

Janet T. Mills
Governor



Sara Gagné-Holmes
Commissioner

Maine Department of Health and Human Services
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	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
Katie Bredeau	Front Desk Operations, Municipal Clerk Verifications, Funeral Home Orders (faxed), and PRAMS.	Katie.Bredeau@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, 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
Amber Feyler	Genealogist Researcher Requests, Researcher Card Applications, Death with Dignity, Operation Totals, and Back-up to Front Desk Operations.	Amber.Feyler@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 Vital Chek orders.	Beverly.Vanhorn@maine.gov	(207) 287-5463
Emily Balleigh	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).	Emily.Balleigh@maine.gov edrs.dhhs@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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