Coeus Organizations require an associated contact (via a Rolodex entry) and a DUNS number as well as Congressional District \textit{(unless Foreign entity that does not have a DUNS [some do]. District is for U.S. only)}.

Omitting information may cause the request ticket to be returned for further information. Requests are processed within 1-2 business days.

If your request is related to a proposal that is due to the sponsor \textbf{today}, please state that in your request.

- First & Last Name
- Title/Position
- Official Address of Organization \textit{(should match official information at sam.gov, or the OSP of that organization)}
- Zip + 4 must be included
- DUNS number (format: 9 digits)
- U.S. Congressional District [format: 2 Letters-3 digits]

\textbf{Organization Request Resources:}

- \url{DUNS number and official address confirmation lookup}
- \url{USPS zip code + 4 lookup}
- \url{U.S. Congressional District lookup by city/state/address}