

DPS Prep Checklist

Collect the following information prior to logging into DPS for smooth sailing.

[DPS link when you are ready](#). You must have official executable orders to enter your move in DPS.

Scanned copy of your official executable orders.

Your contact information.

Contact information of your spouse or someone you are authorizing to release or receive your personal property.

Email:

Phone:

Pick up location.

Delivery location. If you do not have the address for your new residence yet, that is okay. Use the address of your new unit.

Desired pick up date.

Desired delivery date.

Large/special item information (Grandfather clock, utility trailer, guns, ect.)

- o Firearms: make, model, model year, caliber size, and country of manufacturer.
- o Other items: detailed description, value, and dimensions.

Estimated weight of your personal property & professional gear. The DPS system has a built-in weight estimator, or you can check out these sites:

[TRANSCOM](#) [Movers Corp](#) [Movers.com](#)