

FEDERATION INTERNATIONALE DES VEHICULES ANCIENS (FIVA)



**Guidelines for ANF's and scrutineers
to issue FIVA Identity Cards**

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Introduction

FIVA may, upon application, issue an Identity Card to vehicles which comply with the requirements of the Technical Code.

These guidelines are intended to provide information on documents and proceedings to assist ANF (National Governing Body), officials and experts, concerned with handling the issue of FIVA Identity Cards.

The classification in the FIVA Identity Card does not include any statement about the value, or the quality of the vehicle but solely summarises the History of the vehicle in short form and therefore the vehicle is eligible for all events held under FIVA regulations.

The information contained in these guidelines is subject to changes, additions and corrections and will be updated from time to time.

All users of these guidelines are encouraged to inform the FIVA Technical Commission of any changes required or any omissions noted.

1 Scope

These guidelines define rules and procedures related to the issue of FIVA Identity Cards for historical vehicles.

2 Normative references

The following referenced documents are essential for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

FIVA Statutes
FIVA Internal rules
FIVA Technical Code 2010

These documents are provided in English and French, the two official languages of FIVA.

Translations and copies of these documents and these guidelines into national language are encouraged for better information and understanding.

One electronic copy shall be sent to the FIVA Office (office@fiva.org); this will be made available for download via the FIVA Website. The ANF has to take the responsibility for the translation.

In case of dispute, the original FIVA documents remain the reference.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply:

3.1 Owner

The owner of a vehicle may be an individual person, a partnership or a company. In the case of partnership or corporation, the application must be signed by an authorised person.

3.2 Scrutineer

The Scrutineer must be chosen for his personal competence, his knowledge and inclination for technical and historical research.

He must be fair, honest, understanding and reasonable when he is examining a vehicle.

3.3 History of a vehicle

The history of a vehicle starts with the assembly of the main parts, the production date.

The history mentioned in the application should include items such as date of manufacture, date of despatch, first registration, previous owner/s, participation in events, restorations etc.

3.4 Model year

The model year may be defined by the manufacturer for commercial use. It is mostly connected with changes of design and/or colours, equipment, etc but does not necessarily comply with year of manufacture.

3.5 Year made

The year of manufacture is the production date and independent from the model year. If the year of manufacture differs from the model year, the model year should appear on page 4 of the Identity Card

The issuing ANF (National Governing Body) is responsible for determining the date of manufacture.

4 Organization

The FIVA Technical Commission is organized as follows:

4.1 Board

The executive and permanent level of the FIVA Technical Commission and comprises the Chairman, the Vice-Chairman and the Secretary, who are in charge of the day to day work.

4.2 Sub-Commission

The Technical Sub-Commission includes one or more members of the board and a small number of voluntary participants chosen for their competencies. The Technical Sub-Commission meets as required during the year, twice minimum, to make recommendations and prepare documents and decisions.

Additionally, ANFs are delegated from time to time to inspect and report on vehicles upon request and on behalf of the FIVA Technical Sub-Commission.

4.3 FIVA Technical Commission

The FIVA Technical Commission is called for a plenary meeting at least once a year just prior to the FIVA General Assembly. It includes technical delegates from all FIVA member countries.

The recommendations and work of the Technical Sub-Commission are discussed and approved. The resulting recommendations are forwarded to the FIVA General Assembly.

4.4 Board of Appeal

See FIVA Technical Code 2010, point 7.6.

5 Documents

For the purposes of these guidelines, the following documents apply.

5.1 FIVA Technical Code

The FIVA Technical Code defines a historic vehicle in the spirit of FIVA, sets rules to classify the historic vehicle in various groups and describes the requirements under which FIVA can issue a FIVA Identity Card.

The Technical Code is distributed through the FIVA Office and is available for download and further distribution via the FIVA Website (www.fiva.org)

5.2 Application form for a FIVA Identity Card

The form for application constitutes appendix A of the FIVA Technical Code.

This form is provided either in English or French.

