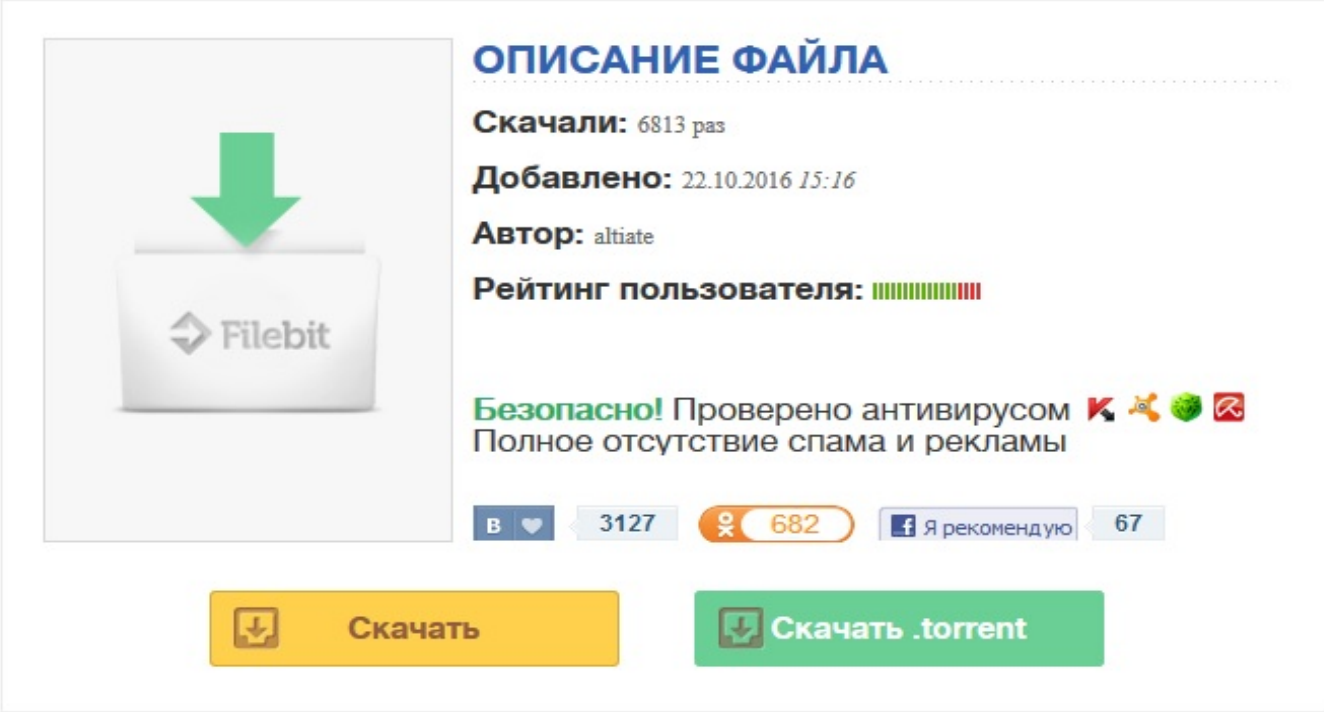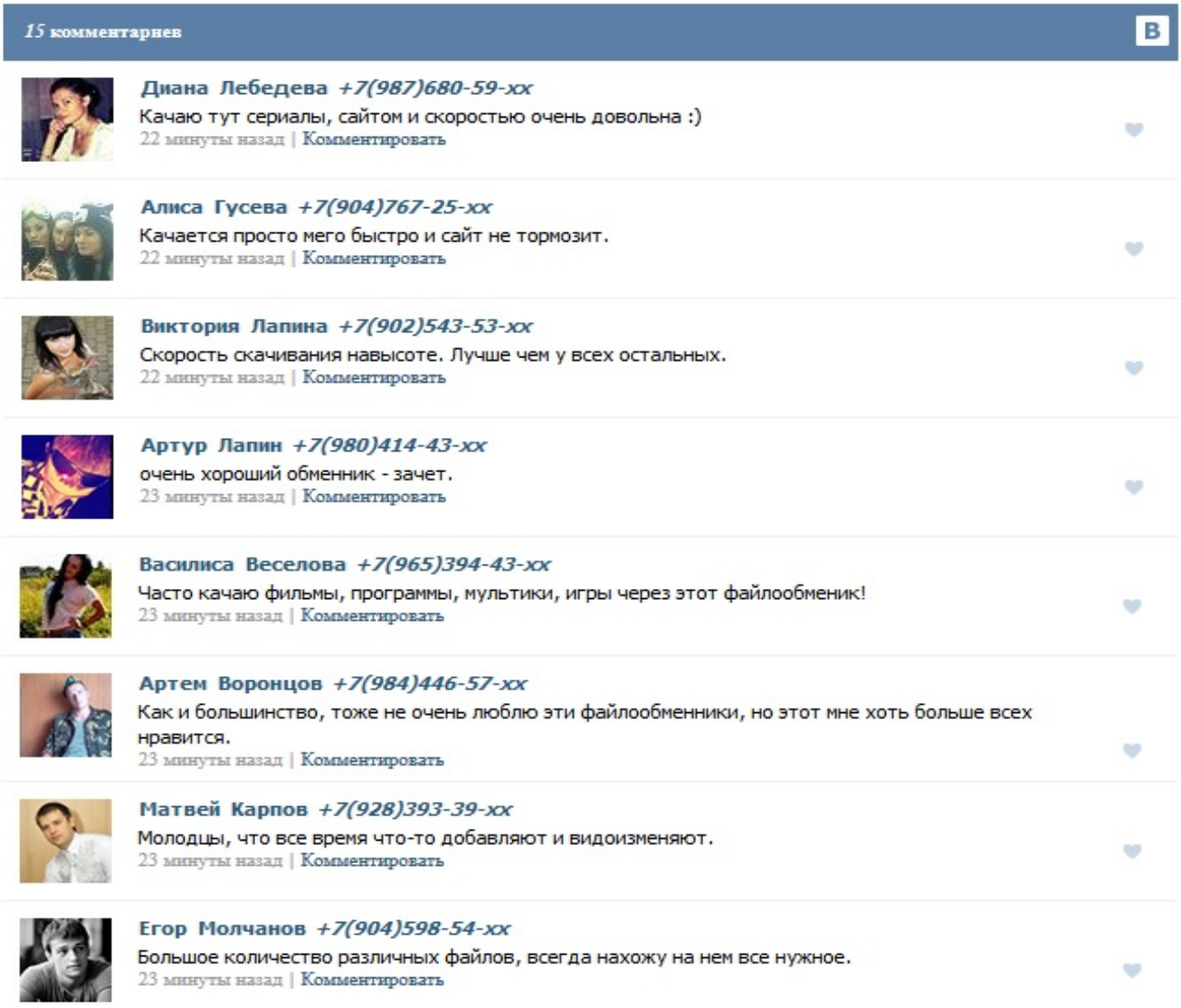заявление на замену паспорта форма 1п бланк скачать 2016