

Registration & Preparing for your Travel to New Location

Pre-Registration and registration

As soon as you receive your posting message, you may complete your pre-registration at www.irp-pri.com – once matched with your employer's authorization, you will receive a user name and a temporary password. If you don't have access to Internet, complete and provide us with the *Preliminary Profile Information* form. Upon reception of your user name and temporary password, please complete your registration at www.relo dialogue.com

Required documents

Due to course requirements, your First Planning Session will most likely be provided at your new place of duty. However, please provide to your local Brookfield GRS office the following documents upon registration or at least **2 – 4 business days before the end of your course** (or COS date).

- Relocation Check List
- Signed *Acknowledgement and Consent to Collect Information* form Copy of your posting message
- F6 Print Screen (pay guide) from your BOR, confirming your current pay rate (for all Regular Force Members or Reservists and Release Members moving to Quebec)
- The *Verification of Pay & Dependants* form, to be completed by your BOR
- Vehicle license plate numbers and province of registration (for all vehicles and trailers)
- Copy of Rental Accommodation or Lease Agreement – if you are a renter
- Copy of your notice to vacate your current rented property - not required if you live in a Military Quarter (MQ) or Single Quarter (SQ)
- Void cheque or other official document verifying banking information. Please note that funds cannot be deposited to a credit card or line of credit accounts – hand written account / transit numbers are not acceptable
- Your *Relocation Checklist* – check off all sections you wish to be advised on during your First Planning Session (to be delivered at destination)

Advance of funds

Once all required documents are received, you may request an advance of funds for your up-coming Travel to New Location expenses. If you have access to Internet:

- Log on to www.irp-pri.com (Click Secure Website Login) with your user name & password
- Click: Itinerary for Expense Claim
- Click: Advance
- Click: Add, select trip type and complete your advance request
- Click: Save and Submit. An email will be sent once your advance of funds is approved

If you don't have access to Internet, please complete and sign the *Accountable Advance Request* form and provide it to your local Brookfield GRS office.