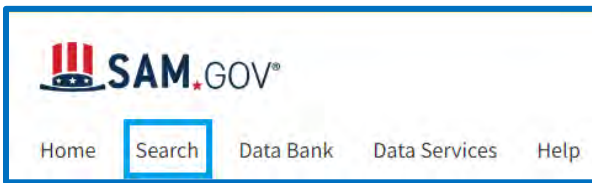
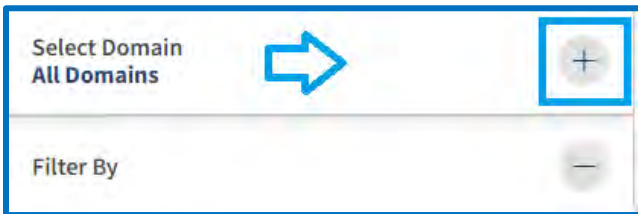


## How to Search for Active Exclusions in SAM.gov and Print the Results

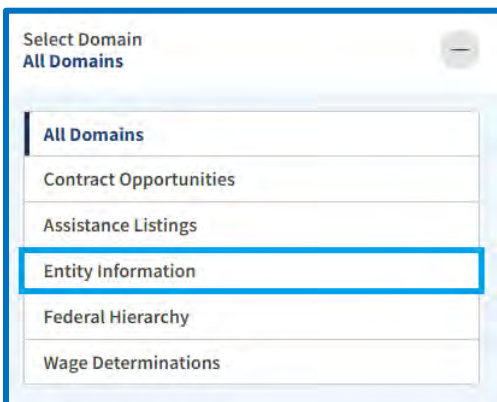
1. Go to <https://sam.gov/>.
2. From any page, select 'Search' in the top horizontal Menu.



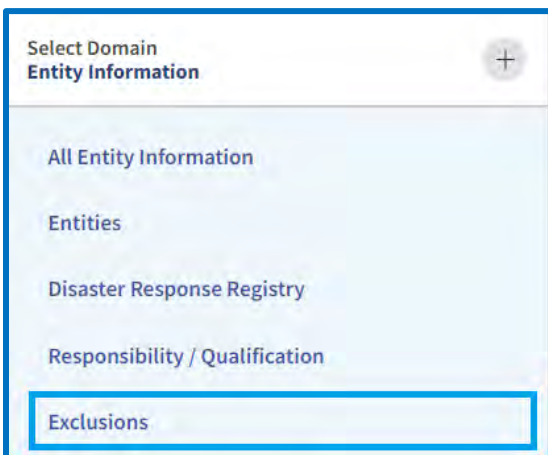
3. From the Search page, select the plus sign next to 'Select Domain' on the left vertical menu.



4. Select 'Entity Information' from the list.



5. Select 'Exclusions'.



6. Select the plus (+) sign next to 'Filter By', then type the official business name and/or the name of the president/owner from the W-9 in the search box. Press 'Enter'.

Filter By

**Keyword Search**

For more information on how to use our keyword search, visit our [help guide](#)

**Simple Search** **Search Editor**

☐ Any Words *i*

☒ All Words *i*

☐ Exact Phrase *i*

e.g. 123456789, Smith Corp

"Whichever Landlord" x

Classification v

Excluded Individual v

Excluded Entity v

Federal Organizations v

Exclusion Type v

Exclusion Program v

Location v

Dates v

Reset ↻

7. If the result is 'No matches found', it means no active exclusion was found and the agency/individual (such as a landlord) is eligible to receive Federal Funds.

8. Click on the three dots next to 'Actions' in the top right left of the page.

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02

Search Results Saved Searches Actions ⋮

Select Domain Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

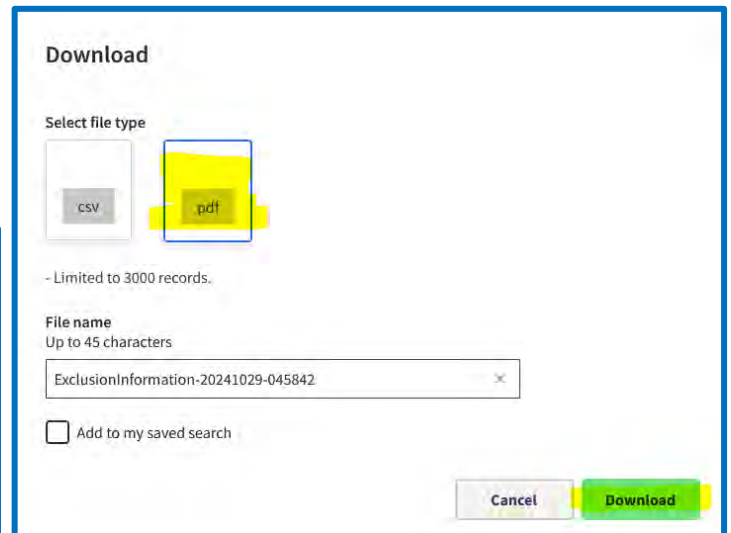
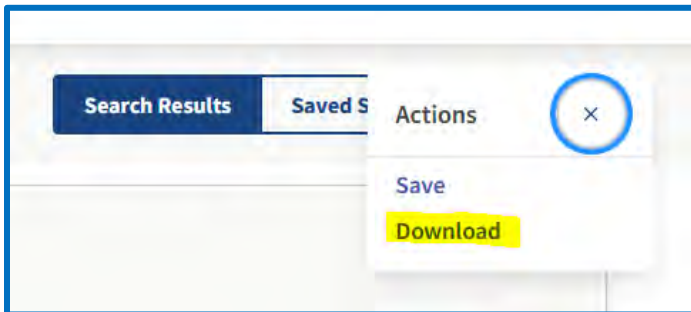
**No matches found**

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back

9. Select 'Download', then 'PDF' and 'Download'.



10. Go to the downloads folder on your computer and open the PDF. In the upper left-hand corner of the PDF, click on 'File', then 'Print'. Include the printed PDF in the vendor, client, and fiscal file since it contains the entity/individual name, proof that there were no Exclusions for that entity/individual ('Exclusion Search Results' = 0), and the date of the search at the bottom left corner of the PDF.