

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
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

Vital Records Staff Listing & Duties

	Job Responsibilities	E-mail	Phone Number
Sharon Wright	Adoption Reunion Registry, Foreign Born Adoptions, Adoptions, Adult Adoptee, Delayed Births, Legitimations and Legal Sex Changes.	Sharon.Wright@maine.gov	(207) 287-6048
Mary Motuzas	Front Desk Operations, Mail Requests, Vital Chek Orders, 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
Jessica Raven	Birth Registration, Hospital Corrections & Hospital Acknowledgment of Paternity (AOP), VS-7 Birth Corrections, Legal Name Changes, Denial of Parentage (DOP), Court Determinations, Gestational Carrier Agreements, Genetic/De Facto Parentage and Assisted Reproduction.	Jessica.Raven@maine.gov	(207) 287-5452
Anna York	Paper-based Acknowledgments of Paternity (AOP), Home Births, Federal and State Agency Verifications, Back-up to VitalChek Orders, Attested Copies, Missing File Dates or Registrars 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 and Participant Listing, Death and Marriage Index Portal, Health Care Provider Training, 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
Cynthia Barna	FORTIS/DocuWare Systems, Scanning, Back-up to Genealogist Requests, Authorization Forms, Voided Safety Paper and Special Projects.	Cynthia.Barna@maine.gov	(207) 287-5460
Dan O'Leary	DAVE Application Help Desk and Support, User Names and Passwords, Order Processing, Safety Paper Orders and Assignments in DAVE, Funeral Home Orders, Case Management, Dymo Listing and Queries to Stakeholders.	edrs.dhhs@maine.gov Daniel.OLeary@maine.gov	1-888-664-9491 (Option 7) (207) 287-5447
Kristin Sprague	Receptionist, Back up to Front Desk Operations, VitalChek Orders, Genealogist Researcher Request, Researcher Card Applications and Special Projects.	Kristin.Sprague@maine.gov	(207) 287-3181 (207) 287-1919