Translations in the national language are allowed, but the format and the sequence of items must remain unchanged. The ANF has to take the responsibility of the translation.

A space at the top right hand corner has been reserved in order, which only ANF may write in their logo and name.

5.3 FIVA Identity Card

The card constitutes appendix B of the FIVA Technical Code.

5.3.1 Description

The card is printed by FIVA on a counterfeit-proof paper and each copy is numbered as it is printed, and each group of numbers of cards delivered to an ANF is dedicated to that ANF.

5.3.2 Customisation

The FIVA numbering may be complemented by references corresponding to the specific national requirements of each ANF.

In the same way, a space on the top right hand corner is reserved for customisation (only ANF logo and name) to be carried out at the initiative and expense of the ANF with whatever means are suitable to them.

5.3.3 Identification sticker

A FIVA sticker will be delivered with each FIVA Identity Card at issue to the ANF, to be displayed on the concerned vehicle. It carries the same number as the FIVA Identity Card.

Should a FIVA sticker be damaged, a replacement sticker can be obtained from the Secretariat of the Technical Commission.

5.3.4 Ordering

Each ANF addresses orders for blank FIVA Identity Cards and stickers to the FIVA Office. The FIVA Identity Cards and stickers delivered are invoiced by the FIVA Office to the ANF.

5.3.5 Pricing

The ANFs are responsible for the pricing of the FIVA Identity Card in their country, within the limits set by FIVA. Different prices may be set for different categories of owners (FIVA Club members and others), or different types of vehicles (cars, motorcycles, etc.)

5.3.6 Loss

If a FIVA Identity Card is lost, no duplicates can be delivered, the number is to be cancelled and a new application has to be made. All cost involved are the responsibility of the owner.

5.3.7 Withdrawal

The FIVA Identity Card remain the property of FIVA and may be withdrawn for a number of reasons (more than 10 years old, non conformity, etc.) by the issuing ANF or by FIVA officers. Receipts are available from the FIVA Office.

Upon withdrawing an FIVA Identity Card, the FIVA officer hands over to the owner a dedicated receipt which allows the owner to enter the vehicle in another FIVA event during the next 90 days.

Usually such withdrawals take place during the examination at the start of an event and are most of the time performed by the FIVA steward.

In order to maintain a single channel of communication, the FIVA Identity Card with a copy of the receipt filled-in with the detailed reason for withdrawal is sent with the steward's report to the Events Commission Chairman who forwards it to the Secretariat of the FIVA Technical Commission for appropriate action.

One copy of the FIVA Identity Card and the receipt are sent to the concerned ANF(s).

NOTE 1: The owner communicates with his ANF who in turn contacts the Secretariat of FIVA Technical Commission.

NOTE 2: If necessary and according to reasons for withdrawal, the timescale of 90 days may be revised in order not to unnecessarily penalise the owner.

6 Issue procedures

The procedure for issuing the FIVA Identity Cards will run with the following steps:

- Step 1: Application
- Step 2: Inspection
- Step 3: Classification
- Step 4: Issue
- Step 5: Documentation

The issue procedure is under way, and a confirmation or a copy of the FIVA Identity Card is required for the entry application of the event. Then the organizer may accept as a proof, a copy of the filled out application form and a statement of the ANF that this application has been received. However this is not a proof that a FIVA Identity Card will be issued and the applicant must understand that his entry to the event will be denied if the FIVA Identity Card is not presented before the start

All cases not described here shall be submitted to the FIVA Technical Commission.

7 Application

7.1 Obtaining the form

The owner obtains the application form from his club.

If the owner does not belong to a member club of an ANF, he obtains the form directly from the ANF, who indicates to him who may inspect his vehicle. That Club or person gives him the conditions of the inspection.

If the owner lives in a country, where there is no FIVA representation, he obtains the form from the FIVA Technical Commission who will indicate the procedure to be used.

7.2 Completion the form

The information on the application form completed by the owner must be correct and truthful. Important! All questions must be answered (even if the answer is “unknown”, “none fitted” or “not applicable”). Illegible applications can be refused.

