名 单 留 存 单

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| 序号 | 姓 名 | 姓名汉语拼音 | 性  别 | 出生  年 月 日 | | | 出生地  省份 | | 工作单位 | | | | 职务 | 护 照 | | | 发 照 | | | | |
| 种类S/P | | 号 码 | 日 期 | | 地 点 | | 有效期 |
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| 申 请 单 位 | |  | | | | 联系人 | |  | | | 电话（手机号） | | | |  | | | 签发人 | |  | |
| 出 国 任 务  批 件 号 | |  | | | | | | | 前往国家  或 地 区 | | |  | | | | | | 事 由 | |  | |
| 人 数 | |  | |
| 收 件 日 期 | | **年 月 日** | | | 送 签  办 证  外 情  国 况 | | 北京  广州 | | 送  出  日  期 |  | | | | | 返  回  日  期 |  | | | | | |
| 收 件 人 | |  | | |
| 编 号 | |  | | |