



Preparing for Your First Planning Session

In order to get the most out of your First Planning Session and pave the way for a smooth, hassle-free relocation, we request that you complete 3 steps **before** your First Planning Session:

1. **Prepare and send the documents listed below;**
2. **Read the applicable sections of the [CF IRP Directive](#); and,**
3. **Read the applicable sections of the [It's Your Move](#) guide.**

Prepare and send the documents listed below

At least **2 – 4 business days before** your scheduled First Planning Session, please submit the required documents listed below:

- Copy of your posting message
- F6 Print Screen (pay guide) from your BOR, confirming your current pay rate
- Verification of Posting Allowance and Dependant(s) Form, to be completed by your BOR
- Vehicle license plate numbers and province of registration (for all vehicles and trailers)
- A copy of the Registration for each trailer involved in the relocation
- A copy of the Registration for each motorcycle involved in the relocation
- A written statement for each motorcycle that is designed/adapted for street use and is used as a Personal Motor Vehicle vice a recreational vehicle

All forms are available on your [Secure Website](#) unless otherwise noted. Once completed, you can upload forms and documents directly to your file using the Document Management tool on the [Secure Website](#), fax them to your Advisor or drop them off at your local BGRS office. The coordinates for your Advisor are available on the [Secure Website](#) under the Contact Us tab.

Read the applicable sections of the [CF IRP Directive](#)

We strongly recommend that you read all of the sections you identify on your Relocation Checklist, at the time of your online registration. This document is available on your [Secure Website](#) under the "Home" tab. Click on the "?" icon for policy details. Your Advisor will discuss these items with you further during your Planning Sessions.

Read the applicable sections of the [It's Your Move](#) guide

BGRS has published a guide called [It's Your Move](#) with tips, tools and examples to assist you and your family in preparing for this important milestone. Before your First Planning Session, we recommend you read the following sections available under the [Policies & Directives](#) section:

- Planning Your Move