On page 4 the owner must sign the declaration.

A copy of all essential documents has to be attached to the application to be filed by FIVA. The responsibility for providing the necessary documentation will always remain with the owner of the vehicle.

7.3 Photos

The application form must be accompanied by 3 identical colour photographs 9x13 cm of the vehicle in its present form. If a car, it should be a $\frac{3}{4}$ front view ($\frac{1}{2}$ front, $\frac{1}{2}$ side), if a motorcycle, a side view (left or right) is sufficient.

8 Inspection of the vehicle

As a matter of principle, no FIVA Identity card will be issued by an ANF or FIVA without the vehicle having been physical inspected.

8.1 Expert

8.1.1 Job description

The expert examines the vehicle and the related documentation in order to verify the information provided by the owner.

He may provide additional information and documentation, or request it from a specialist or marque club.

According to the processes established by the ANF, he gives advice on the vehicle classification.

It may be decided that he sends his advice and comments to the ANF by separate mail.

Experts nominated and trained by their ANF are acting as FIVA Experts.

8.1.2 Additional help

In doubt about authenticity or if their knowledge is insufficient, advice must be sought from their national colleagues, their ANF or through the ANF from another ANF or from international specialists or even the FIVA Technical Commission.

All costs involved in the procedure are the responsibility of the owner.

8.1.3 Independence

In order to carry out the inspection with the maximum objectivity, the expert cannot be the owner or a relative of the owner. He can neither be the restorer nor the vendor of the vehicle

8.2 Inspection

The aim of the inspection is to confirm, complete or correct the statements of the owner by checking physically the vehicle with the help of documents, produced by the owner.

The ANF decides on the practicalities of vehicle inspection: Either to centralise everything at ANF level or to delegate inspection and classification to local clubs and /or marque clubs and to experts of these clubs.

The experts work under the supervision and responsibility of the ANF who is responsible for their training.

8.2.1 Implementation

After the application form is filled in, the owner makes the vehicle available to the expert. The owner produces the proof of what is stated, either physically on the vehicle or with the help of appropriate documents he is responsible to provide.

8.2.2 Cover sheet

Here is the vehicle basic information. This is essential data allowing 95% of the vehicles to be properly identified. Great attention must therefore be paid to it.

A copy of the registration certificate of the vehicle (except non registered vehicles) must be submitted for examination as essential indications are given therein: owner, registration number, serial number and technical details.

It can be that the data are not entirely in line with the vehicle. FIVA officials are not administration officers, but at the least this deserves an explanation: the chassis, the body or frame may have been changed, or else the basic saloon has become a drop-head or a so-called competition vehicle. This would affect classification.

Physically check dimensions given by the owner: Track, wheelbase etc.

Overall dimensions are useful for organisers in case vehicles have to be transported.

Weight: Catalogued weight is sufficient.

History: What is required is the previous ownership and period history of the vehicle; possibly it's competition history, not recent events for historic cars.

8.2.3 Detailed questions

When changes are stated on the application form, define the details.

Dimensions of wheels and tyres may have been modified by the manufacturer or by the owner in the course of the normal use of the vehicle, for reason of fashion, technology or simply provisioning. Remember most of the original dimensions are available.

Check that the owner has completed all items correctly and signed on page 4 in the appropriate area.

8.2.4 Extended Inspection

The significant number of vehicles of questionable authenticity, mainly in the sport/racing categories, proposed as entries to major international events makes necessary an improved reliability in the issue procedure of the FIVA Identity Card.

Upon decision of the ANF an extended inspection may be required. The extended inspection shall be carried out by more than one person and with the assistance of marque specialists. The experts may proceed as a team or independently. Additional help and independence are applicable in extended inspection and even more important.

The list of vehicles where special care is required can be found in Appendix 1.

8.2.5 Area reserved for ANF

Depending on organisation of the ANF this part may be completed totally by the ANF office.

However it is required that the expert(s) at the end of inspection fill-in at least the two lines concerning the date, the place where inspection was carried out and name(s) and signature(s) of the expert(s) and of the marque club, if he has been consulted (with stamp if possible).

