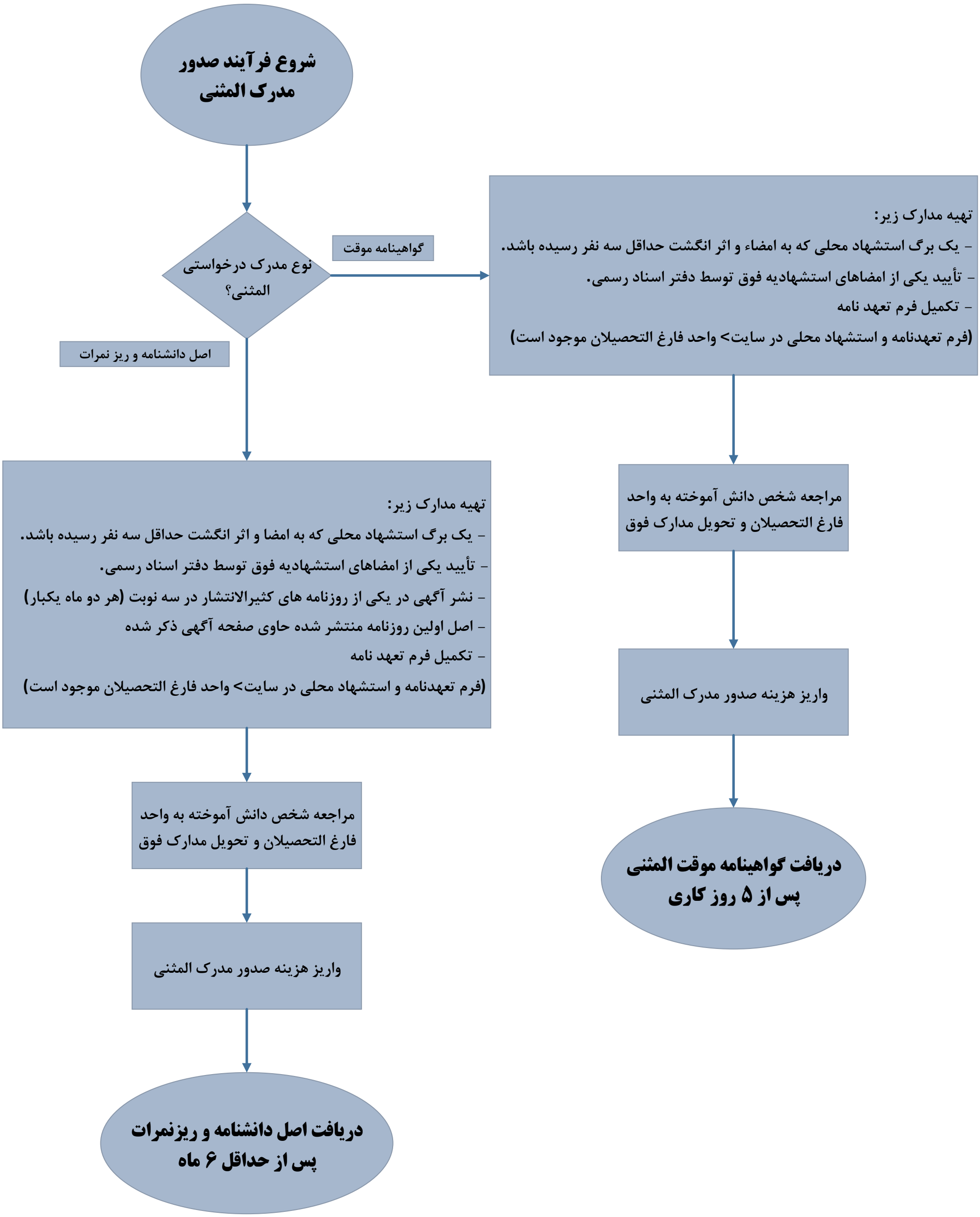فرآیند صدور مدرک المثنی