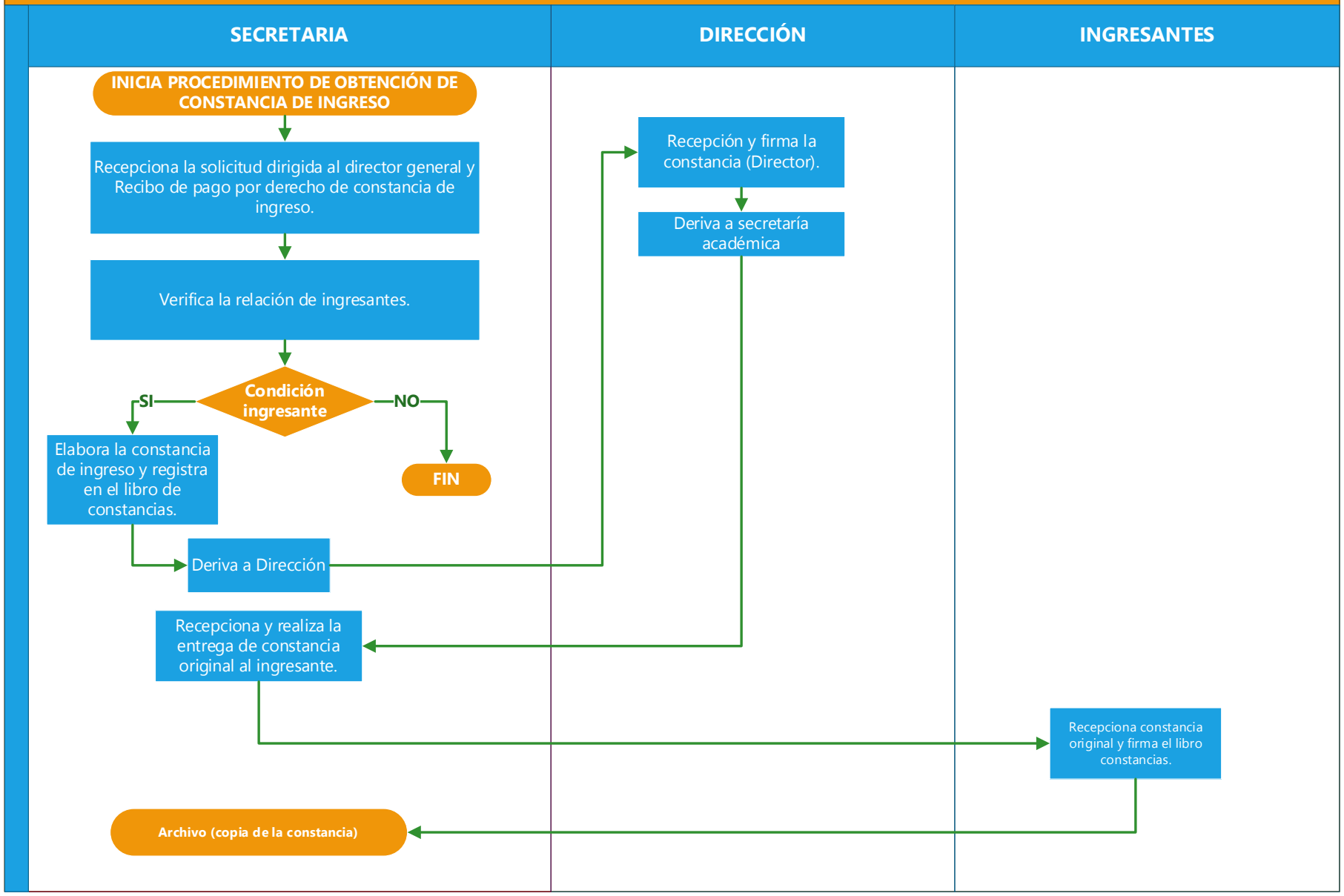PROCESO DE OBTENCIÓN DE CONSTANCIA DE INGRESO