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Governor

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	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), Court Determinations, Gestational Carrier Agreements, Genetic/De Facto Parentage and Assisted Reproduction.	<a href="mailto:Joseph.Terry@maine.gov">Joseph.Terry@maine.gov</a>	(207) 287-5452
<b>Anna York</b>	Home Births, VitalChek Orders (W-F), Paper-based Acknowledgment of Parentage (AOP), Attested Copies, 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>Kimberly Remis</b>	Scanning attachments in DAVE and DocuWare Systems, data clean-up, and Special Projects.	<a href="mailto:Kimberly.Remis@maine.gov">Kimberly.Remis@maine.gov</a>	(207) 287-5460
<b>Vacant (Melissa Boynton covering)</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: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, Municipal Clerk Verifications, Back-up to Front Desk Operations, VitalChek Orders (M-T), and Faxed Funeral Home Orders.	<a href="mailto:Kristin.Sprague@maine.gov">Kristin.Sprague@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), Office Supplies, and	<a href="mailto:susan.paradis@maine.gov">susan.paradis@maine.gov</a>	(207) 287-5471