

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
11 State House Station  
220 Capitol Street  
Augusta, Maine 04333-0011  
Tel: (207) 287-5500; Toll Free: (888) 664-9491  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5470

	Job Responsibilities	E-mail	Phone Number
<b>Sharon Wright</b>	Adoption Reunion Registry, Foreign Born Adoptions, Adoptions, Adult Adoptee, Delayed Births, Legitimations, Gender Changes, and Monthly Counts.	<a href="mailto:Sharon.Wright@maine.gov">Sharon.Wright@maine.gov</a>	(207) 287-6048
<b>Mary Motuzas</b>	Front Desk Operations, Mail Requests, Municipal Clerk Verifications, and Funeral Home Orders (faxed).	<a href="mailto:Mary.Motuzas@maine.gov">Mary.Motuzas@maine.gov</a>	(207) 287-1910
<b>Rebecca Ashley</b>	Marriage Registration, Marriage Training, VS-7 Marriage Corrections, Domestic Partnerships, Single Status Letters, Temporary Officiant Applications and Divorces.	<a href="mailto:Rebecca.Ashley@maine.gov">Rebecca.Ashley@maine.gov</a>	(207) 287-6490
<b>Joseph Terry</b>	Birth Registration, Hospital Corrections, Hospital Acknowledgment of Parentage (AOP), VS-7 Birth Corrections, Legal Name Changes, Denial of Parentage (DOP), Gestational Carrier Agreements, Genetic/De Facto Parentage, Assisted Reproduction and Back up for Court Determinations.	<a href="mailto:Joseph.Terry@maine.gov">Joseph.Terry@maine.gov</a>	(207) 287-5452
<b>Anna York</b>	Home Births, Back-up VitalChek Orders, Paper-based Acknowledgment of Parentage (AOP), and Out of State Deaths.	<a href="mailto:Anna.York@maine.gov">Anna.York@maine.gov</a>	(207) 287-3148
<b>Melissa Boynton</b>	Death Registration, Fetal Deaths, Death Corrections, Authorized Persons, Disposition Permits, Sub-Registrar Applications, DAVE User Enrollments, Participant Listing, Index Portal, ME Flag Words, and Vital Records Forms.	<a href="mailto:Melissa.Boynton@maine.gov">Melissa.Boynton@maine.gov</a>	(207) 287-5451
<b>Donna Magras</b>	Genealogist Researcher Requests and Researcher Card Applications.	<a href="mailto:Donna.Magras@maine.gov">Donna.Magras@maine.gov</a>	(207) 287-4813
<b>Beverly VanHorn</b>	Scanning Attachments in DAVE and DocuWare Systems, Data Clean-Up, Rare Cause of Death, Group Quarters, Special Projects, and Training Coordinator.	<a href="mailto:Beverly.Vanhorn@maine.gov">Beverly.Vanhorn@maine.gov</a>	(207) 287-5463
<b>Jackson Cyr</b>	DAVE Application Help Desk and Support, Usernames and Passwords, Orders for Safety Paper and DAVE Funeral Home Orders, Case Management, Dymo Listing and Queries to Stakeholders (incomplete queues and attaching disposition permits in DAVE).	<a href="mailto:Jackson.Cyr@maine.gov">Jackson.Cyr@maine.gov</a> <a href="mailto:edrs.dhhs@maine.gov">edrs.dhhs@maine.gov</a>	1-888-664-9491 (Option 7) (207) 287-5447
<b>Kristin Sprague</b>	Federal and State Agency Verifications and Billing, Court Determinations, and Back-up to VitalChek Orders and Front Desk Operations.	<a href="mailto:Kristin.Sprague@maine.gov">Kristin.Sprague@maine.gov</a>	(207) 287-1911
<b>Haley Stubbs</b>	Back up to Front Desk Operations, Filing, VitalChek Orders, DAVE Order Processing and Data Entry.	<a href="mailto:Haley.Stubbs@maine.gov">Haley.Stubbs@maine.gov</a>	(207) 287-3100
<b>Nicholas Coulombe</b>	System Administrator, Maintenance, Configuration, Testing, and Reliable Operation of DAVE System, Network Servers, Work Orders, and Virtualization of the DAVE System.	<a href="mailto:Nicholas.Coulombe@maine.gov">Nicholas.Coulombe@maine.gov</a>	(207) 287-1909
<b>Sue Paradis</b>	State Share of Vital Records (SSVR), and Office Supplies	<a href="mailto:susan.paradis@maine.gov">susan.paradis@maine.gov</a>	(207) 287-5471