Janet T. Mills
Governor

Sara Gagné-Holmes
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) 287-3181; Toll Free: (888) 664-9491
TTY: Dial 711 (Maine Relay); Fax: (207) 287-1093

	Job Responsibilities	E-mail	Phone Number
Sharon Wright	Adoption Reunion Registry, Foreign Born Adoptions, Adoptions, Adult Adoptee, Delayed Births, Legitimations, and Gender Changes (birth).	Sharon.Wright@maine.gov	**(207) 287-6048**
Gentry Johnson	Front Desk Operations, Process Window Applications, Municipal Clerk Verifications, and Researcher Requests.	Gentry.Johnson@maine.gov	**(207) 287-1910**
Rebecca Sheppard (Previously Rebecca Ashley)	Marriage Registration, Marriage Training, VS-7 Marriage Corrections, Domestic Partnerships, Single Status Letters, Temporary Officiant Applications, Gender Changes (marriage) and Divorces.	Rebecca.Sheppard@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, VitalChek Orders (W-F), 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**
Alanda Levesque	Genealogist Researcher Requests, Researcher Card Applications, Death with Dignity, Operation Totals, and Back-up to Front Desk Operations.	Alanda.Levesque@maine.gov	**(207) 287-4813**
Beverly VanHorn	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.	Beverly.Vanhorn@maine.gov	**(207) 287-5463**
Abigail Williams	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).	edrs.dhhs@maine.gov Abigail.Williams@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	Mail requests. Back up to Front Desk Operations and VitalChek Orders, and back up to Birth Corrections (AOP, LNC, and Court Determinations).	Haley.Stubbs@maine.gov	**(207) 287-1909**
Vacant	Scanning and indexing in DocuWare, DAVE, and Special Projects	Vacant	**(207) 287-5460**
Sue Paradis	State Share of Vital Records (SSVR), and Office Supplies	susan.paradis@maine.gov	**(207) 287-5471**

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