

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



Maine Department of Health and Human Services
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	Job Responsibilities	E-mail	Phone Number
Sharon Wright	Adoption Reunion Registry, Foreign Born Adoptions, Adoptions, Adult Adoptee, Delayed Births, Legitimations, Gender Changes, and Monthly Counts.	Sharon.Wright@maine.gov	(207) 287-6048
Mary Motuzas	Front Desk Operations, Mail Requests, Municipal Clerk Verifications, and Funeral Home Orders (faxed).	Mary.Motuzas@maine.gov	(207) 287-1910
Rebecca Ashley	Marriage Registration, Marriage Training, VS-7 Marriage Corrections, Domestic Partnerships, Single Status Letters, Temporary Officiant Applications and Divorces.	Rebecca.Ashley@maine.gov	(207) 287-6490
Joseph Terry	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.	Joseph.Terry@maine.gov	(207) 287-5452
Anna York	Home Births, Back-up VitalChek Orders, Paper-based Acknowledgment of Parentage (AOP), and Out of State Deaths.	Anna.York@maine.gov	(207) 287-3148
Melissa Boynton	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.	Melissa.Boynton@maine.gov	(207) 287-5451
Donna Magras	Genealogist Researcher Requests and Researcher Card Applications.	Donna.Magras@maine.gov	(207) 287-4813
Vacant	Scanning attachments in DAVE and DocuWare Systems, data clean-up, and Special Projects.	Vacant	(207) 287-5460
Shelby Letourneau	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).	Shelby.Letourneau@maine.gov edrs.dhhs@maine.gov	1-888-664-9491 (Option 7) (207) 287-5447
Kristin Sprague	Federal and State Agency Verifications and Billing, Court Determinations, and Back-up to VitalChek Orders and Front Desk Operations.	Kristin.Sprague@maine.gov	(207) 287-1911
Haley Stubbs	Back up to Front Desk Operations, Filing, VitalChek Orders, DAVE Order Processing and Data Entry.	Haley.Stubbs@maine.gov	(207) 287-3100
Nicholas Coulombe	System Administrator, Maintenance, Configuration, Testing, and Reliable Operation of DAVE System, Network Servers, Work Orders, and Virtualization of the DAVE System.	Nicholas.Coulombe@maine.gov	(207) 287-1909
Sue Paradis	State Share of Vital Records (SSVR), and Office Supplies	susan.paradis@maine.gov	(207) 287-5471