registrations".

**SAM.GOV**  
Home Search Data Bank Data Services Help

### Workspace

**Entity Management**  
What do I need for registration? [Register Entity](#)

**Entity Registration**

2	0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED	PHRR

Next Update Due: **Dec 24, 2021** | Due in Next 30 days: **0 Entity Registrations**

You will be taken to the following page:

The screenshot shows a web application interface for managing entities. On the left, there is a sidebar with a 'Show Workspace For Non-Federal Entities' section containing 'Non-Federal Entities', 'BioPreferred Reporting', and 'Service Contract Reporting'. Below this is a 'Filter By' section with 'Search by Keyword', 'Entity', and 'Registration Status' (with checkboxes for Draft, Work in Progress, Submitted, Active, and Expired). The main content area displays a list of entities. The first entity is 'JUSTICE, MONTANA DEPT OF' with DUNS Unique Entity ID: 606864478, SAM Unique Entity ID: W5FVM3K79Z49, CAGE/NCAGE: 48DF8, Purpose of Registration: Federal Assistance Awards, Registration Status: Active, and Expiration Date: Dec 24, 2021. The second entity is 'Montana Department of Corrections' with DUNS Unique Entity ID: 080815535, SAM Unique Entity ID: FL2VYKPK5627, CAGE/NCAGE: 7XTY4, Purpose of Registration: Federal Assistance Awards, Registration Status: Active, and Expiration Date: May 18, 2022. Each entity card has a three-dot menu icon in the top right corner.

7. Click on the “...” icon for the entity you wish to obtain the DUNS and SAM registration status information for, then select “View Record.”

This is a close-up view of the 'Montana Department of Corrections' entity card. The card displays the following information: DUNS Unique Entity ID: 080815535, SAM Unique Entity ID: FL2VYKPK5627, CAGE/NCAGE: 7XTY4, Purpose of Registration: Federal Assistance Awards, Address: 5 S Last Chance Gulch, Helena, MT 59601-4178 USA, Registration Status: Active, and Expiration Date: May 18, 2022. A red rectangular box highlights the three-dot menu icon in the top right corner of the card.

You will be taken to a page that looks something like this:

Download Follow

[Back to Workspace](#)

### MONTANA DEPARTMENT OF CORRECTIONS

This entity record is only available FOR OFFICIAL USE ONLY.

<b>DUNS</b> Unique Entity ID <b>080815535</b>	<i>Expiration Date</i> May 18, 2022	<i>Registration Status</i> <span style="color: green;">●</span> Active
<b>SAM</b> Unique Entity ID <b>FL2VYKPK5627</b>	<i>Purpose of Registration</i> <b>Federal Assistance Awards Only</b>	
<i>CAGE/NCAGE</i> <b>7XTY4</b>	<i>Physical Address</i> <b>5 S Last Chance Gulch Helena, Montana 59601-4178, United States</b>	
	<i>Mailing Address</i> <b>5 S Last Chance Gulch Helena, Montana 59620-1408, United States</b>	

\*The DUNS number is currently the official Unique Entity ID

Version

8. Click "Download" in the upper right corner of the screen.

**Download** Follow

[Back to Workspace](#)

### MONTANA DEPARTMENT OF CORRECTIONS

This entity record is only available FOR OFFICIAL USE ONLY.

<b>DUNS</b> Unique Entity ID <b>080815535</b>	<i>Expiration Date</i> May 18, 2022	<i>Registration Status</i> <span style="color: green;">●</span> Active
<b>SAM</b> Unique Entity ID <b>FL2VYKPK5627</b>	<i>Purpose of Registration</i>	

The following pop-up will appear:

Download Options

Select File Type

**.pdf**

Name File *Required*

EntityInformation-20210607-110149

Follow

**DOWNLOAD**

9. Click “.pdf” under “Select File Type,” then click “Download.”

The downloaded document will look something like this:

**SAM.GOV**  
**MONTANA DEPARTMENT OF CORRECTIONS**

**ALERT!** This entity is only available FOR OFFICIAL USE ONLY.

DUNS Unique Entity ID 080815535	SAM Unique Entity ID FL2VYKPK5627	CAGE / NCAGE 7XTY4
Purpose of Registration Federal Assistance Awards Only	Expiration Date May 18, 2022	Registration Status Active
Physical Address 5 S Last Chance Gulch Helena, Montana 59601 United States	Mailing Address 5 S Last Chance Gulch Helena, Montana 59620 United States	

**Business Information**

Doing Business as Board of Crime Control	Division Name (blank)	Division Number (blank)
Congressional District Montana 00	State / Country of Incorporation (blank) / (blank)	URL (blank)
MPIN *****na18		

**Registration Dates**

Activation Date May 21, 2021	Submission Date May 18, 2021	Initial Registration Date Aug 17, 2017
---------------------------------	---------------------------------	---

**Entity Dates**

Entity Start Date Apr 1, 1968	Fiscal Year End Close Date Jun 30
----------------------------------	--------------------------------------

**Immediate Owner**

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

**Highest Level Owner**

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

**Executive Compensation**

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

**Not Selected**

**Proceedings Questions**

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**No**

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**Not Selected**

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a

10. Upload the document in the SAM Verification section in the Supplement 2. – Accounting Documentation form of your application in AmpliFund.