

D&B iUpdate Personal/Business Identification Certification Instructions

The following instructions apply to all requests for 1) a new iUpdate (profile) registration or access to an existing iUpdate (profile) due to a failed online authentication.

To successfully process your request and ensure the security of your company's credit information, D&B must validate your personal identity and your relationship with the identified business. Each of the following items must be completed to process your request:

- 1) Complete all fields of the 2 page **D&B Personal/Business Identification Certification**, unless otherwise noted, and have notarized by a state certified notary public. Notarization will require at least one form of identification (ID) that provides a physical description of the signer-- e.g., driver's license.
- 2) The Requestor in Step 1 of the certification must affirm they are a current registered executive officer within company identified in Step 2. The Requestor must also affirm authorization by the company named in Step 2 to update D&B's record on such company.
- 3) To establish your business relationship, include in your submittal package **copies of a minimum of 3 listed documents** from the **Approved Documentation List** found below. To be accepted, each submitted document must contain a minimum of:
 - the Requestors Full Name identified in Step 1 **AND** the Business Name in Step 2 of the **notarized certification**
 - OR**
 - the Requestors Full Name from Step 1 **AND** Business Address in Step 2 of the **notarized certification**

After the above requirements have been met, **mail the notarized 2 page D&B Personal/Business Identification Confirmation** and copies of the business documentation to the address listed below. Requests will be reviewed for completeness and accuracy. All documentation provided will be used for identity verification purposes only and will be destroyed upon completion of the verification process. Verification will be completed within 10 business days from receipt by D&B and its authorized processor. Incomplete or un-notarized requests will be declined. An email affirming or declining the authorization will be sent to the provided Requestor's email address.

Please Mail the completed pages with notarized form and documents to:

**Dun & Bradstreet
Attn: iUpdate Customer Support
7700 Parmer Ln Bldg A
Austin, TX 78729**

Approved Documentation List

Include copies of a minimum of three (3) official documents below in your return **mailed** package To be accepted, each selected document must be able to demonstrate a relationship between the Requestor and Company.

Do NOT provide or submit any documentation containing non-public personally identifiable information ("NPPI"). NPPI elements include Social Security number, driver's license number, account number, credit or debit card number, or personal identification number or password that would permit access to a person's account.

- Articles of Incorporation
- Certificate of Amendment of Articles of Incorporation
- Partnership agreement
- EIN Application/Confirmation Letter
- TIN Confirmation Letter
- Corporate Secretary's Statement
- Secretary of State Approved Business Registration
- Secretary of State Certificate of Filing
- Proof of Business Insurance
- State Sales Tax Certificate
- Copy of Business Location Lease Agreement
- Approved State Unemployment Registration Application
- Contract of Sale/Agreements for the Purchase of the Business and its Assets
- Franchise Agreements
- Lien documentation held by your business on other entities
- 1099 received by your company for services or purchases your made
- Real Estate/Personal Property Tax Statements
- Company Stock Certificate
- Purchase Order
- Company vehicle title
- Probate document authorizing ownership of business. (For change of account ownership, employment change, death, etc.)

D&B iUpdate Personal /Business Identification Certification Form

Notarization of this form by a state certified notary public is required to validate your personal identity or your application will be rejected. Personal information will be used for identification purposes and to establish your online account only. All fields must be completed unless otherwise noted.

Step 1. Requestor Personal Identity Information

Your Home Address, NOT Business Address, is required below for verification of your personal identity. Your personal information will not be retained for any purpose; this is for verification purpose only. The Requestor listed below will become the iUpdate account owner and must be a current registered executive officer within company identified in Step 2.

First Name: _____ Last Name: _____

Home Address: _____

Home City: _____ Home State: _____ Home Zip: _____

Home Phone # _____

Personal Cell Phone # _____

Step 2. Your Company Information

Company Name: _____ DUNS# _____

Company Address: _____

Company City: _____ Company State: _____ Company Zip: _____

Company Owner / CEO: _____

Company Registration Date: _____ Registration State: _____

Company Main Phone #: _____ Company Website (optional): _____

Your Business Title: _____

Your Business Email Address: _____ **(Required)**

Your Business Phone Number: _____ ext _____ Years In Current Position: _____

Step 3. Request Type

Check one of the following and complete any additional required information

New iUpdate Profile Registration

New DUNS # request (answer the following):

Are you request a DUNS to do work with the Government? : YES NO

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Step 4. Certification

Please certify that each of the following statements is true and correct by initialing on each line below and signing in the presence of a notary.

____ I attest that the above information and accompanying documentation are legitimate and accurate.

____ I attest that I am a current registered executive officer of the above company.

____ I attest that I am authorized by the above company to update D&B's information on such company.

IN WITNESS WHEREOF, the undersigned has executed this Certification as of this ____ day of _____ 20 ____

Requestor Signature: _____

State] of _____
[County] of _____

On this ____ day of _____, 20____, before me, the undersigned notary,
personally appeared _____ (name of document signer),
who [] is personally known to me or [] proved to me through the following
government issued identification documents _____,
to be the person whose name is signed on the preceding or attached
document, and acknowledged to me that (he)(she) signed it voluntarily for
its stated purpose.

(Affix Notary Stamp Here)

My Commission Expires _____
(Notary Signature) (Date)