



## 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](http://irp-pri.com/index.asp) at <http://irp-pri.com/index.asp>. Our systems will match your pre-registration with your employer's authorization and you will receive a user name and a temporary password for the [secure website](#). Please complete your registration by logging in to the [secure website](#). If you don't have access to the internet, complete and provide your local BGRS office with the *Preliminary Profile Information* form. Once you complete your registration, you will be assigned a Single Point of Contact (SPOC) Advisor for your relocation.

### Required documents

Please provide the following documents to your local BGRS office upon registration or at least **2 – 4 business days before the end of your course** (or Change of Strength (COS) date).

- Copy of your posting message
- The *Verification of Pay & Dependents* form, to be completed by your Battalion Orderly Room (BOR)
- F6 Print Screen (pay guide) from your BOR, confirming your current pay rate (for all Regular Force Members or Reservists)
- 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)
- 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
- Void cheque or other official document verifying banking information. Please note that funds cannot be deposited to a credit card or line of credit account - hand written account/transit numbers are not acceptable.

### Advance of funds

Once all required documents are received, you may request an advance of funds for your up-coming Travel to New Location (TNL) expenses on-line or fill in the *Accountable Advance Request* form if you do not have access to the internet. To fill in the Advance Request on-line:

- Go to: [www.irp-pri.com](http://www.irp-pri.com) and log on to the [Secure Website](#) with your user name & password
- Click: Advance/Expense Request
- Click: Advance Request
- Click: Add, select trip type and complete your Advance Request
- Click: Save and submit
- An e-mail will notify you that your advance has been approved and you will receive the funds via EFT to the bank account you indicated