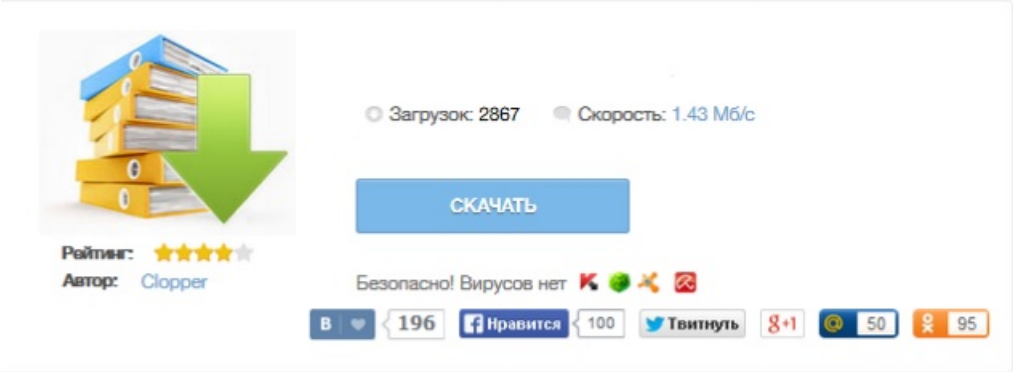бланк замены паспорта