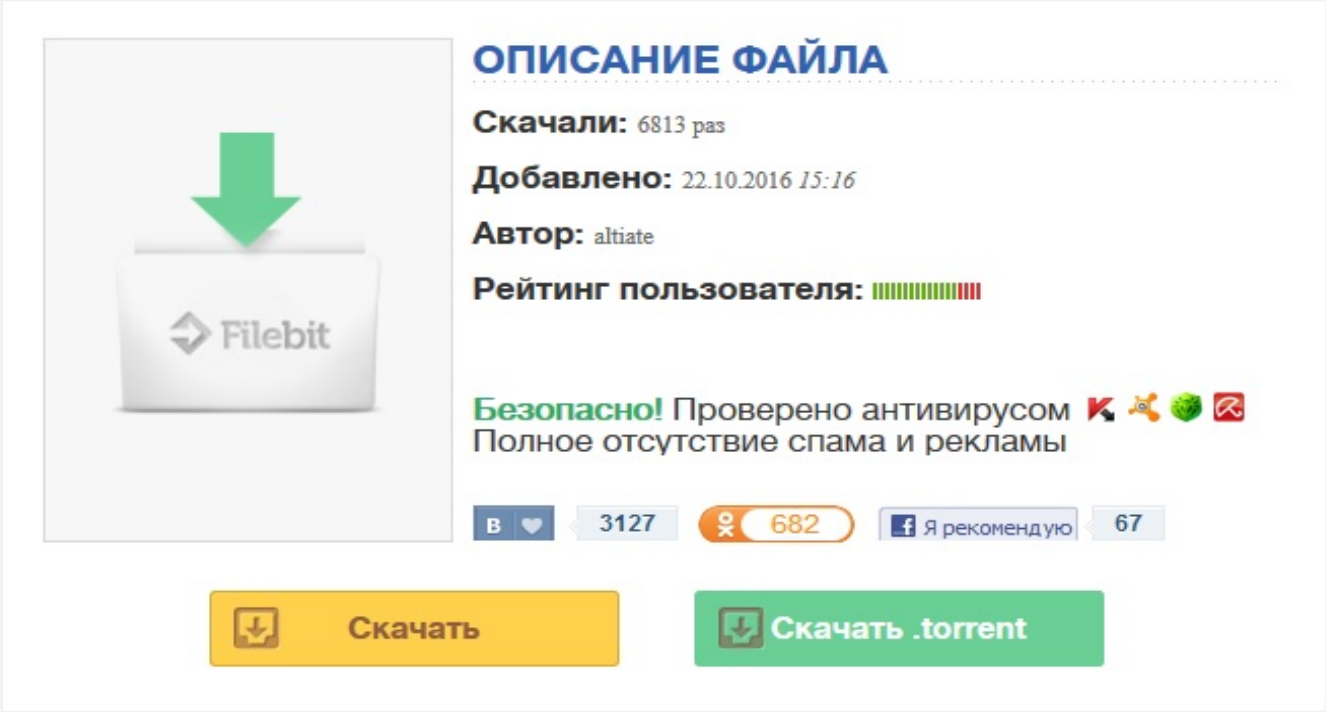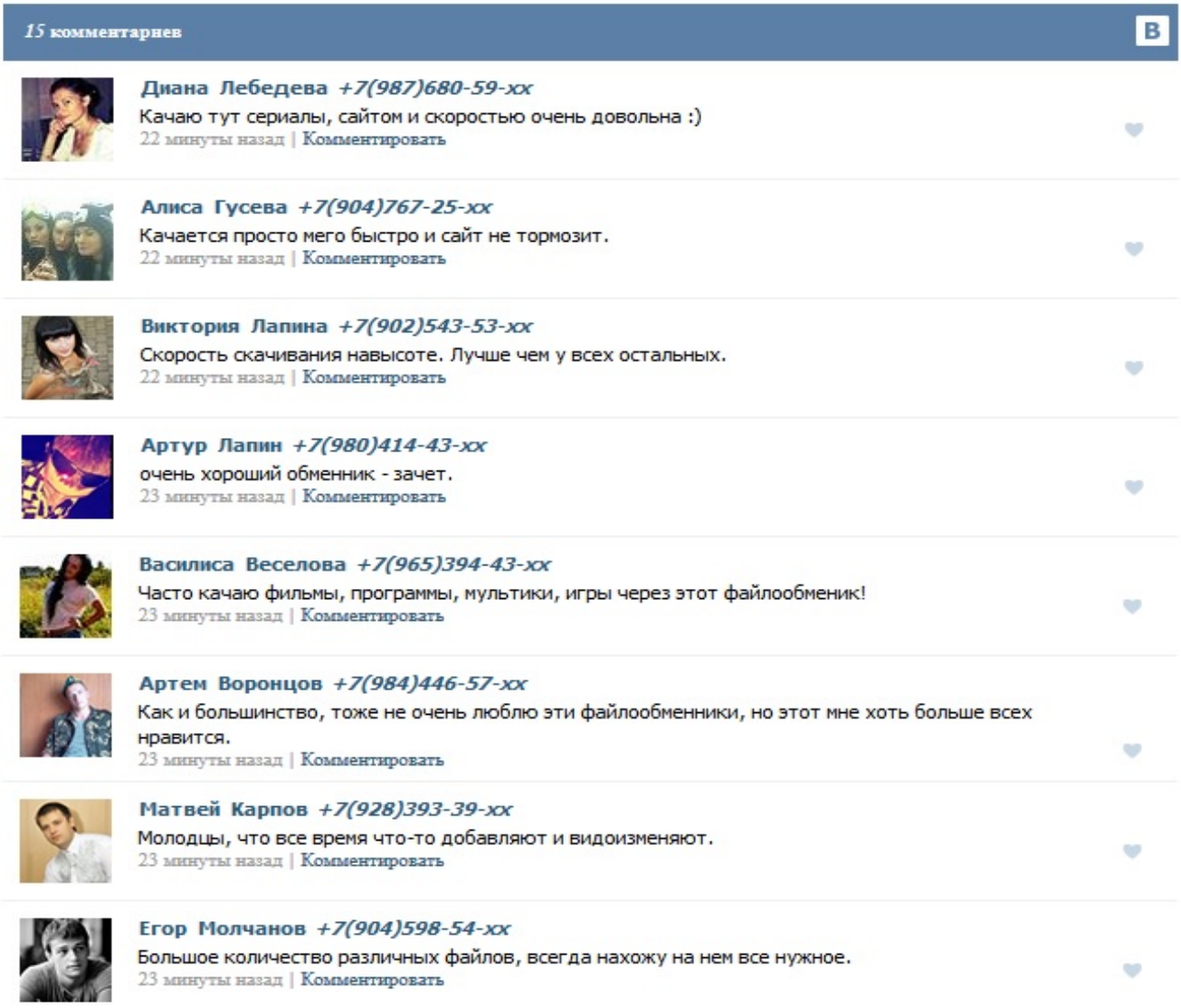личная карточка учета выдачи сиз 2016 образец заполнения