

Janet T. Mills  
Governor



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Commissioner

Maine Department of Health and Human Services  
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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, and Gender Changes (birth).                                                                                                                                              | <a href="mailto:Sharon.Wright@maine.gov">Sharon.Wright@maine.gov</a>       | (207) 287-6048                                 |
| <b>Vacant</b>                                          | Front Desk Operations, Process Window Applications, Municipal Clerk Verifications, and Researcher Requests.                                                                                                                                                                          | Vacant                                                                     | (207) 287-1910                                 |
| <b>Rebecca Sheppard</b><br>(Previously Rebecca Ashley) | Marriage Registration, Marriage Training, VS-7 Marriage Corrections, Domestic Partnerships, Single Status Letters, Temporary Officiant Applications, Gender Changes (marriage) and Divorces.                                                                                         | <a href="mailto:Rebecca.Sheppard@maine.gov">Rebecca.Sheppard@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, VitalChek Orders (W-F), 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>Amber Feyler</b>                                    | Genealogist Researcher Requests, Researcher Card Applications, Death with Dignity, Operation Totals, and Back-up to Front Desk Operations.                                                                                                                                           | <a href="mailto:Amber.Feyler@maine.gov">Amber.Feyler@maine.gov</a>         | (207) 287-4813                                 |
| <b>Beverly VanHorn</b>                                 | Scanning Attachments in DAVE and DocuWare,, Data Clean-Up, Rare Cause of Death, Group Quarters, Special Projects, Events Schedules and back up for mail and Vital Chek Orders.                                                                                                       | <a href="mailto:Beverly.Vanhorn@maine.gov">Beverly.Vanhorn@maine.gov</a>   | (207) 287-5463                                 |
| <b>Vacant</b>                                          | DAVE Application Help Desk and Support, Usernames and Passwords, Orders for Safety Paper, Faxed Funeral Home Orders, Case Management, Dymo Listing and Queries to Stakeholders (incomplete queues and attaching disposition permits in DAVE).                                        | <a href="mailto:cdrs.dhhs@maine.gov">cdrs.dhhs@maine.gov</a>               | 1-888-664-9491<br>(Option 7)<br>(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>                                    | Mail requests. Back up to Front Desk Operations and VitalChek Orders, and back up to Birth Corrections (AOP, LNC, and Court Determinations).                                                                                                                                         | <a href="mailto:Haley.Stubbs@maine.gov">Haley.Stubbs@maine.gov</a>         | (207) 287-1909                                 |
| <b>Vacant</b>                                          | Scanning and indexing in DocuWare, DAVE, and Special Projects                                                                                                                                                                                                                        | Vacant                                                                     | (207) 287-5460                                 |
| <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                                 |

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