

Guide to Completing and Returning a Vehicle Information Form (VIF)

An electronic version of the HSCC's VIF was introduced in October 2014. This form, which is sent out in Word format, is the same for all Championships and Series for which a VIF is required.

Step 1 - When you open the Word document the first step is to click the box 'Enable Editing' which appears at the top of the page – this is a Microsoft security device to prevent viruses being transmitted in Word documents.

Step 2 - By clicking in the box next to the title 'Series' on page one a drop-down menu will appear – select the correct one for your vehicle.

Step 3 – Complete the form with the information as required. Don't worry if you can't put an X in the box next to the Yes / No options – as long as the response is clear.

Step 4 – Insert photos in each of the spaces provided – the document indicates which photograph is required in each space. If you have problems completing the form or inserting photographs contact Carrie at the office and she will help you. Samples of acceptable photos are attached.

Step 5 – Return the document ELECTRONICALLY IN WORD FORMAT to the HSCC at office@hsc.org.uk please do not send the document in pdf format or post a hard copy to the office.

Step 6 – The office will process the document and send a copy to the Registrar of the Championship or Series. If the Registrar does not need to inspect the vehicle he will sign off the VIF. If the Registrar needs to inspect the car he will do so at the first meeting you enter, if not before. He will then sign it off.

Step 7 – Carrie will let you know that the VIF has been signed off and then it's time to pay for the VIF – either by cheque or credit / debit card.

For cars without an HSCC VIF the fee is £50.

Change of ownership – if a car already has an HSCC VIF – please send a copy of the front page of the old VIF with the new form and the fee is reduced to £5.

Step 8 – Once payment has been made the VIF will be processed at the office and a signed, numbered and stamped copy will be sent to you. Sign and date your completed VIF on the final page and you are the proud possessor of a valid HSCC VIF for your car.

**Samples of acceptable photos for your HSCC VIF
size 9cm x 13cm**

Colour photo of the complete car in its present form.
Front ¾ view of the complete car (½ front and ½ side)
NB no other cars visible in the background



Colour photo of the complete car in its present form.
Rear ¾ view of the complete car (½ rear and ½ side)
NB no other cars visible in the background



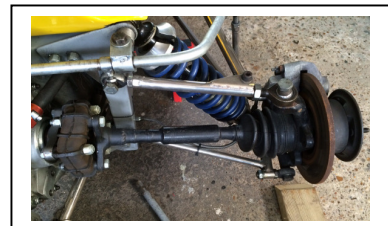
Colour photo of chassis number impressed into chassis member or chassis / VIN plate affixed to car (we are aware that some cars may not have these identifying plates)
NB Try to ensure that letters / numbers are legible



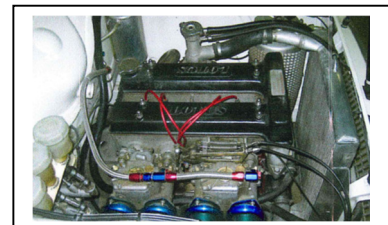
Colour photo of front suspension **with wheel removed**



Colour photo of rear suspension **with wheel removed**



Colour photo of engine **from the induction side**



Colour photo of dashboard and instruments

