



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 Download the VIF Template HSCC_VIF_2022->YOUR NAME<.pdf from the HSCC website and save to your computer: Inserting >YOUR NAME<.

STEP 2 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 3 Insert images in each of the spaces provided – the document indicates which photograph is required in each space.
Optimize the images sizes to: 9cm x 13cm @72dpi (255px x 370px)

STEP 4 By signing your name electronically in the signature box on the VIF Form you are agreeing that your electronic signature is the equivalent of your manual signature.

STEP 5 Once you have completed your VIF save your PDF document and e-mail to the HSCC at **lindsey@hsc.org.uk** DO NOT post a hard copy.

STEP 6 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 7 The office will process the document and send a copy to the Registrar of the Championship or Series. The Registrar will contact you to arrange a convenient time to inspect your car.

Should a Championship or Series not have a Registrar then the Eligibility Scrutineer will undertake or delegate the inspection of the vehicle.

Once the VIF is signed off by the Registrar and countersigned by the relevant Championship Eligibility Scrutineer it will be processed by the office and a signed, numbered and stamped copy will be sent to you.

A change in Class will only be accepted once you have received the signed and stamped copy of the VIF.

Remember to keep the VIF with your car's documentation as it may be required during scrutineering.

HSCC VIFs are valid for a period of ten years from the date signed by the Registrar (and/or) Eligibility Scrutineer.