



King County

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**RECORDS, ELECTIONS AND  
LICENSING SERVICES DIVISION**

# DIMSNeT GUIDE

## Provisional Ballot Processing



**DIMSNeT GUIDE – CHAPTER 9 – PROVISIONAL BALLOT PROCESSING PROCEDURES**

- **Blank Envelope:** There is no information on the Provisional Ballot envelope
- **Illegible:** The information on the Provisional Ballot envelope was illegible.
- **Fatal Pend:** The original application to register to vote was incomplete therefore we could not register the person to vote. If you can complete the registration process (i.e. valid and complete date of birth or complete physical address) you can input that information into the Provisional module and process the Provisional ballots into the appropriate reason codes. Fatal pend for a missing signature can not be corrected without a signature attesting to the oath on a voter registration application.
- *If there is no ballot inside the Provisional Ballot envelope work it just like there is a ballot inside and code the envelope appropriately.*

### Step 9-18: Fatal Pend

**NEW FAILSAFE/PROVISIONAL VOTER**

**Voter Pend**

- MISSING RESIDENCE ADDRESS
- MISSING MAILING ADDRESS
- MISSING BIRTH DATE
- NO PARTY CODES CHECKED
- NOT SIGNED
- OFFICE PEND FATAL (STREET EVA
- UNDERAGE VOTER
- CITIZEN
- CONFIRM OR PROVIDE ID
- UNPRECINCTABLE ADDRESS
- NAME CHANGE SDFT
- BAD ADDRESS

Buttons: Delete, Close

- When the voter is found and the voter's record is fatally pended, the user will be able to fix the record if it is for a missing DOB or physical address and that information is provided on the Provisional Ballot envelope. If the record is fatally pended for a missing signature the Provisional Ballot needs to be sent to the Canvass Board to determine the validity of the ballot. The user will write their initials in the top left hand corner and write **Fatal Pend and the Pend code** on the Provisional Ballot envelope.
- Lead staff will review the Fatally Pended Provisional Ballot envelopes to insure that it can not be updated. If it can not be fixed lead staff will need to enter the information from the Provisional Ballot envelope into the Provisional module as a **Fatal Pend** and those ballots will be sent to the Canvass Board.
- On **Import Details** screen click **Source** drop-down arrow and click **PAV Provisional** or **Poll Provisional** depending on the Source.
- The **Old Cons**, **New Cons** and **New Bal Type** are based on the registered address currently in DIMS.
- In **Actual Cons** field type the actual consolidated precinct at which the voter appeared (precinct number is located on the bottom of the provisional ballot envelope and will not match the **Old Cons** or **New Cons** number if they voted at the wrong precinct but will match if they voted in the correct precinct).
- Tab through the **Actual Ballot Type** field.
- Click **Reason** drop-down arrow and click **Fatal Pend**. The reason indicates that the voter's original registration application was not completed.
- Click the **Stub Number** field, type 5 digit reference number located in information portion of the provisional ballot envelope.
- If necessary, click on the **Voter Details** and **Properties** tab and update any voter information (i.e. new address, phone number, mailing address, etc.). You do not have to update the voter's status or reason code, all voters registration records in the Provisional Module that are flagged to be updated will receive a status code of Active and reason code of Provisional Voter.
- Click **OK**
- Provisional envelope will be put in the **Fatal Pend** bin with a yellow highlight check mark on the bottom right hand corner of the Provisional Ballot envelope with the lead staff's initials.

**NEW FAILSAFE/PROVISIONAL VOTER**

**Import Details**

Import Action/Category: Find Voter Type: PROVISIONAL BALLOT

**Before**

Name: MELODY MOORE (F)  
 Residence: 1822 31ST AVE  
 City/St/Zip: SEATTLE WA 98122  
 Mail1:  
 Mail2:  
 Mail3:

**FailSafe Info**

Source: POLL PROVISIONAL  
 Old Cons:  
 New Cons: 1910 (0) New Bal Type: 00011  
 Actual Cons: 0236 (0) Actual Bal Type: 00042  
 Reason:  
 Control #:  
 Stub #: 68423

Count Ballot?  Update Voter History  
 Update Voter?

Buttons: Delete, Ok, Cancel