



# Vital Records Newsletter

Information for Municipal Clerks, Funeral Directors, Hospitals, and Maine Courts

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It's always nice to put a face of the person who performs the duty

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## Meet the Vital Record's Team



**Sharon Wright** has been in Vital Records for 20 years. Sharon handles the adoptions, legitimations, gender changes, delayed births, and monthly counts. Sharon may be reached at (207) 287-6048 or [Sharon.Wright@maine.gov](mailto:Sharon.Wright@maine.gov).



**Anna York** has been in Vital Records for 6 years. Anna processes the homebirths, marks birth records deceased in the DAVE and DocuWare systems and processes the VitalChek orders received by customers Wednesday through Friday. Anna may be reached at (207) 287-3148 or [Anna.York@maine.gov](mailto:Anna.York@maine.gov).



**Rebecca Ashley** has been in Vital Records for 7 years. Rebecca handles the marriage registrations, marriage corrections, gender changes on marriages, delayed marriages, domestic partnerships, single status letters, temporary officiant applications, and divorces. Rebecca may be reached at (207) 287-6490 or [Rebecca.Ashley@maine.gov](mailto:Rebecca.Ashley@maine.gov).



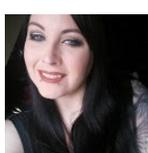
**Joseph Terry** has been in Vital Records for 6 months. Joe handles the birth registrations, birth corrections, acknowledgments of parentage, denials of parentage, court determinations, legal name changes, adult DNA, and surrogate/gestational carrier agreements. Joe may be reached at (207) 287-5452 or [Joseph.Terry@maine.gov](mailto:Joseph.Terry@maine.gov).



**Kristin Sprague** has been in Vital Records for 4 years. Kristin handles the verifications from State and Federal Agencies and municipal clerks, as well as the billing and invoices. Kristin often covers for the front desk operations. Kristin may be reached at (207) 287-1911 or [Kristin.Sprague@maine.gov](mailto:Kristin.Sprague@maine.gov).



**Mary Motuzas** has been in Vital Records for 12 years. Mary greets the customers in the lobby, determines eligibility, and processes vital records requests received at the window, in the mail, and faxed orders from funeral homes. Mary also responds to the municipal clerk's verifications and questions related to access and disclosure of vital records. Mary may be reached at (207) 287-1910 or [Mary.Motuzas@maine.gov](mailto:Mary.Motuzas@maine.gov).



**Melissa Boynton** has been in Vital Records for 6 years. Melissa handles the death registrations, death corrections, fetal deaths, disposition permits, authorized persons, State sub-registrar appointments, and manages contract staff. Melissa may be reached at (207) 287-5451 or [Melissa.Boynton@maine.gov](mailto:Melissa.Boynton@maine.gov).



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**Nicholas Coulombe** has been in Vital Records for 2 years. Nicholas is the DAVE System Administrator. He is responsible for the maintenance, configuration, testing, and operation of the DAVE System, network servers, work orders, and the virtualization of the DAVE System. Nicholas may be reached at (207) 287-1909 or [Nicholas.Coulombe@maine.gov](mailto:Nicholas.Coulombe@maine.gov).



**Kimberly Remis** has been in Vital Records for 1 year. Kimberly scans all vital records and documents and attaches, enters, and cleans the data fields in the DocuWare and DAVE systems and is doing many special projects for the office. Kimberly may be reached at (207) 287-5460 or [Kimberly.Remis@maine.gov](mailto:Kimberly.Remis@maine.gov).



**Haley Stubbs** has been in Vital Records for 3 months. Haley sorts and files all records requests, applications, vital records, and is the back-up to Mary for all front desk operations. Haley answers the (207) 287-3771 main phone line, answers questions on how to order a vital record, and transfers calls to the appropriate team member when needed. Haley may be reached at (207) 287-3100 or [Haley.Stubbs@maine.gov](mailto:Haley.Stubbs@maine.gov).



**Shelby Ball** has been in Vital Records for 6 months. Shelby covers the help desk/application support line. She assists DAVE users navigating the system, assists municipal clerks with orders in DAVE, processes the DAVE funeral home orders, new user enrollments, and she updates the participant listing and end dates users when they have left their positions. Shelby may be reached at (207) 287-5447 or [Shelby.Ball@maine.gov](mailto:Shelby.Ball@maine.gov) or [EDRS.DHHS@maine.gov](mailto:EDRS.DHHS@maine.gov).