8.2.6 Copies

It is recommended that the expert keeps a photocopy of the complete dossier.

8.2.7 Forwarding the application to ANF

After the expert has completed his dedicated areas, the completed dossier with required documents (including three identical photos dimension 9x13 cm for consistency, receipt of the paid sum) is forwarded and addressed to the ANF.

8.3 Classification

8.3.1 Vehicle categorisation

The most important aspect that the expert must understand and master are the differences in the vehicle technical classification.

Insertion
Vehicle categorization grid

8.3.2 Remarks on vehicle categories

Type A – Standard

No remarks. The definition in the FIVA Technical Code is clear.

Type B – Period modified

The keyword is “period”. The vehicle concerned must have modified during its normal life, usually within 10 years. In some cases or countries, the normal life may be extended for socioeconomic reasons.

Modifications cannot be accepted unless evidence is produced proving they occurred in period.

The 1939 to 1945 period may be neutralised if required.

In the event of a major modification, the name of the builder concerned will be added to the make on page 2 of the FIVA Identity Card e.g. “Ford-Montier” or Fiat Abarth”. In this case also two dates of the production year “1920/1925” should be used.

Type C – Reproduction and Replicas

In this category, decision on issue of a FIVA Identity Card can only made by the FIVA Technical Commission. However such a vehicle which is classified as type C, either before or on issuing of an FIVA Identity Card will remain in this category in future.

Type D –Modified out of period

The vehicle must be at start a type A or type B with an original chassis, body or shell. Such a vehicle may be modified out of period according specification of the period. It is reminded that such modifications must comply with the period of the vehicle with no added modern or anachronistic technology.

Type E – Exception

Category E has been introduced to include vehicles with some modern modifications normally discouraged by FIVA. In recognition that such modifications have been made to historic vehicles to document their history and open the possibility for their participation in the movement.

8.3.3 Remarks on vehicles preservation groups

Group 1 – Original

This is clear as it stands and requires no other comments than: Pay attention to the appearance of the “perishables”: tyres, sparkplugs, battery, etc. must not appear “modern” nor out of period.

In fact these vehicles are extremely rare but nowadays manufacturers are keeping undelivered vehicles.

Group 2 – Authentic

This is also clear, but particular attention must be paid when considering what “period specification” actually means. Only perishables as in group 1 during normal maintenance are permitted.

Group 3 – Restored

The main criteria are the known identity and what the vehicle was like before restoration: the vehicle existed as a whole and very little was left to the interpretation of the restorer. This group represents the majority of our vehicles.

Group 4 – Rebuilt

Rebuilt is the most difficult group, even for the best expert. The wording “as close as possible to the manufacturers specification” must be taken carefully into account.

8.3.4 Chassis / Body issues

Original chassis

Original chassis with original axles, power train etc. plus restored body identical to the original body will be classified A/3.

Original chassis with original axles, power train etc. plus restored body but other body style as original as offered by the manufacturer / market in period will be classified A/4.

Original chassis with original axles, power train etc. plus new body to period appearance will be classified E/4.

Replacement of chassis

The replacement of a chassis must be witnessed by an expert of the ANF (or the FIVA) who will produce a short report supported by photos before and after with details of the identification number.

The report will be filed by the ANF and a copy sent to the secretariat of the FIVA Technical Commission.

The numbering procedure will be that of the national laws.

FIVA demands a metallic plate, carrying the vehicle type, the numbers of the chassis frame/body shell old and new, plate number and issue date. The plate will be attached permanently to the frame/shell close to where the numbers are punched.

The classification will be issued after consulting the FIVA Technical Commission and the change will be detailed on page 4 of the FIVA Identity Card.

Shortening/elongation of chassis

Factory chassis but shortened/elongated out of period with original axles, power train etc. plus a new or modified body will be classified C/4.

No FIVA Identity Card will be issued before the modification reaches the FIVA age limit. Application kept by FIVA Technical Commission for future reference.

