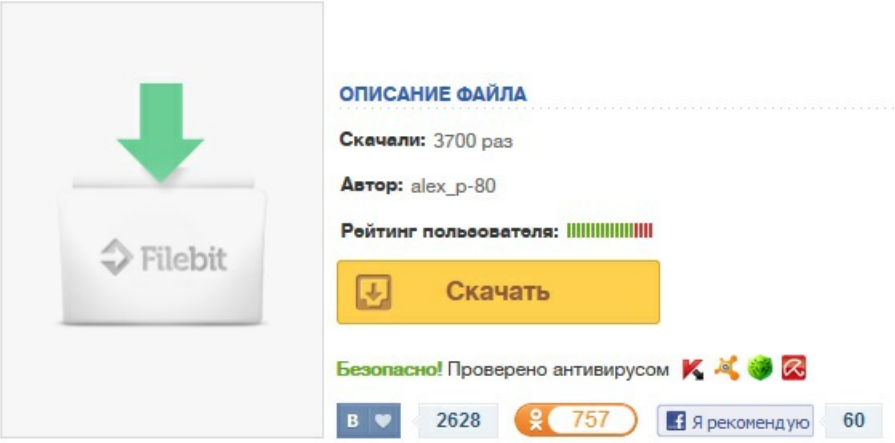бланк заявление на внж спб