**Donna Magras** has been in Vital Records for 15 years. Donna reviews and processes all the genealogy requests for the office and provides genealogical researcher identifications cards to all approved researchers which entitles them to (3) three non-certified copies of vital records per week for one year. Donna may be reached at (207) 287-4813 or [VitalRecords.DHHS@maine.gov](mailto:VitalRecords.DHHS@maine.gov).

## REMINDERS FROM THE TEAM

**Obtaining a Copy of a Vital Record.** The Vital Records lobby hours are from 9:00 a.m. to 4:00 p.m., Monday through Friday. Walk-ins to obtain a copy of a vital record are welcome, although there is a 24-hour turnaround time if the lobby is busy. Please refer individuals to the Data, Research, and Vital Statistics (DRVS) website for information on “How to Order a Vital Record” at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/order/index.shtml>.

**Corrections, Completions, and Amendments to Vital Records.** Appointments are required for any corrections, completions, or amendments to a vital record (for non-DAVE users) by contacting the appropriate team member above due to rotating schedules and scheduled vacations. More information on how to submit a correction, completion, or amendment may be found on DRVS website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/how-to-amend-correct-or-complete-a-vital-record.shtml>.

**Vital Records Forms.** All vital records forms available to the general public are located on DRVS website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>. Please be sure to print the forms from the website for the most updated version (if/when assisting the public). Most of the forms in the DAVE system and on the restricted site for courts are not provided to the public.



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## INFORMATION FOR MUNICIPAL CLERKS



### Reminders

- **Vital records applications.** Please make sure your applications for a vital record are gender neutral. Parents names can be “mother/parent and father/parent” or “parent and parent”. Applications must be retained for one year.
- **Verifications.** Questioning an item on a vital record? Should you have a vital record on file but don't? Municipalities may complete the verification form for this purpose and fax it to DRVS for the quickest results. The form and portions of the municipal clerk's handbook may be found on DRVS website for municipal clerks at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/edrs/medical-certifiers.html>.

### Upcoming Brown Bag Training

Please register for each training below:

July 17th from 12:00-1:30 (Marriage Section)

[https://mainestate.zoom.us/webinar/register/WN\\_WjxN8qzYS5GFyYXEvtl\\_vA](https://mainestate.zoom.us/webinar/register/WN_WjxN8qzYS5GFyYXEvtl_vA)

July 24th from 12:00 to 1:30 (Death Section & DAVE)

[https://mainestate.zoom.us/webinar/register/WN\\_H3O2DJSgQEeq81hg8u8GQpA](https://mainestate.zoom.us/webinar/register/WN_H3O2DJSgQEeq81hg8u8GQpA)

July 31st from 12:00 to 1:30 (Access and Disclosure of Vital Records)

[https://mainestate.zoom.us/webinar/register/WN\\_ayalaBJET3-w6lSOqAijcg](https://mainestate.zoom.us/webinar/register/WN_ayalaBJET3-w6lSOqAijcg)

August 14<sup>th</sup> from 12-1:30 (General & Birth Section)

[https://mainestate.zoom.us/webinar/register/WN\\_kiCGS13nRjG1uTDeOUarXQ](https://mainestate.zoom.us/webinar/register/WN_kiCGS13nRjG1uTDeOUarXQ)





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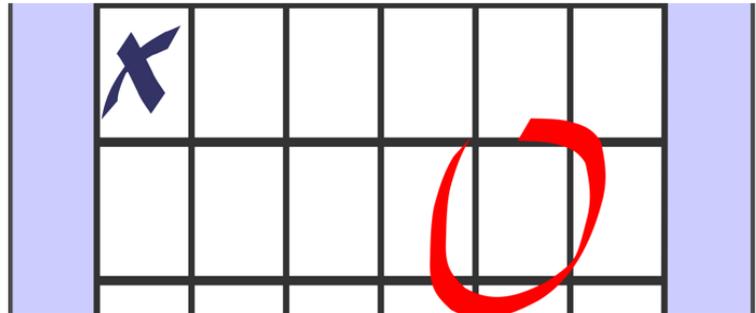
**We could not do this without you. Thanks for all you do!**

An average Maine day in vital records:

- 31 babies are born,
- 46 deaths occur,
- 26 parties marry, and
- 158 records are issued by the front counter.

## Site Visits

Kim Haggan, Director and State Registrar, and Theresa Roberts, Deputy State Registrar and Vital Record Supervisor, will be doing site visits during the summer and fall months. If you would like to be added to the site visit list, please contact Kim Haggan at (207)287-5459 or [Kim.E.Haggan@maine.gov](mailto:Kim.E.Haggan@maine.gov) or Theresa Roberts at (207) 287-3657 or [Theresa.Roberts@maine.gov](mailto:Theresa.Roberts@maine.gov).



