



# BRITISH CONSULAR SERVICES IN SAUDI ARABIA

## WHO ARE WE AND WHAT DO WE DO?

We have recently reviewed the way in which the British Embassy in Riyadh, the British Trade Office in Al-Khobar and the British Consulate in Jeddah provide consular services to British Nationals in Saudi Arabia. As a result of this review a dedicated consular team has been set up to cover the whole of Saudi Arabia. Heading this team is HM Consul, Brian Hefford and the Vice Consul Melanie Smart. In each post (Jeddah, Al Khobar and Riyadh) there is a Pro-consul and consular support staff. The Pro-Consul is a locally employed officer who is accredited to the Ministry of Foreign Affairs as a designated signatory for the British Embassy. Our 3 pro-consuls, all of whom speak Arabic, are experienced consular officers with a wealth of local knowledge of Saudi Arabia.

### RIYADH

**HM Consul**  
**Brian Hefford**



Brian arrived in Riyadh in November 2005, Brian has served in a wealth of overseas posts including Karachi, Islamabad, Paris, Columbo and Bogota. Brian has overall strategic responsibility for all consular matters Kingdom wide and will regularly be visiting all posts in the Kingdom.

**Vice Consul**  
**Melanie Smart**



Mel arrived in Riyadh in April 2006 having come from Sofia in Bulgaria and prior to that London and Washington. Mel will travel between the 3 posts ensuring that all consular staff have the latest information from London and will manage the warden network in support of Brian.

**Mohamed Jama**  
**Pro Consul**



Mohamed has been with the Embassy over 16 years. Mohamed provides advice to the Embassy on local laws and deals with the legalisation of documents.

**Brenda Forster**  
**Office Manager**



Brenda is the Office Manager and also deals with Births, Marriages and Deaths. Brenda is responsible for the warden network throughout Saudi Arabia and the database of British Nationals who have registered their presence within KSA.

**Sue Flaherty,**  
**Passport Officer**



Sue is our passport officer who also deals with all aspects of nationality and produces British passports for British nationals in Saudi Arabia.

**Banan Zawati, Consular Receptionist/Cashier**



Banan is our consular assistant supporting the Riyadh consular team and is the Embassy's first point of contact for all telephone and counter enquiries.

### JEDDAH

**Farhat Ullah,**  
**Pro Consul**



Farhat joined the Consulate in May 1999 as a visa assistant. After completing 5 years he was promoted to Pro Consul. He says that taking this job was a good decision for his health as the long hours that he worked during his first Hajj caused him to lose 4 kg in weight!

**Diane Birch,**  
**Consular Assistant**



Diane joined the Consulate 17 years ago when passports were still written on an old, manual typewriter. Diane provides consular advice to customers in person and on the telephone. She also submits requests for British passports to Riyadh for production, and locally produces birth and death certificates.

### AL-KHOBAR

**Ameer Madampat,**  
**Pro Consul**



Ameer has just joined the British Trade Office in Al-Khobar having spent 10 Years in the Kingdom of Saudi Arabia. He has an extensive knowledge of consular work as he has previously worked at the Indian Embassy in a similar capacity.

**Valerie Parrot,**  
**Consular Assistant**



Valerie joined the Trade Office in June 2007 having worked previously at another British Mission in Nigeria. Valerie is the Consular Assistant and deals with customers in person and on the telephone. She also submits requests for British passports to Riyadh for production.