

Chapter 4

CCR REGISTRATION

HOW TO REGISTER:

Effective September 1997, you must be registered in the Federal Central Registration (CCR) in order to obtain future receipts of solicitations, awards, or payments, for goods or services provided to the Department of Defense. In an effort to streamline the acquisition process the Federal Government has established the CCR database system. The CCR serves as a centralized repository of information about firms qualified to do business with the Government. It also provides a single point where suppliers can register to do business with numerous agencies throughout the Government. The Department of Defense and civilian agencies are looking to the CCR as the primary source of information from which to assemble bidder lists for their acquisition needs. CCR will also be used to verify payment data for electronic payments.

There are three ways to get your company registered in the CCR database:

- a. The Web
- b. Fax/mail

THE WEB: Register electronically by accessing the on-line Central Contractor Registration form at: <http://www.ccr.gov>. The CCR registration allows you to submit a basic registration as well as more detailed registration.

FAX or MAIL: For those firms who do not want to register electronically, you can complete the paper registration form and mail or fax the application to the Registration Assistance Center(RAC). Call the CCR RAC toll free at (888) 227-2423 to obtain a form and instructions.