



### **Instructions for Certification:**

1. Review Executive Order
2. Pull your agency's policy and ORI/EIN/DUNS number
  - - Originating Routing Identifier (ORI): This nine-character alphanumeric identifier is assigned by the FBI for crime reporting purposes.
    - Employee Identification Number (EIN): This number is assigned by the IRS for tax reporting purposes. The EIN can be found on a W2 of payroll statement.
    - Data Universal Number System (DUNS): A DUNS is a unique nine or thirteen digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. An agency will only have a DUNS number if they have applied for federal funding. Agencies can find their DUNS by using this lookup tool:  
<https://www.dnb.com/duns-number/lookup.html>
3. Email electronic copy of NCLEA-1A form and your agency's policy to [NCLEA@ncdoj.gov](mailto:NCLEA@ncdoj.gov)
4. Mail a hard copy of the notarized certification to:
  - - Lacy McVey  
NCLEA Program Manager  
PO Box 149  
Raleigh, NC 27602
5. From here, you will receive confirmation and certification once all policies and the NCLEA-1A form have been reviewed.