



VEHICLE IDENTITY FORM **USER GUIDE**

GUIDE TO COMPLETING AND RETURNING A PDF VEHICLE INFORMATION FORM (VIF)

Download from the HSCC website, save to your computer and view and complete with **Adobe Acrobat Reader DC**.

STEP 1 Complete the form with the information as required.
Place an X in the box next to the Yes / No options to indicate your answer.

STEP 2 Insert images 9cm x 13cm @72dpi (255px x 370px) in each of the spaces provided - the document indicates which photograph is required in each space.

STEP 3 Once you have completed this form save the PDF document and Email to the HSCC (please **do not** post a hard copy) at:
office@hsc.org.uk.

STEP 4 The office will acknowledge receipt of the VIF and contact you for payment:

A) For cars without an existing HSCC VIF or for upgrades from an old paper-based version the fee is £50.

B) If a car already has an electronic HSCC VIF

- i) where there have not been any material changes to the vehicle and
- ii) where the VIF is less than 10 years old

Send a pdf copy of the front page of the old VIF with the updated electronic form and the fee will be just £5.

STEP 5 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.

Once the VIF is signed off by the Registrar it will be processed at the office and a signed, numbered and stamped copy will be sent to you.

Upon receipt, sign and date your signed VIF on the final page. Remember to keep it with your cars documentation as it may be required during scrutineering.

HSCC VIFs are valid for a period of ten years from the date of the signature by the Registrar.