8.3.5 Wheels and tyres issues

As a general rule conform to original tyre size fitted to original wheel size.

A tolerance of one size in tire width plus or minus in case of non availability is admitted on the same wheel if allowed by the national laws. Imperial sizes may be translated to the nearest metric sizes and vice-versa.

The replacement of cross ply tyres by radials should be avoided if possible.

The tyre height ratios not available in period are not acceptable (concerns 70, 60, 55, 50 and smaller ratios.)

8.3.6 Actions of the ANF

The ANF receives the application and the dossier completed with the expert's advice either on page 4 of the application form or on a separate sheet.

The ANF processes the dossier, examines its contents and evaluates the information provided and decides whether or not to seek further advice.

It is reminded, in agreement with the FIVA Technical Code, that the authority of an ANF is limited

- To vehicles registered in their country.
- To owners legally resident in their country (for vehicles not registered).
- To vehicles of Type A (Standard), Type B (Period modified), Type D (modified out of period) and Type E (Exception).
- Dossiers of vehicles of Type C (Reproductions and Replicas) must be addressed by the ANF to the FIVA Technical Commission for decision of (possible) issue of a FIVA Identity Card. In the case of positive decision, this will be made known to the ANF who will issue the FIVA Identity Card.
- For vehicles in a country with no ANF, the FIVA Identity Card has to be issued through the FIVA Technical Commission.

The ANF having evaluated the information decides:

- To issue a FIVA Identity Card.
- To refuse a FIVA Identity Card.
- To postpone the issue to await further information.
- On the classification and the dating of the vehicle in accordance with the FIVA Technical Code.

The decision with the classification will be recorded on page 4 on the application form with signature, and stamp of the ANF.

The owner will be kept informed in all cases.

9 Issue of a Card

9.1 Completion

The FIVA Identity Card must be completed by computer or by typewriter.

There are two versions of FIVA Identity Card: One is designated to put a separate colour photo on page 3, the other allows to print the waterproof picture (colour laser-printer only) directly on a blank area on page 3.

A Microsoft Word Template can be ordered from the secretariat of the FIVA Technical Commission. When used: Please turn hidden text on.

Page 1- Cover

Particular numbering and references dedicated to the ANF can be added. It is also possible to print the AFN logo and identification by computer.

The date to be used is that of the card issue and not of the inspection.

The stamp of the ANF can use one of three techniques:

- Rubber stamp
- "Dry" embossed stamp
- Stamp with perforated identification

Page 2 – Vehicle data

These are transferred, without modification from the application form.

Namely the terms of vehicle classification: If ANF decides following verifications to write in page 2 a different classification from what appeared (proposed by the expert) in page 4 of the application form, attention must be paid to modify the application to ensure consistency across the document.

Page 3 – Photo

The photo (colour photographic print, not a Polaroid photo) may be fixed by glue, staples or eyelets. Do not forget to over stamp.

If a laser printer is used, the photo can be printed directly onto the page 3. In this case, a form with a blank page 3 has to be used.

Page 4 – Remarks, modifications, history

The main modifications described in the application must be summarised here.

Remarks such as the model year (if different from that of manufacture), the name of the body or coachbuilder can be indicated

History: only the main events of the vehicles life are to be noted.

Important: If no entries made on page 4, annotate the space with “NIL”. If space is left after recoding remarks, history, etc. finish with a horizontal line to prevent unauthorised additions.

If and when further information becomes available, additions or corrections can be entered below the horizontal line by the issuing ANF or the FIVA Technical Commission (after withdrawal of the FIVA Identity Card). The corrected copy of the dossier must be sent to the Secretariat of the FIVA Technical Commission for the records.

Any authorised additions must be dated, signed and stamped followed by a new horizontal line.

NOTE: It must be emphasised that completing correctly the page 4, in particular the modification content is of the utmost importance.

9.2 Damaged cards

Damaged or misprinted FIVA Identity Cards prior to issue must be marked “CANCELLED” across with date, signature and ANF stamp and returned to the FIVA Office.

They will be replaced in equal numbers, free of charge at the next delivery.

