

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
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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, Gender Changes and Monthly Counts.	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, 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.	Jessica.Raven@maine.gov	(207) 287-5452
Anna York	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, 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
Cynthia Barna	DocuWare System, Scanning, Back-up to Front Desk Operations, Authorization Forms, and Special Projects.	Cynthia.Barna@maine.gov	(207) 287-5460
Vacant	DAVE Application Help Desk and Support, User Names 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).	edrs.dhhs@maine.gov	1-888-664-9491 (Option 7) (207) 287-5447
Kristin Sprague	Receptionist, Back-up to Front Desk Operations, VitalChek Orders, Faxed Funeral Home Orders, Voided Safety Paper and Special Projects.	Kristin.Sprague@maine.gov	(207) 287-3181 (207) 287-1919
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