## INFORMATION FOR FUNERAL DIRECTORS



### Funeral Home Orders

Please do not e-mail requests for copies of death certificates to be pick-up in the lobby. Team members may not be in the office to receive your e-mail, which may result in duplicate copies issued which establishments will be charged.

### Reminders

- The VS-50 Authorization form is no longer required by Maine Statute. The information must be captured in the DAVE/EDRS system or on the completed and endorsed disposition permit that is attached to the death case in DAVE.
- Please remember to attach the disposition permit to the death case if the completed and endorsed permit was not sent to the municipality who issued the permit.

### Need Training?

Any funeral establishments that would like to schedule a training on death registration, please contact Melissa Boynton @ (207) 287-5451 or [Melissa.Boynton@maine.gov](mailto:Melissa.Boynton@maine.gov).



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## INFORMATION FOR FUNERAL DIRECTORS CONTINUED

### Decedent Attributes Page

If a decedent’s ancestry is not known but you know that the ancestry is not Hispanic, please select “Non-Hispanic” and type UNK% in the description and then search.



Lookup Non-Hispanic

Description

Id	Description	select
2457	Unknown, Not Classifiable	

Total Records : 1

When the “Unknown, Not Classifiable” displays, select the blue link to populate the information. This shows that the person is not Hispanic, and the ancestry is not classified.



Pronouncement  
Place of Death  
Cause of Death  
Other Factors  
Injury  
Certifier  
Registrar  
Identifiers  
Other Links  
Assign Status

Ancestry  
(Check one box and Specify)  
 Hispanic (Mexican, Puerto Rican, Cuban, Dominican, etc)  
 Decedent of Hispanic origin  Hispanic, Specify:   
 Non Hispanic (Italian, African American, Haitian, Pakistani, Ukrainian, Nigerian, Taiwanese, etc)  
 Unknown, Not Classifiable    
 Unknown  
 Other Specify:

## INFORMATION FOR BIRTHING HOSPITALS

**Hospital Birth Manual.** A hospital birth manual is in the works. The manual will provide definitions, step-by-step instructions, and procedures for entering the medical and parent worksheets in the DAVE system as well as procedures for safe haven and gestational carrier agreements (surrogate births).

**Medical Worksheet.** Recently, the medical worksheet was changed to collect the smoking data in a clearer logical way, by moving the time period before pregnancy at the beginning of the options to collect sequentially as the mother progressed through the pregnancy.

**Acknowledgments of Parentage.** Please remember that birth records must be completed and certified within 24 hours and registered within 5 days. Do not hold up birth registrations because of an incomplete AOP. AOPs may be done at any time after birth until the child turns 18. Hospitals have the option of submitting an electronic amendment within 90 days, or the parents may send the completed paper AOP form directly to our office.

**Training.** If any hospitals would like training on the DAVE system, please feel free to reach out to Theresa Roberts to set something up, whether it be a site visit or a Zoom webinar. Theresa may be reached at (207) 287-3657 or [Theresa.Roberts@maine.gov](mailto:Theresa.Roberts@maine.gov).





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## BIRTHING HOSPITALS CONTINUED

### Parent's Ancestry

When the parents' ancestry is unknown, they may indicate that they are "Non-Hispanic", but do not classify.

Please select "Non-Hispanic", in the look up description, type UNK% and search.

The "Unknown, Not Classifiable" displays, select the blue link and it will populate on the record.

This shows that the person is not Hispanic, and the ancestry is not classified.



### District Courts

- Please remember to send all divorce judgements within 45 days after judgment. Data, Research, and Vital Statistics (DRVS) receives multiple requests for divorces shortly after parties have been to court and they are waiting to obtain a certified copy.
- District courts who would like to e-mail copies of the divorce judgements rather than send them by mail may do so. Please contact Rebecca Ashley at (207) 287-6490 or [Rebecca.Ashley@maine.gov](mailto:Rebecca.Ashley@maine.gov) for more information.

### Probate Courts

DRVS allows individuals who would like to change their gender on their birth and marriage certificate to change their first and middle name to align with their gender identity. The change of the name does not have to be done through Probate Court unless the individual would like to change their last name. Please refer individuals who would like to change their first and middle name to align with their gender identify to DRVS forms website for the completion of the VS-7 application with instructions at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>.