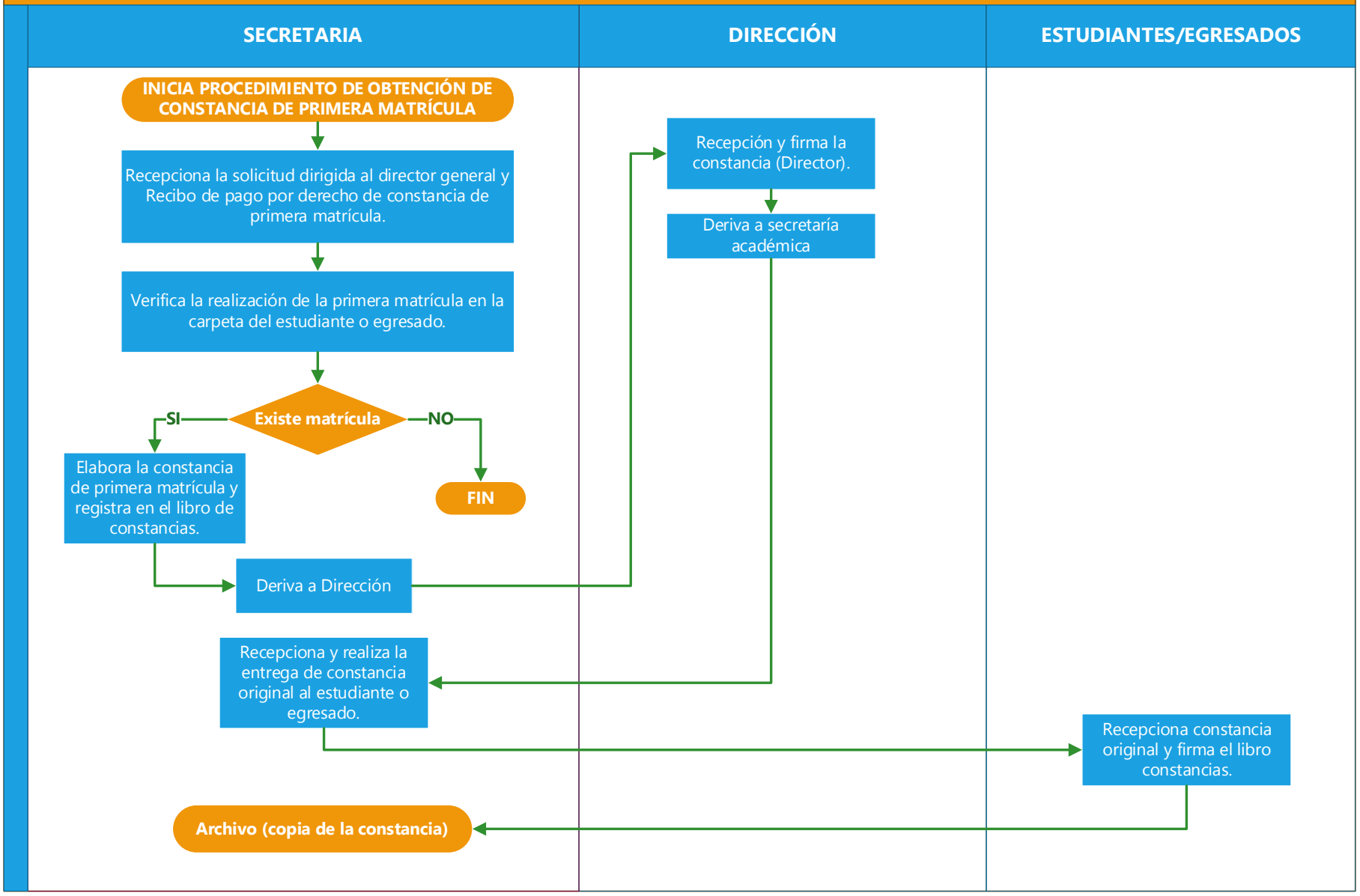PROCESO DE OBTENCIÓN DE CONSTANCIA DE PRIMERA MATRÍCULA