**DATA CHECKLIST**

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| **s/n** | **Data Checks** | **Suggested Actions** |
| 1. | Total data count on voters registrations table and fingerprint table | Validate |
| 2. | VIN length greater than or less than 19 characters | Remove/Rectify/Pad |
| 3. | Duplicate VINs | Rectify – choose one. |
| 3. | DOB not in agreed format of “dd-mmm-yyyy” i.e. Total character length less than 11. | Rectify - pad accordingly |
| 4. | Empty/null fields for surname, first name, DOB, address, delimitation, photo front | Remove |
| 5. | Invalid surname and first name containing only 1 character digit. | Remove |
| 6. | Empty occupation field | Update to “Others” |
| 7. | Invalid characters in fields ie. (?&%\*+,) | Remove/Rectify – delete invalid character |
| 8. | Image size less than 2k. These usually signify images with plain background and no facial photo | Remove. |
| 9. | Multiple voters photo front for different users (i.e. same photo). | Rectify |
| 10. | Empty/null fingerprint template fields where minutia count is not empty | Remove and regenerate if possible |
| 11. | Empty/null fingerprint template field and minutia count | Remove |
| **12.** | **Voters information from different state.** | **Rectify.** |