



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<.
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- 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.
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- 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)
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- 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.
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- 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.
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- 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.
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- 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.