The FIVA Office and the Secretariat of the Technical Commission will keep records of such exchanges.

9.3 Timescale

The timescale to issue a FIVA Identity Card after reception of the dossier may therefore vary from 15 to 30 days at best and up to several months in cases where extra information is required. A very large majority of production vehicles “Original”, “Authentic” or “Restored” (Classification “A/1”, “A/2” or “A/3”) should see their cases handled rapidly.

It is recommended to advise the owners to take into account these timescales when entering events requiring FIVA Identity Cards.

9.4 Sending the card

The ANF sends the FIVA Identity Card and the FIVA sticker to the owner. This is the one and only original.

10 Termination/ documentation

All completed applications and dossiers will be filed, even if a FIVA Identity Card is not issued. For current and future identification purposes, a copy has to be sent to the Secretariat of the FIVA Technical Commission.

10.1 Documentation by the ANF

The ANF keeps and files:

- The original of the application form with classification decision, even if negative.
- One of 3 Photos
- One photocopy of the FIVA Identity Card (front and rear side)

10.2 Documentation sent to FIVA

The ANF sends to FIVA Technical Commission quarterly:

- One copy of the application form with classification decision, even if negative.
- One of the 3 Photos
- One photocopy of the FIVA Identity Card

If data is stored electronically in a database or a spreadsheet, please include a copy.

10.3 Documentation at FIVA

ANF's are required to keep records of FIVA Identity Cards issued by them, in order to answer queries from FIVA or other ANF's exclusively.

The Secretariat of the FIVA Technical Commission files one copy of every FIVA Identity Card issued by the ANF's and of the corresponding application form.

A database is extracted from the documents. The archives and the database so established are solely intend for internal use of the FIVA Technical Commission and must under no circumstance be communicated outside.

When a web based database is established, the data may be available in total or partially to the ANF, the FIVA experts and FIVA stewards.

APPENDIX 1 List of vehicles for extended inspection will follow

Appendix 1

Vehicles where special care is required:

Cars :

AC Cobra
Alfa Romeo, sport/racing
Alvis, Speed 20, Speed 25
Aston Martin, pre-war, sport/racing
Bentley, sport/racing
Bizzarini, all
BMW, 328
Bugatti, all
Cadillac, V16
Delage, sport/racing
Delahaye, sport/racing
Ferrari, all
Fiat, sports and derivatives (Abarth, Giannini, 508S....)
Frazer Nash, BMW engined Frazer Nash, BMW engined
Jaguar, sport/racing
Lagonda, sport/racing
Maserati, all
Mercedes Benz, pre-war, 300 convertible, 300SL
MG, pre-war
Peugeot, Darl'Mat
Porsche, 550, RSK, 904, 906
Rally, sport/racing, Salmson engined
Renault, Alpine, Gordini, R1063, R1093, R1062
Riley, all
Talbot, sport/racing

Motorcycles:

Aero Caproni, Capriolo Corsa
A.J.S., Big Port – R7 – 7R
Benelli, 4 cyl. GP
BMW, Rennsport
B.S.A., Rocket, Gold Star
Brough Superior, all
Douglas, SW5-Dirt Track-90Plus
Ducati, Modèles corsa
Gilera, 4cil., GP, Saturno corsa
Indian, Four (1929/1930)
Maserati, Rospetto
Moto Guzzi, Normale-sport-C4V-2cyl GP, 8cyl GP
Norton, BRS-Manx-30M-40M- all flat tank OHV, models corsa
N.S.U., GP
Pierce, all models
Rudge, TT Replica, Dirt Track, 4valves 250cc racers
Rumi, Junior, Gobetto
Scott, Sprint-special, TT Replica, Dirt Track
Sunbeam, Sprint, M90, Bull nose (fat tank)
Triumph, Grand Prix, Trophy (1949/1954) Bonneville, early models Racing Trophy
Velocette, Viper-Vernom-Thruyton-all OMC models
Vincent, Black Shadow/Lightning-Grey Flash-Twins Rebuilt/created from singles