



HOW TO PERFORM A SAM.GOV FEDERAL GOVERNMENT SUSPENSION/DEBARRMENT CHECK

Step 1. Go to SAM.gov

Step 2: Click “Sign in”

Step 3: if you haven’t already, follow the prompts to create an account on SAM.gov

Step 4: Click “Search”

Home Search Data Bank Data Services Help

Step 5: Enter the entity’s name (or the Unique Entity ID (UEI) should they have one) into the top search bar. A separate search for the owner/principal is also recommended.

Search All Words e.g. 1606N020Q02

Step 6: Potential Search results:

1. Should the entity have an ACTIVE REGISTRATION on SAM.gov, the following is an example of what will populate:

CITY OF TOPEKA ● Active Registration			Entity
Unique Entity ID LW6MFLCJN23	CAGE Code 3YBH3	Physical Address 215 7TH STREETROOM, RM 60, TOPEKA, KS 66603 USA	Expiration Date Mar 29, 2024
			Purpose of Registration Federal Assistance Awards

2. Should the entity have a UEI but is not actively registered on SAM.gov, example:

THE HANGOUT AC, INC. ● ID Assigned		Entity
Unique Entity ID QBMMV6JME6C3	Physical Address 1328 W SKYLINE RD, ARKANSAS CITY, KS 67005 USA	Assigned Date Feb 16, 2023

3. Should the entity be SUSPENDED OR DEBARRED, example:

Airosol Company, Inc. ● Active			Exclusion
Unique Entity ID N6SFBJRND9F3	CAGE Code (blank)	Physical Address 1206 Illinois Street, Neodesha, KS 66757 USA	Classification Firm
			Activation Date Jun 2, 2022
			Termination Date Jun 1, 2023

The purpose of the suspension/debarment check is to ensure entities with an “Exclusion” listed (who are actively suspended, disbarred, or otherwise excluded from doing business with the federal government) are considered ineligible for funding.

Step 7: Download and save your search to the grant file.

1. Click the blue name of the entity
2. Click download
3. Select “.pdf,” name the file, and click Download.